

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 and download the forms.

Request your score transfer at:

<http://aavsb.org/VIVA/score-transfers>

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: ovmeh.info@state.or.us

How to Apply For Your Veterinary License or Intern License



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 license 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

North American Veterinary Licensing Examination (NAVLE): See www.nbvme.org for details. Scores must be reported directly to the Board from VIVA (find forms at www.aavsb.org). If you tested in Oregon, you do not need to request a score transfer.

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/Regional Disease Test: Open-book 40-question test on state veterinary law and Northwest-specific diseases. The exam is sent to applicants upon receipt of the license application and \$75 fee. A passing score of 95% (38 correct answers) is required for the JPE and all Disease Test answers must be correct.

Costs: (not including VIVA)

Application.....	\$75
Active or Intern License	\$150
Annual License Renewal	\$150
NAVLE	\$560
JP Exam	Included with app fee; no deadline

LICENSING: This is the first step for all veterinary license and intern license applicants.

Complete and submit the application and fee. The Juris Prudence Exam/Regional Disease Test 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.** Complete and send in the activation form, along with the \$150 fee. Your license 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.

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

Intern Licenses: New graduates or veterinarians with less than one year's experience must obtain an intern license. This license 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 active license or request another intern license if one year's experience has not been acquired. Current veterinary school seniors may submit application materials prior to graduation; however an intern license 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. The Practice Act lists CE requirements at OAR 875-001-0010. CE reporting requirements also appear on renewal forms.

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.

Veterinary License or Intern License Application

Name (please print):	Birthdate:
Mailing Address:	Home Phone:
	Business Phone:
Residence Address (if different):	Social Security # (see reverse):
E-Mail Address:	
<p>Veterinary College: 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.</p> <p>School: _____ Degree: _____ Year: _____</p>	

National Examinations: Both NBE and CCT or NAVLE are required for Oregon licensure. Waiver of CCT completion 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 _____

B A C K G R O U N D	<p>If you are not a new graduate, or are a new graduate with some practice experience, list your veterinary employment for the last 5 years. One of the listed employers (or colleague, if you were self-employed) must complete and submit an experience verification form.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 80%;">Employer name & location</td> <td style="border-bottom: 1px solid black; width: 20%;">Dates of Employment</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Employer name & location</td> <td style="border-bottom: 1px solid black;">Dates of Employment</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Employer name & location</td> <td style="border-bottom: 1px solid black;">Dates of Employment</td> </tr> </table>	Employer name & location	Dates of Employment	Employer name & location	Dates of Employment	Employer name & location	Dates of Employment
Employer name & location	Dates of Employment						
Employer name & location	Dates of Employment						
Employer name & location	Dates of Employment						
&	<p>List all states in which you are or ever have been licensed. Check here if none. <input type="checkbox"/></p>						
R E F E R E N C E S	<p>ALL applicants must list three personal references, at least two of which are veterinarians.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 90%;">Name, address & occupation</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Name, address & occupation</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Name, address & occupation</td> </tr> </table>	Name, address & occupation	Name, address & occupation	Name, address & occupation			
Name, address & occupation							
Name, address & occupation							
Name, address & occupation							

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.

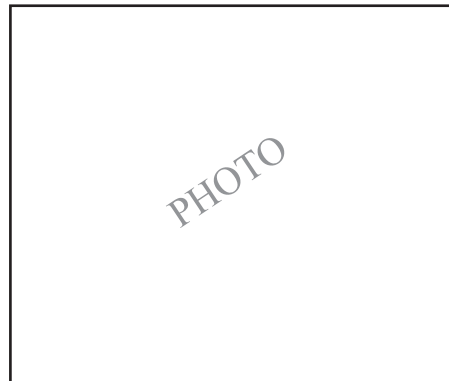
YOU MUST ANSWER THE FOLLOWING QUESTIONS

Explain 'yes' answers to questions 1 through 4 and a 'no' answer to question 5 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 had other disciplinary action taken against you 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.

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, _____, (print name) certify that I am a licensed 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) _____
