

# How to Apply For Your Veterinary License or Intern Permit



Veterinary  
Medical  
Examining  
Board

## Requirements:

1. Graduate of a veterinary medical school accredited by the AVMA, or if a foreign graduate, have a certificate from ECFVG, PAVE or other equivalency program approved by the Board.
2. Passed the NBE/CCT\* or NAVLE and Juris Prudence exams.
3. If you have less than one year's US experience, you must obtain an Intern Permit and practice under the supervision of an Oregon-licensed veterinarian for one year (or the balance of a year). See details below.

\*If you meet the following conditions, you may include a letter requesting waiver of the CCT. Your letter must cite compliance with each of these requirements:

- Graduate of an accredited veterinary school or earned ECFVG certificate prior to 1991;
- Engaged in five contiguous years of active veterinary clinic practice immediately preceding date of application;
- Have held license(s) in good standing in other US states or provinces since graduation; and
- Have continuing education of at least 10 hours per year during the five years immediately preceding date of application.

## Examinations:

Scores must be reported directly to the Board from VIVA (find forms at [www.aavsb.org](http://www.aavsb.org)). If you tested in Oregon, you do not need to request a score transfer.

**North American Veterinary Licensing Examination (NAVLE):** Administered via computer during two periods in spring and winter (see [www.nbvme.org](http://www.nbvme.org) for details). Passing score as established by National Board Examination Committee.

**NBE/CCT:** Passing score before December 1992 is 75.00 based on 1.5 standard deviations. After December 1992, passing score is the criterion referenced score of 425.

**Juris Prudence Exam:** Open-book 40-question test on veterinary laws and rules of Oregon. The exam and regulations will be sent to applicants upon receipt of the license application and \$75 fee. A passing score of 95% (38 correct answers) is required.

### Costs: (not including VIVA)

Application .....	\$75
Permanent License/Intern Permit .....	\$100
Annual License Renewal .....	\$100
NAVLE .....	\$450
JP Exam ...	Included with app fee; no deadline

## LICENSING: This is the first step for all applicants.

Complete and submit the application and fee. The Juris Prudence Exam will be sent to you to complete and return. When you pass the JP exam, you will be sent an activation form. **You may not practice in Oregon until you activate your license or Intern Permit.** Complete and send in the activation form, along with the \$100 fee. Your Permanent License or Intern Permit will be issued upon receipt of all necessary documentation. (NOTE: You do not need to activate your license until you plan to actually practice in Oregon. However, if you activate more than one year beyond your application date, you will need to ask that "letters of good standing" be sent to Oregon from states/provinces where you have been licensed, and you must provide proof of one year's active clinic practice, if not submitted with original application.

**Permanent Licenses:** If you have at least one year's documented veterinary clinical experience, you may activate your Permanent License. All Permanent Licenses expire annually on December 31st. Applications for licenses received after November 1st will be valid through December 31st of the following year.

**Intern Permits:** New graduates or veterinarians with less than one year's experience must obtain an Intern Permit. This permit expires one year after date of issue or less if prior experience is documented. Renewal notices are sent approximately six weeks prior to expiration date, at which time interns may activate their Permanent License or request another Intern Permit if one year's experience has not been acquired. Current veterinary school seniors may submit application materials prior to graduation; however an Intern Permit will not be issued until the Board receives either a dean's letter confirming graduation or a diploma copy.

**Continuing Education:** Active licensees are required to report 30 hours of CE every odd year, i.e., '05, '07, '09, etc. The Practice Act lists CE requirements at OAR 875-001-0010. CE reporting requirements also appear on renewal forms.

**Renewals:** Subject to late fees if renewal form is received after deadline or if required continuing education is not listed.

**Discipline:** The VIVA report includes disciplinary action taken in other states. If you have a disciplinary record in another state, include an explanation letter with your application.

# Application Instructions

**1. Request Transfer of NBE/CCT or NAVLE Scores:** Use attached form or, if you are viewing this on our Website, go to the AAVSB link or [www.aavsb.org](http://www.aavsb.org) and download the forms.

Mail your score request with payment to:

VIVA  
4106 Central St.  
Kansas City, MO 64111

Note: You do not need to transfer scores if you took the NBE/CCT or registered for NAVLE in Oregon. Go to step #2.

