



## **NEW REGISTRATION APPLICATION CHECKLIST**

### **~ PUBLIC SECTOR REGISTRATION ~**

**A veterinarian wishing to practice veterinary medicine in British Columbia must first be granted registration by the College of Veterinarians of British Columbia.**

**Public Sector registration** is a class of registration available to veterinarians who are employed as veterinarians by the federal or provincial government (or similar employment) and entitles the veterinarian to engage in veterinary medicine in BC *within the scope of their government employment*. They must not practice beyond the scope of their government employment and must not provide veterinary services directly to the public.

An application form can be filled out through our [online registration portal](#), or by completing the [PDF version of the application form](#) provided on our website. In either case, **the completed form must be printed out, signed in front of and witnessed by a notary public/commissioner of oaths**, and sent (in its original form) via post to the CVBC's office. Likewise, **copies of supporting documents must be "certified true" by a notary public in Canada**, and submitted in hardcopy form to the CVBC office.

**An application is not be considered to be "active" by the CVBC until the office has received, at minimum:**

1. Notarized Application for Registration Form; and
2. Payment of the Application for Registrant Fee (\$500 Cdn + GST = \$525.00 Cdn)

**Materials submitted in support of an application must not predate the start of the application process (as above) by more than one month.** This includes the date the application form was signed and witnessed, the dates that copies of supporting documents were certified 'true', and letters of standing. Copies of educational transcripts and diplomas, however, may be certified up to one year prior to application, or may be transmitted to the CVBC directly from another regulatory or accrediting organization.

Once an application is complete (see next page), your application will be ready for review by the Registrar who may grant approval or may determine that your application must be referred to the Registration Committee for a registration decision.

**You will ONLY be permitted to practice in BC once you have received a letter confirming your registration with the CVBC** (will first be sent by email for immediate notification; then will be mailed, along with your official Certificate of Registration).

**An application for registration will not be complete until the office has received all of the following in official<sup>1</sup> format:**

1. The Application for Registration form, completed and signed by the registrant, and witnessed by a notary public or commissioner of oaths;
2. Payment of:
  - a. Application for Registration fee: \$500 Cdn + GST (= \$525 Cdn); and
  - b. Bylaw Exam and Seminar Fee: \$350 Cdn + GST (= \$367.50 Cdn)
3. A current (within the last 3 months) 'passport-style' photo (straight on photo of head/shoulders);
4. Proof of a legal status permitting you to work in Canada as a veterinarian (ie. Citizenship, Permanent Residence, or a Work Permit to work as a veterinarian) [*this document can also serve as one piece of your government ID*];
5. Two pieces of current government-issued identification, at least one of which has a photo;
6. Proof of Veterinary Degree (ie. Diploma, Letter of Degree Conferral from the issuing university, or University Transcripts that identify degree awarded and date of conferral);
7. Assessment of English Language Proficiency<sup>i</sup>;
8. Current letters of standing/licensure verification from all jurisdictions where you have practiced veterinary medicine and/or been registered<sup>ii</sup>;
9. Name Changes or Variations: If you have ever practiced/been licensed to practice veterinary medicine under a name other than the name that is on your application form and current government identification, or if there are any variations in how your name is presented among your supporting documentation, you must provide:
  - a. Legal proof of the name change (eg. Marriage or divorce certificate); or
  - b. A Sworn Affidavit regarding the variations in your name across the different documents.
10. Requirement specific to Public Sector registration
  - i. Proof of government contract to work as a veterinarian; and
  - ii. An Undertaking for Public Sector Registration (included in the application form).
11. Successful completion of the CVBC's Bylaw & Ethics Exam (online, live-proctored examination) [Items #1, 2 & 5 are minimum *prerequisites* to exam registration]  
*Attendance at the CVBC's quarterly Bylaw & Ethics Seminar is also required, however this may be completed either during the application process, or within the first year of registration;*
12. Payment of the Annual Registration Fee (prorated to the date of registration, on a quarter-year basis);

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<sup>1</sup> Application form must be submitted as the original notarized paperwork; supporting documents may be either:

- a. Presented to the office as originals; copies will be made of the originals for your file by staff;
- b. Submitted by mail/courier as certified true copies (certified as "true" by a notary public in Canada); or
- c. Sent to the CVBC directly from the issuing body by email and/or post

13. The CVBC's [Contact & Practice Information form](#) will also be required, either prior to registration or as soon as possible once registration is granted. The form serves several functions:
- a. to update your personal contact information (which may have changed since you first submitted your application for registration),
  - b. provide/confirm your practice facility information; and,
  - c. provide your permissions for [practice information publication](#) in the CVBC Online Registry

*\*\*If any supporting documents are not in English, the applicant must also submit official copies of a formal translation of the document(s) in question*

\*Depending upon information provided in the application, additional items and/or information may be requested by the Registrar, following review of your application file

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<sup>i</sup> English Language Proficiency:

1. If you received your veterinary degree from a veterinary school [that provided instruction in English](#), no further demonstration of English Language Proficiency is required;
2. If you received your veterinary degree from a veterinary school that [did not](#) provide instruction in English, then you must provide acceptable test scores on a currently verifiable and validated English proficiency assessment<sup>i</sup> by one of the following providers:
  - a. Internet-based TOEFL ("[TOEFL iBT](#)")
  - b. [IELTS-Academic Version](#)
  - c. [CAEL Assessment](#)

<sup>ii</sup> Other Jurisdictions:

- a. If you were not required to hold a license in a jurisdiction where you practiced veterinary medicine (eg. during a residency), you must provide proof that licensure was not required;
- b. If you are a new/pending graduates applying for registration, who has not yet practiced as a veterinarian in any jurisdiction:
  - i. You must have your veterinary school's Dean (or other appropriate representative) provide a letter regarding your conduct as a student (confirming whether or not there are any past, present or contemplated investigations or inquiries regarding your conduct during the period of your veterinary studies); and
  - ii. If you were required to hold student licensure in your veterinary school's jurisdiction, a letter of standing from that licensing body will be required;