

COLLEGE OF VETERINARIANS OF BC (CVBC)

Application for Registration

The process of registration with the CVBC is governed by the Bylaws, Part 2 – Registration. Under s. 2.3 (1), ‘General rules and criteria’, an applicant seeking registration in a class of active registration or the non-practicing class of registration **must** provide a completed application form together with:

- an original of a required document, or a copy certified by a commissioner of oaths or notary public in Canada;
- a certified English translation, if required;
- payment for the application; and
- payment for the bylaw exam and seminar, or a request for a waiver or exemption, if applicable.

All supporting documentation must not predate the application by more than one month or the registrar will refer the application to the registration committee for direction (bylaw s.2.3 (2)).

All payments as set out in Schedule C to the Bylaws must be provided in Canadian funds.

Registration Document Review

All requirements, including a passing mark on the CVBC bylaw exam, must be completed before an application for registration will be considered by the registrar.

An applicant may expect to be registered within two weeks of submitting all required documentation and passing the bylaw exam, if all requirements are met. It is the responsibility of the applicant to allow sufficient time for submission and review of all required registration documentation prior to an anticipated start date for employment. Registration on a specific date cannot be guaranteed, particularly during periods of office closure.

The CVBC has the obligation to investigate any concerns that might arise regarding an applicant for registration. The registrar may refuse to grant registration, in which case the application file will be referred to the registration committee. The registration committee may direct the registrar:

- to register an applicant with full, provisional or limited registration as defined in the bylaws, s. 2.7, s. 2.8, and s. 2.10, respectively;
- to obtain further or additional information or clarification; or
- to hold a registration hearing.

Where to submit your Application for Registration Form, fees and supporting documentation

Please send the originally signed Application for Registration Form and all additional sheets and supporting documentation with a cheque or money order in Canadian funds to:

Registration Assistant, CVBC, Airport Executive Park Building 7, #210 - 10991 Shellbridge Way, Richmond, BC V6X 3C6 Canada.

For assistance please contact the registration assistant at 604-929-7090 or by email at registrationassist@cvbc.ca

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To the Registrar of the College of Veterinarians of British Columbia:

I, _____
First Name Middle Name Last Name

Full name, printed legibly (please note that this will be the name under which you will be registered in the register and the Online registry)

of:

Address

City Province/State Country

Postal Code Telephone Number E-mail Address

You must provide complete and current contact information to the CVBC and keep this information up to date with the CVBC at all times.

hereby make application for registration for the following class of registration (Please mark One only):

- Private Practice
- Temporary For External Licensed Veterinarian
- Public Sector
- Specialty Private Practice
- Non-practicing

I declare that:

1. My immigration status in Canada is (Please mark One only):

- Canadian Citizenship status
- permanent resident of Canada
- Canadian work permit

Please provide a copy as declared by a commissioner of oaths or notary public in Canada.

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2. **I graduated (or I am about to graduate) with a degree or diploma in veterinary medicine from:**

Veterinary school	Year	Degree (eg., DVM, BVSc, other)
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Required: copy of your veterinary degree or diploma certified by a commissioner of oaths or notary public in Canada.

New or imminent graduates of accredited veterinary schools who have passed the North American Veterinary Licensing Exam (NAVLE) and do not have a Certificate of Qualification (CQ) from the National Examining Board (NEB) of the Canadian Veterinary Medical Association (CVMA) must direct: (1) the NEB to send the scores directly to the CVBC, and (2) the Dean of the veterinary school to send confirmation of convocation directly to the CVBC, or provide true copies certified by a commissioner of oaths or notary public in Canada.

Following graduation, the CVBC requires a copy of the veterinary degree or diploma certified by a commissioner of oaths or notary public in Canada.