**2. Complete Veterinary License Application:** To confirm degree status, attach or send separately a letter from a school official verifying your date of expected graduation or completed graduation, or attach a copy of your veterinary school diploma. Graduates of unaccredited foreign veterinary schools must attach a letter from the ECFVG or PAVE program indicating the date of expected certification, or attach a copy of the certificate of completion.

**3. Send Application and Fee:** Make check or money order payable to Oregon Veterinary Medical Examining Board or OVMEB; mail application and fee to:

**OVMEB**  
**800 NE Oregon St., Ste. 407**  
**Portland, OR 97232**

*If you are licensed in other states and/or have previous clinical experience, also complete the following steps:*

**4. Request Letters of Good Standing:** Ask the licensing board of each state in which you are or have been licensed to send a letter to Oregon verifying your licensure, current status and discipline, if any.

**5. Submit Documentation of Previous Experience:** Ask former employer(s) or colleague(s) to complete the enclosed verification of clinical experience in another state, or have them write a letter describing the nature and length of your experience. Experience may be acquired in any clinical setting including a residency in a graduate program of an accredited veterinary school.

*If you are a new graduate from a veterinary school:*

Procedures (1-3 above) may be completed prior to graduation, however, you may not practice as an intern until graduation has occurred at your school and the Intern Permit has been received by you. Notify the Board office if you will be employed immediately after graduation and we will issue your Intern Permit as quickly as possible when all required documents are received.

Veterinary Medical Examining Board  
800 NE Oregon St., Suite 407  
Portland, OR 97232  
Phone: 971-673-0224 Fax: 971-673-0226  
E-mail: [ovmeb.info@state.or.us](mailto:ovmeb.info@state.or.us)

# Veterinary License or Intern Permit Application

<b>Name</b> (please print):	<b>Birthdate:</b>
<b>Mailing Address:</b>	<b>Home Phone:</b>
	<b>Business Phone:</b>
<b>Residence Address</b> (if different):	<b>Social Security #</b> (see reverse):

**Schools:** Attach copy of diploma or proof of expected graduation from a school official. If you graduated from an unaccredited foreign school, attach a copy of ECFVG or PAVE certification.

Undergraduate: \_\_\_\_\_ Degree: \_\_\_\_\_ Year: \_\_\_\_\_

Veterinary: \_\_\_\_\_ Degree: \_\_\_\_\_ Year: \_\_\_\_\_

**National Examinations:** Both NBE and CCT or NAVLE are required for Oregon licensure. Waiver of CCT may be granted if you meet the requirements listed in the information page. Scores must be reported directly from VIVA. If you took these tests in Oregon, you do not need to request score transfers.

Date and location of NBE \_\_\_\_\_ Date and location of NAVLE \_\_\_\_\_

Date and location of CCT \_\_\_\_\_

**B** **If you are not a new graduate, or are a new graduate with some practice experience, list**  
**A** **your veterinary employment for the last 5 years. One of the listed employers (or colleague, if**  
**C** **you were self-employed) must complete and submit an experience verification form.**

**K** \_\_\_\_\_ Dates of Employment \_\_\_\_\_

**G** \_\_\_\_\_ Dates of Employment \_\_\_\_\_

**R** \_\_\_\_\_ Dates of Employment \_\_\_\_\_

**O** **& List all states in which you are or ever have been licensed. Check here if none.**

**U** **ALL applicants must list three personal references, at least two of which are veterinarians.**

**N** \_\_\_\_\_  
 Name, address & occupation

**R** \_\_\_\_\_  
 Name, address & occupation

**E** \_\_\_\_\_  
 Name, address & occupation

**S**

**NOTICE OF REQUIREMENT AND USE OF SOCIAL SECURITY NUMBER**

You are required to provide your Social Security Number (SSN) on this application. THIS IS MANDATORY. Authority for this requirement is ORS 25.785, ORS 305.385, 42USC § (405)(c)(2)(C)(i) and 42 USC § 666(a)(13). Failure to provide your SSN will be a basis to refuse to issue or renew the license. This record of your SSN will be used for child support enforcement and tax administration purposes (including identification) only unless you authorize other uses. Although a number other than your SSN appears on the face of the veterinary license, your SSN will remain on file with the Veterinary Medical Examining Board.

