



College of Veterinarians of British Columbia

REGISTRATION APPLICATION CHECKLIST FOR ~ PROVISIONAL SUPERVISED ACTIVE REGISTRATION ~ IN THE PRIVATE PRACTICE CLASS

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

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

For more information about Provisional Supervised registration, see the “[Classes of Registration](#)” page of the College’s online Registration Application Guide.

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.

Applications for Provisional Supervised Private Practice registration **MUST** be referred to the Registration Committee for a registration decision. To be included on the Committee’s agenda, an application must be complete no later than 2 weeks before the scheduled meeting. The Registration Committee’s meeting schedule is posted on the College website [here](#).

The CVBC’s [Registration Application Guide](#) provides a detailed discussion about registration requirements and the application process. Instructions for applying for registration can be found [here](#).

Materials submitted in support of an application must not predate the start of the application process (= notarized application form + application fee have both been received) **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
- the dates of issuance of any 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 considered complete and ready for referral to the Registration Committee until the office has received all of the following in officialⁱ format:

- a. The Application for Registration form, completed and signed by the registrant, and witnessed by a notary public or commissioner of oaths;
- b. Payment of:
 - a. Application for Registration fee: \$650 Cdn + GST (= \$682.50 Cdn); and
 - b. Bylaw Exam and Seminar Fee: \$450 Cdn + GST (= \$472.50 Cdn)
- c. A current (within the last 3 months) 'passport-style' photo (straight on photo of head/shoulders);
- d. 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];*
- e. Two pieces of current government-issued identification, at least one of which has a photo;
- f. 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);
- g. Demonstration of English Language Proficiencyⁱⁱ;
- h. Current letters of standing/licensure verification from all jurisdictions where you have practised and/or been registered to practise veterinary medicine or any other regulated professionⁱⁱⁱ;
- i. Name Changes or Variations: If you have ever practised/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.
- j. 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. A signed Undertaking for Provisional Supervised Active Registration (included in the application for registration form)
- k. Successful completion of the CVBC's Bylaw & Ethics Seminar and Exam

For more information, see the "[Bylaw & Ethics Seminar and Examination](#)" page of the CVBC Registration Application Guide

*****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 for registration by the Registration Committee: BEFORE you may begin to engage in the practice of veterinary medicine in BC, you **must first**:

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

A PSA Registrant is only authorized **to practice in BC once they have received both**:

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

These will be sent to the PSA registrant by email from [registration@cvbc.ca](mailto:registration@cvbc.ca).

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- <sup>i</sup> For more information about 'official formats' and methods of submission to the CVBC, [see points 3 & 4](#) of the "Applying for Registration" page of the CVBC Registration Application Guide.
  - <sup>ii</sup> English Language Proficiency – see the "[English Language Proficiency](#)" page of the CVBC Registration Application Guide.
  - <sup>iii</sup> Note regarding past or present jurisdictions
    - a. If you were not required to hold a license in a jurisdiction where you practiced veterinary medicine (for example, during a residency), you must provide verification that licensure was not required by that jurisdiction;
    - b. For new/pending graduates applying for registration:
      - 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;
    - b. 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