

BOARD OF VETERINARY MEDICINE

APPLICATION INSTRUCTIONS AND FORMS FOR A LICENSE TO PRACTICE VETERINARY MEDICINE IN THE DISTRICT OF COLUMBIA

Your interest in becoming licensed as a veterinarian in the District of Columbia is welcome. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are deposited when received, and cannot be transferred or refunded.

This package contains the forms to apply for a veterinarian license in the District of Columbia. Follow the instructions provided below and complete all sections. If you require more space for work experience or need to provide explanations for screening questions, attach typed responses to the form.

THE APPLICATION PROCESS

Upon submission of the required application documents and final approval, you will be issued a license to practice in the District of Columbia.

If you submit an application that is incomplete or otherwise deficient, our processing staff will notify you of the deficiencies via mail. If the Board has questions or concerns during its review, you will also be notified.

WHERE TO FILE

All new license applications and documents should be sent to the following address:

HRLA1-Board of Veterinary Medicine
P.O. Box 37801
Washington, D.C. 20013

If you have any questions, call our **toll-free** Customer Service line a 1-877-672-2174 between 8:30 am and 4:30 pm EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications submitted without payment or with incorrect payment will be returned in their entirety, including payment. Please print or type all information except signatures.

GENERAL REQUIREMENTS FOR APPLICANTS

All applicants for a veterinarian license in the District of Columbia shall meet the following requirements:

1. Applicant must be at least 18 years of age; and
2. Applicant must not have been convicted of a crime of moral turpitude which bears directly on the applicant's fitness to be licensed; and

All Applicants must submit the following in order to be considered for licensure:

1. A complete application, including required supporting documents (listed on application form); and
2. Two recent passport-type photos of the applicant's face, measuring approximately 2" x 2" with the applicant's name printed on the back. Home snapshots are not acceptable.

3. Passing National Board Exam or North American Veterinary Licensing Examination (NAVLE) score report (with seal) from the American Association of Veterinary State Board's (AAVSB) Veterinary Information Verifications Agency (VIVA).
4. Signed Certificate of Moral Character (provided in this packet).

SUPERVISED PRACTICE

Graduates are authorized to engage in supervised practice of veterinary medicine without a license provided:

1. Graduates may engage in supervised practice only if their first application for a license in the District of Columbia is pending, provided the license is not pending for more than six (6) months in a calendar year.
2. A graduate may not assume administrative or technical responsibility for the operation of a veterinary facility.
3. All supervised practice may take place under general or immediate supervision.
4. A graduate shall identify himself/herself as such before practicing veterinary medicine.
5. Persons who have been denied a license or disciplined or who have such action pending must seek authorization in writing from the Board prior to practicing.
6. A supervisor (must also be a D.C. licensed veterinarian) is fully responsible for all practice by a graduate and is subject to disciplinary action for any violation by the graduate.
7. A supervisor shall notify the DC Board of Veterinary Medicine in writing (90-Day Supervised Practice Form provided in this packet) immediately upon the employment or termination.

COMPLETING THE LICENSE APPLICATION

Section 1. Requested License Type/Fees

- a. The methods for becoming licensed in the District of Columbia are outlined below. Check the box to indicate the method through which you are applying in section one of your new license application.

| | |
|--------------------|---|
| Examination (E) | Prior successful completion of the National Board Examination or the North American Veterinary Licensure Exam (NAVLE), first license issued in the United States, and meets other requirements. |
| Re-examination (R) | n/a |
| Endorsement (N) | Hold a license in good standing in another state or territory of the United States with standards which are comparable to DC's requirements and has prior successful completion of the National Board Examination or the North American Veterinary Licensure Exam, first license issued in the United States, and meets other requirements. |

- b. Should you need to obtain additional copies of your license to comply with laws and regulations pertaining to displaying your license at each office where you conduct business, you may order up to
- c.

five (5) duplicate licenses (for a \$34 fee each, etc.) Mark the “duplicate licenses” box and indicate the number of duplicates needed on the line provided. Indicate the total amount due for duplicates on the line to the right.