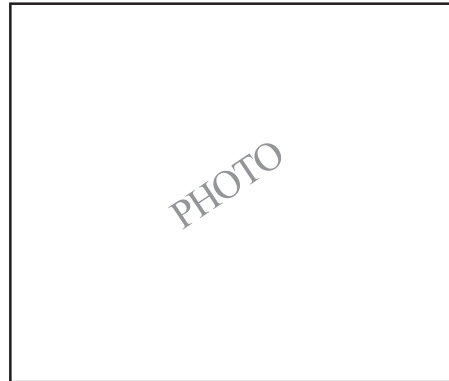
**YOU MUST ANSWER THE FOLLOWING QUESTIONS**

Explain 'yes' answers to questions 1-4 and a 'no' answer to question on a separate sheet. Failure to provide explanations or to be truthful may result in denial of licensure. A 'yes' answer does not preclude licensure. The Board will review applications with exceptional circumstances on an individual basis and decide on the facts. If your application is denied, you have the right to a fair hearing to appeal the denial.

- 1. Have you ever been arrested, charged or convicted of a felony or misdemeanor? Yes No
- 2. Have you ever been treated for controlled substance or alcohol abuse? Yes No
- 3. Have you ever had a veterinary or other professional license suspended or revoked, or been issued other disciplinary action in any other state or country? Yes No
- 4. Are there any other facts not disclosed by your previous answers which might bear adversely on your eligibility and competence to practice veterinary medicine? Yes No
- 5. Do you agree that if there are other matter(s) which occur hereafter before you receive your license as a veterinarian, which might adversely bear on your eligibility to practice veterinary medicine, such matter(s) will be disclosed by you immediately to the Oregon Veterinary Medical Examining Board? Yes No

Make \$75 check or money order payable to OVMEB and mail to:

Veterinary Medical Examining Board  
800 NE Oregon St., Ste. 407  
Portland, OR 97232



Sign and date a current photo and attach here

**NOTARY PUBLIC:**

In the State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

(SEAL)

Signed: \_\_\_\_\_

Notary Public for \_\_\_\_\_

County Commission Expires: \_\_\_\_\_

**PLEASE NOTE:** You may not practice veterinary medicine in Oregon until you have received your license or permit unless you are already licensed in another state and are working in consultation with a licensed Oregon veterinarian for 30 days or less (ORS 686.040(8)). When you have completed the application process, including passing the Juris Prudence exam, a license or permit activation form will be sent to you. You may download forms at our website, [www.ovmeb.state.or.us](http://www.ovmeb.state.or.us).

**AFFADAVIT OF APPLICANT:** I, \_\_\_\_\_, depose and say that all of the preceding statements are true and correct, that I am the person described and identified above and on all attached documents, and that I will not practice veterinary medicine in Oregon until my license or permit has been issued.

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

# Oregon Veterinary Medical Examining Board

800 N.E. Oregon St., Suite 407  
Portland, Oregon 97232  
Phone: 971-673-0224 Fax: 971-673-0226

## VERIFICATION OF EXPERIENCE

**Applicant Name:** \_\_\_\_\_

(please print)

Applicants for a **permanent active** Oregon veterinary license must have at least one year of experience in another state, province or territory of the U.S. or one year of supervised experience (internship) in Oregon. This must be verified by a licensed veterinarian employer or colleague with knowledge of applicant's experience. Use a separate form (copy this original) for each veterinarian verifying experience. A signed letter with similar statements may be accepted in lieu of this form. Return form with original signature to address above. Form may be faxed if original is mailed.

### Verification

- One year (and/or \_\_\_\_\_ months) of supervised experience in Oregon.
- One year (and/or \_\_\_\_\_ months) of experience as a practicing veterinarian in the state of \_\_\_\_\_.

Applicant received this experience by practicing in (check all that apply):

- Private Practice
- Residency in a graduate veterinary program\* of the following accredited veterinary school: \_\_\_\_\_.
- Preceptorship or externship in a veterinary program\* of the following accredited veterinary school: \_\_\_\_\_.

**Additional comments:**

I, \_\_\_\_\_, certify that I am a licensed  
(print name)  
veterinarian in the state of \_\_\_\_\_, that I have knowledge that the above-named

applicant for an Oregon veterinary license has the experience checked  
above, and that the statements herein are true and correct.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(address)

SEAL

\* If experience gained through residency or preceptorship/externship, certify with school seal.