3. **Registration in the Temporary For External Licensed Veterinarian (TEMP) class of registration to provide a locum service, requires a signed undertaking** (see attachment at the end of the application). Attendance at the bylaw seminar and passing the bylaw exam is not required.
4. **Registration in the Specialty Private Practice (SPP) class of registration does not require a CQ. To be recognized as a Diplomate (ie., a “specialist”) you must provide:**
- a) Proof by means of a certified copy of the diploma and a Letter of Good Standing that you hold a current diplomate status in a recognized veterinary specialty as administered by the ABVS (Advisory Board on Veterinary Specialties); and
 - b) A signed undertaking agreeing to restrict your practice as a veterinarian to the scope of the diplomate certificate held (see attachment at the end of the application for the form of undertaking).
5. **Registration in the Public Sector (PS) class of registration does not require a CQ. You must provide:**
- a) Proof of employment as a veterinarian in British Columbia by the Crown in right of Canada or by the Province of British Columbia or other similar employment; and
 - b) A signed undertaking agreeing to restrict your practice as a veterinarian in British Columbia as an employee of the Crown in right of Canada or as an employee of the Province of British Columbia (see attachment at the end of the application for the form of undertaking).
6. **I have received a Certificate of Qualification (CQ) that was assessed in the English language from the National Examining Board (NEB) of the Canadian Veterinary Medical Association (CVMA):**

YES _____ Date of CQ: _____

NO _____

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If you answered **'YES'** then you must provide a true copy certified by a commissioner of oaths or notary public in Canada of your CQ to the CVBC, or you can have the NEB provide a copy of your CQ directly to the CVBC.

If you answered **'NO'** because you have not yet received a CQ but you have passed all the qualifying NEB exams in English and submitted any other documentation required by the NEB to be issued a CQ then have the NEB provide proof directly to the CVBC that a CQ will be issued..

If you answered **'NO'** because your CQ was assessed in the French language and you did not graduate from an accredited or acceptable veterinary school that provided instruction in English, or at the time of application to the CVBC you were registered in another province and you were required to pass a prior equivalent English language proficiency assessment because you were from an accredited or acceptable veterinary school that did not provide instruction in English, then you must provide proof to the CVBC that you are proficient in the English language at a level prescribed the bylaws, Part 2 – Registration, s. 2.12 (2) 'Private practice registration criteria and requirements'.

You must provide a copy of the report of your English language scores certified by a commissioner of oaths or notary public in Canada.

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7. My full veterinary employment history (attach additional sheets if necessary):

Place of employment: _____

Location: _____ From: _____ To: _____

Description of employment: _____

Name of supervisor or employer for contact purposes: _____

Place of employment: _____

Location: _____ From: _____ To: _____

Description of employment: _____

Name of supervisor or employer for contact purposes: _____

8. I am, or was previously, registered or licensed to practice veterinary medicine, in Canada, including BC, and from any foreign jurisdictions (attach additional sheets if necessary).

Jurisdiction From To

Jurisdiction From To

Jurisdiction From To

You must provide an original (or a copy certified by a commissioner of oaths or notary public in Canada) of the official 'Letter of Good Standing' as defined in the bylaws, s. 2.1 (17), 'Definitions' from each jurisdiction where you are or were licensed.

For each jurisdiction that did not require you to be licensed, you must have the appropriate official provide a letter to the CVBC confirming that you did not require a license.

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9. I declare that I am not subject to investigation, review or other proceeding by a regulatory body in British Columbia or in another province of Canada or a foreign jurisdiction that could result in my entitlement to practice as a veterinarian being cancelled or suspended.

Yes ____ No ____ (If you have been investigated, remediated or disciplined elsewhere in connection with your veterinary practice, please attach a full written explanation of the circumstances)

10. I declare that my entitlement to practice as a veterinarian has not been cancelled or suspended by a regulatory body in British Columbia, in another province in Canada, or a foreign jurisdiction at any time:

Yes ____ No ____ (If your licence to practice has been cancelled or suspended, please attach a full written explanation of the circumstances)

11. I declare that my entitlement to practice as a veterinarian has not been voluntarily relinquished to a regulatory body in British Columbia, another province in Canada or a foreign jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding by that body that could have resulted in my entitlement to practice in British Columbia, another province of Canada, or the foreign jurisdiction being suspended or cancelled:

Yes ____ No ____ (If you have voluntarily relinquished your licence to practice elsewhere, please attach a full written explanation of the circumstances)

12. I declare that I have not been charged or convicted of a criminal offence.

Yes ____ No ____ (If you have been charged or convicted, please attach a full written explanation of the circumstances and an original, or copy certified by a commissioner of oaths or notary public in Canada, of a national criminal record check from the police agency. The national criminal record check cannot be from a government department, Visa or passport official from that jurisdiction. Internet searches are not acceptable).

