

## Bylaws Seminar and Exam

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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.

A registrant without active status such as for retired and non-practicing for less than three years, who wishes to reinstate, is required to review the bylaws before returning to practice.

### **GENERAL REQUIREMENTS and INFORMATION**

Applicants must pre-register with the Registration Coordinator at least the week before to attend the bylaws exam or to attend the bylaws exam and seminar to ensure a seat by submitting a completed and notarized in Canada Application for Registration with full payment of the application fee, and the exam and seminar fee to the CVBC office. The application and exam fees (see below) are listed in Schedule C to the bylaws, Part 1 – Governance.

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

### **EXAM and SEMINAR SCHEDULE** (See Table below for the summary of Dates and Location)

The bylaws seminar for 2018 with the exam on February 07, May 02, August 01 and November 07 will be held in Richmond at the Airport Executive Park, Suite 113, 10451 Shellbridge Way V6X 3C6 across the street from the Accent Inn.

The bylaw exam without seminar for 2018 will be held on January 10, March 07, April 04, June 06, July 05, September 05, October 03, and December 05 at the CVBC Office in Richmond at the Airport Executive Park, Suite 210, 10991 Shellbridge Way V6X 3C6 on the corner of Shell Road and Shellbridge Way.

These are regular exams for fee purposes.

The exam will also be held at the Western College of Veterinary Medicine (WCVI), Room 2102 in Saskatoon, Saskatchewan on a Saturday in **April TBD** for the 2018 graduating class, if there are 8 or more applicants. This is a special exam for fee purposes. The session at the WCVI is open to both graduating students and veterinarians.

2017 Bylaws Seminar with Exam Dates	2018 Bylaws Exam without Seminar
<p style="text-align: center;"><b>Wednesday, February 07</b></p> <p style="text-align: center;">Submission deadline January 31, 2018</p> <p style="text-align: center;">Airport Executive Park, Suite 113, 10451 Shellbridge Way, Richmond V6X 3C6 across the street from the Accent Inn.</p>	<p style="text-align: center;"><b>January 10</b></p> <p style="text-align: center;">Submission deadline January 03, 2018</p> <p style="text-align: center;"><b>March 07</b></p> <p style="text-align: center;">Submission deadline February 28, 2018</p> <p style="text-align: center;"><b>April 04</b></p> <p style="text-align: center;">Submission deadline March 28, 2018</p> <p style="text-align: center;"><b>June 06</b></p> <p style="text-align: center;">Submission deadline May 30, 2018</p> <p style="text-align: center;"><b>July 04</b></p> <p style="text-align: center;">Submission deadline June 27, 2018</p> <p style="text-align: center;"><b>September 05</b></p> <p style="text-align: center;">Submission deadline August 29, 2018</p> <p style="text-align: center;"><b>October 03</b></p> <p style="text-align: center;">Submission deadline September 26, 2018</p> <p style="text-align: center;"><b>December 05</b></p> <p style="text-align: center;">Submission deadline November 28, 2018</p> <p style="text-align: center;">Airport Executive Park, Suite 210, 10991 Shellbridge Way, Richmond V6X 3C6 on the corner of Shell Road and Shellbridge Way</p>
<p style="text-align: center;"><b>Saturday, April TBD</b></p> <p style="text-align: center;">Submission deadline</p> <p style="text-align: center;"><b>WCVI, Saskatoon, Saskatchewan, Room 2102</b></p>	
<p style="text-align: center;"><b>Wednesday, May 02</b></p> <p style="text-align: center;">Submission deadline April 25, 2018</p> <p style="text-align: center;">Airport Executive Park, Suite 113, 10451 Shellbridge Way, Richmond V6X 3C6 across the street from the Accent Inn.</p>	
<p style="text-align: center;"><b>Wednesday, August 01</b></p> <p style="text-align: center;">Submission deadline July 25, 2018</p> <p style="text-align: center;">Airport Executive Park, Suite 113, 10451 Shellbridge Way, Richmond V6X 3C6 across the street from the Accent Inn.</p>	
<p style="text-align: center;"><b>Wednesday, November 07</b></p> <p style="text-align: center;">Submission deadline October 31, 2018</p> <p style="text-align: center;">Airport Executive Park, Suite 113, 10451 Shellbridge Way, Richmond V6X 3C6 across the street from the Accent Inn.</p>	

## **Special Exam Dates**

Applicants will be permitted to write on a date other than the regularly scheduled examination days ONLY for very compelling reasons at the discretion of the registration committee. Please forward your request, in writing, to the Registration Coordinator at the CVBC office. These are also 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.

## **FEES**

### **Application for Registration**

Fee: \$ **525.00** (\$ 500 + 5% GST)

### **Regular exams;**

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

### **Special exams:**

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

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

The bylaw exam is only one step in the application process and 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 will either direct the Registrar to register the applicant 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. The CVBC Bylaw Exam is an open book exam; paper copies of these documents may be brought with you to the exam.

- 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, Christina Spring at 604-924-2156 or [registration@cvbc.ca](mailto:registration@cvbc.ca)