

Provisional Supervised Active (PSA) Private Practice Applicant Checklist for Document Submissions

THIS PAGE IS FOR APPLICANT USE ONLY – IT DOES NOT NEED TO BE PROVIDED TO THE CVBC.

Please see the CVBC's "Registration Application Guide" for detailed information about each of the below requirements.

An application for **Provisional Supervised Active registration in the Private Practice** class registration will not be complete until the office has received all of the following in official format:

1. Application for Registration Form – completed then [declared before and witnessed by a Notary Public or Commissioner of Oaths](#)
2. Payment (in Canadian funds) of:
 - Application for Registration Fee (\$650.00 + GST = **\$682.50**)
 - Bylaw & Ethics Exam Fee (\$450.00 + GST = **\$472.50**)
3. A current (within last 3 months) passport-style photo of applicant (straight-on photo of head and shoulders)
4. Two pieces of current (still valid) government-issued identification, at least one of which must have a photo – [certified 'true' copies](#)
5. Proof of legal status permitting you to work in Canada as a veterinarian (ie. Citizenship, Permanent Residence, Work Permit) – [certified 'true' copy](#) (*this may also serve as one piece of government-issued ID*)
6. Proof of veterinary degree (diploma, transcript, letter of degree confirmation) – [certified 'true' copy or sent directly to CVBC by issuing body](#)
7. Proof of English Language Proficiency (**only if** you did not receive your veterinary school instruction in English)
8. Provisional Supervised registration in Private Practice Class Specific Requirements:
 - Verified registration with the NEB and successful completion of BCSE & NAVLE exams – [CVBC can verify this directly with the NEB](#)
 - signed PSA Undertaking - [certified 'true' copy](#)
9. If any name changes/variations, provide proof to support - [certified 'true' copy](#)
10. Letters of standing/license verification from all jurisdictions in which you have held licensure and/or have practised veterinary medicine or any other regulated profession – [request jurisdictions to provide letter direct to CVBC](#)
11. Successful completion of the CVBC's Bylaw & Ethics Seminar and Exam - [This is available online as 'on demand' webinars and an open-book exam; access will be granted by office once application form, government ID and payment of application and exams fees have been received](#)
12. Certified English translations of any supporting documents that are not in English

Once an application is complete (all of the relevant items in the list above have been received), your application will be ready for review by the Registrar who may require you to provide additional information before the application is ready for a decision. Then, if satisfied that the application is complete, the Registrant will refer your application to the Registration Committee for a registration decision (all PSA applications must be approved by the Registration Committee).

Once registration has been approved, you will be issued an invoice for the annual registration fee (prorated to your date of registration). Your registration will not be completed until the CVBC receives payment of the annual registration fee.

Only after you have received official confirmation that your registration has been completed (registration letter sent by email) may you engage in the practice of veterinary medicine in BC.