13. I provide the following additional personal information, which is collected for precise identification and statistical purposes.

Sex: Male Female

Date of birth: _____ Place: _____
City Country

Government issued current identification; two pieces, one of which must include a photo:

Driver's License Provincial ID Passport Other: _____

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14. I agree that if I am granted registration and while so registered by the College of Veterinarians of British Columbia, that I will act in accordance with the Veterinarians Act of British Columbia and the bylaws. I authorize the registrar of the College of Veterinarians of British Columbia to obtain information from any other regulatory body concerning current or past registration, including particulars about complaint investigations (whether dismissed or leading to a consent resolutions) and disciplinary or remedial actions. Further, I authorize those agencies, bodies or individuals possessing such information to provide it upon request to the registrar of the College of Veterinarians of British Columbia, including without limitation, Canadian federal or provincial and American federal or state police agencies or any regulators of veterinary medical and health professionals.
16. I declare that all information included in this Application for Registration Form and the accompanying materials is true, accurate and verifiable to the best of my knowledge.

Declared before me at _____

In the jurisdiction of _____

This _____ Day of _____, 20 _____

Signature of Applicant

Commissioner of Oaths or Notary Public in Canada for the

Province of _____

COLLEGE OF VETERINARIANS OF BC (CVBC)

Application for Registration

Undertaking for Temporary registration for an external licensed veterinarian

I, _____, provide the following undertaking to the College of Veterinarians of British Columbia (CVBC), pursuant to s. 2.15 of the CVBC Bylaws:

- I have read, understand and will comply with the Act, the bylaws and any applicable code or standards.
- I will restrict my Temporary registration for an external licensed veterinarian to the following active class of registration (please mark one only):
 - Private Practice
 - Public Sector
 - Specialty Private Practice
- I agree to restrict my temporary practice in accordance with s. 2.15 (4) to a maximum of 30 non-consecutive days for each registration.
- I agree to maintain a log recording the date(s) and practice facility names where I worked and to provide a copy to the registrar upon request.
- I understand that any breach of this undertaking may result in disciplinary consequences by the CVBC.

Signed this _____ day of month _____, 20

Applicant's signature: _____

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Undertaking for Specialty Private Practice

I, _____, provide the following undertaking to the College of Veterinarians of British Columbia (CVBC), pursuant to s. 2.14 of the CVBC Bylaws:

- I have read, understand and will comply with the Act, the bylaws and any applicable code or standards.
- I will restrict my Specialty Private Practice registration in accordance with the scope of the diplomate certificate which I hold from the Advisory Board on Veterinary Specialties (ABVS), as evidenced by the attached letter from diplomate board of the ABVS.
- I will promptly notify the CVBC of any future changes or alterations to my ABVS diplomate status.
- I understand that any breach of this undertaking may result in disciplinary consequences by the CVBC.

Signed this _____ day of month _____, 20

Applicant's signature: _____

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Undertaking for Public Sector

I, _____, provide the following undertaking to the College of Veterinarians of British Columbia (CVBC), pursuant to s. 2.13 of the CVBC Bylaws:

- I have read, understand and will comply with the Act, the bylaws and any applicable code or standards.
- I have provided proof of employment as a veterinarian in British Columbia by the Crown in right of Canada or by the Province of British Columbia or other similar employment.
- I will restrict my Public Sector registration to practice as a veterinarian in British Columbia as an employee of the Crown in right of Canada or by the Province of British Columbia or other similar employment.
- I understand that any breach of this undertaking may result in disciplinary consequences by the CVBC.

Signed this _____ day of month _____ 20

Applicant's signature: _____