



NEW REGISTRATION APPLICATION CHECKLIST
~ PROVISIONAL SUPERVISED ACTIVE REGISTRATION ~
(PRIVATE PRACTICE CLASS)

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

Provisional Supervised Active (PSA) registration in the Private Practice class is a form of registration that may be requested by veterinarians who do not yet have a Certificate of Qualification (CQ) and who must complete the **full exam stream of the National Examining Board**:

- Basic & Clinical Sciences Exam (BCSE)
- North American Veterinary Licensing Exam (NAVLE)
- Pre-Surgical Assessment, and
- Clinical Proficiency Exam (CPE)

Once the NEB Candidate has successfully completed the BCSE and NAVLE, they may be eligible for PSA registration with the CVBC, which would allow them **practice in BC under the direct supervision** of a Private Practice registrant, until they receive their **Certificate of Qualification**. All other requirements for registration in the Private Practice class must be satisfied.

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.

NOTE: Even if generated through the online form, **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.

An application for registration will not be complete until the office has received all of the following in official¹ 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 Proficiencyⁱ;
8. Current letters of standing/licensure verification from all jurisdictions where you have practiced veterinary medicine and/or been registeredⁱⁱ;
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. Specific to PSA Applicants:
 - i. Proof of Registration with the National Examining Board (NEB) of the CVMA,
 - ii. Successful Completion of the BCSE and NAVLE Exams, and
 - iii. Signed Undertaking for Provisional Supervised Active Registration (included in the application for registration form)

For more information, please see the [CVBC's website](#)

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. 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:
 - i. to update your personal contact information (which may have changed since you first submitted your application for registration),

¹ 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

- ii. provide/confirm your practice facility information; and,
- iii. 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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Once all of the above application requirements have been received by the office, your application will be ready for review and approval for registration by the CVBC's Registration Committee.

If approved by the Registration Committee, you must:

- 1. Provide payment to the CVBC of the Annual Registration Fee (prorated to the date of registration, on a quarter-year basis) in order to complete your registration; and
- 2. Provide a Primary Supervision Agreement to be reviewed and approved by the Registrar.

**You will only be permitted to practice in BC once you have received BOTH:**

- a. A letter confirming your registration with the CVBC; and
- b. A letter confirming the Registrar's approval of your Primary Supervisor.

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

- a. If you received your veterinary degree from a veterinary school that provided instruction in English, no further demonstration of English Language Proficiency is required;
- b. 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;
- c. If you have not been practicing as a veterinarian recently, the CVBC will seek references from supervisors in your recent work and/or volunteer positions (preferentially veterinarian supervisors, whenever possible) – the CVBC will contact the reference(s) directly