

## 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 **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 by Notary Public in Canada](#)
5. Proof of legal status permitting you to work in Canada as a veterinarian (ie. Citizenship, Permanent Residence, Work Permit) – [certified 'true' copy by Notary Public in Canada](#) (*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 by Notary Public in Canada 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. Private Practice Class Specific Requirements:
  - Certificate of Qualification from the National Examining Board – [certified 'true' copy by Notary Public in Canada or arrange for direct transmission from NEB to CVBC](#)
9. If any name changes/variations, provide proof to support - [certified 'true' copy by Notary Public in Canada](#)
10. Proof of any declared ABVS- or EBVS-specialist certification and your current good standing with your certifying specialty board – [request certifying body to provide letter direct to CVBC](#)
11. 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](#)
12. 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](#)
13. 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 requirements have been met, the Registrar may grant approval; or the Registrar may determine that your application must be referred to the Registration Committee for a registration decision.

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.**