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**GENERAL REQUIREMENTS and INFORMATION**

All applicants for private practice, specialty private practice, and public sector registration are required to:

- pass an examination on the *Veterinarians Act* of British Columbia, the CVBC bylaws Parts 1 to 5, Schedule D Accreditation Standards, Responding to an Animal in Critical Distress; and,
- attend a bylaws seminar within one (1) year of being registered.

Returning registrants without active status for less than three years (retired and non-practicing) wishing to reinstate may be eligible to review the bylaws rather than attending the seminar. Please contact the office for information.

**Application for Registration: \$ 525.00** (\$ 500 + 5% GST)

**Regular exams: \$ 367.50** (\$ 350 + 5% GST)

**Special exams: \$ 682.50** (\$ 650 + 5% GST)

Applicants must pre-register with the Registration Coordinator to attend the bylaws exam or seminar by submitting a completed and notarized Application for Registration with full payment of both the application fee and the exam fee to the CVBC office at least the week before the scheduled date.

	<b>Dates</b>	<b>Location</b>
<b>2017 Bylaws Exam with Seminar</b>	Wednesday, November 1 <i>Submission deadline: October 25</i>	Airport Executive Park, Building 1, Suite 113, 10451 Shellbridge Way, Richmond V6X 3C6 ( <i>across the street from the Accent Inn</i> )
<b>2017 Bylaws Exam without Seminar</b>	Wednesday, September 6 <i>Submission deadline: August 30</i>	<b>CVBC Offices:</b> Airport Executive Park, Building 7, Suite 210, 10991 Shellbridge Way, Richmond V6X 3C6
	Wednesday, October 4 <i>Submission deadline: September 27</i>	
	Wednesday, December 6 <i>Submission deadline: November 29</i>	

The bylaws seminar begins at 9:00 am with a break for lunch (lunch is provided). The exam is invigilated and open book with a maximum one hour time limit, held directly after the seminar. The entire process can take up to 8 hours.

## **Special Exam Dates**

At the discretion of the registration committee, applicants may be permitted to write on a date other than the regularly scheduled seminar and examination days ONLY for very compelling reasons. These are special exams for fee purposes.

You will be required to sign a letter of undertaking stating that you will attend the bylaw seminar within one (1) year. If you fail to attend the bylaw seminar within one (1) year, it may become a disciplinary matter.

Please forward your request, in writing, to the Registration Coordinator at the CVBC office.

## **PASSING THE EXAM IS ONLY ONE REQUIREMENT**

The bylaw exam is only one step in the application process. Passing the exam does not automatically entitle the applicant to be registered. It also does not lead to immediate registration.

An application file will be forwarded to the Registrar only when it is complete and includes all required documentation and fees. The Registrar must be satisfied that the applicant meets all requirements and is qualified to be registered. The Registrar may make further inquiries. The Registrar may refuse to grant registration. In such cases the application will be referred to the Registration Committee. The Registration Committee may direct the Registrar to register the applicant, to seek additional information or to hold a hearing.

## **MATERIAL TO STUDY:**

Applicants should be familiar with the documents listed below before taking the bylaws exam. These documents can be accessed on the CVBC website ([www.cvbc.ca](http://www.cvbc.ca)), under the 'Resources' tab in the 'Bylaws and Policies' section.

- Veterinarians Act
- Bylaws:
  - Part 1 - Governance
  - Part 2 – Registration
  - Part 3 - Accreditation and Naming
  - Part 4 - Ethics and Standards
  - Part 5 - Complaints and Discipline
- Schedule D Accreditation Standards
- Responding to an Animal in Critical Distress

## **ASSISTANCE:**

If you require further assistance, please directly contact the Registration Coordinator at 604-924-2156 or [registration@cvbc.ca](mailto:registration@cvbc.ca)