- d. You must pay the application and license fee by a single check or money order. It is recommended that you pay by check, so that you have ready proof of payment. Checks or money orders should be made payable to **DC TREASURER** and submitted with your license application packet. Do **NOT** send cash. “Starter” checks will not be accepted. The application portion of the fee is **NOT** refundable. The license fee portion of the payment is refundable in the event of final denial of a license or a request from an applicant to close the application request. In the latter event, you will have to file all documents again, should you subsequently decide to apply for licensure. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the application and license fee portions of each application method are listed on the next page.

FEE MATRIX

| License Type | License Origin | Application Fee | License Fee | DC Veterinarian Exam Fee | Total Due |
|--------------|-----------------|-----------------|-------------|--------------------------|-----------|
| VET | Examination (E) | \$65 | \$130 | \$20 | \$215 |
| VET | Endorsement (N) | \$65 | \$130 | - | \$195 |

*The **Total Due** amount is the fee that must be paid for you DC license to be processed. Your new license fee includes one new license print showing the new effective date and expiration date. A charge of \$65 will be imposed for dishonored checks (Public Law 89-208).

DC Veterinarian licenses expire on December 31 of odd numbered years. Your initial license will be valid for the balance of the current renewal cycle. You will be mailed a renewal notice (to you address of record) approximately three (3) months before the expiration of your license. Upon completion of the renewal questionnaire and payment of the renewal fee, your license will be renewed for a two-year period. You should know that you are required by regulation to report all changes of your business or residence address to the Health Regulation and Licensing Administration’s Processing Center on behalf of the Board. The Processing Center will update the address change in your database record. Requests for address change should be made via letter. Send a letter to the Health Regulation and Licensing Administration Processing Center at the address in the middle of page 1. Without an updated address, you may not receive your renewal notice.

Section 2. Applicant Name/Demographic Information

Enter your name exactly as it should appear on the license. All applicants must be at least 18 years of age.

Section 3. Supporting Documents Required

The required supporting documents are listed in this section. Place an “X” in the “YES” box for each item you have included with your application package **or** requested to be sent under separate cover to our Processing Center on behalf of the Board of Veterinary Medicine.

Section 4. Previous Names

List any other names you have used in the past on the lines provided. If your name has changed at any point since you first attended a college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, or court order.

Sections 5A & B. Home/Business Address

Include both your home and business addresses in the sections provided. Even if you have a PO Box, a street address should also be provided.

Section 5C. Preferred Mailing Address

Place an “X” in the appropriate box to indicate your preferred mailing address. This will be the address to which all future licensing documents will be mailed. Your business address will be public record and appear on your license regardless of your mailing address preference.

Section 6A. Professional Schools Attended

List all schools that you have attended in reverse chronological order, beginning with the most recent at the top.

All applicants must arrange for an original or certified copy of their transcript (from an educational program in the practice of veterinary medicine) to be sent directly from the institution to our Processing Center. The institution must be accredited by the American Veterinary Medical Association (AVMA) at the time the applicant graduated. The transcript must bear the school’s seal, must show the type of degree or diploma earned, and that date granted.

Applicants applying via Examination educated outside the United States must also send a notarized copy of their Educational Council on Foreign Veterinary Graduates (ECFVG) certificate.

Section 6B. Work Experience

List all the experience since graduation from veterinary school in reverse chronological order, beginning with the most recent at the top.

Section 6C. Professional Licenses in other States/Jurisdictions

List all states and jurisdictions in which you have ever held a similar professional license.

If licensed in another state/jurisdiction, complete the first page of the included Verification of State Licensure Form. Send it to all states or jurisdictions where you have held a license regardless of whether the licenses are current or expired. The form(s) must be returned *directly* to the Health Regulation and Licensing Administration’s Processing Center on behalf of the DC Board of Veterinary Medicine by the applicable state boards.

Section 7. Screening Questions

If you answer “no” to question A or “yes” to questions B through H, then please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach

additional sheets with typed responses. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Official Code 22-2514.

Section 8. Licensee Affidavit

Your application must be signed; however, it does not need to be notarized.

Section 9. Sponsor's Affidavit

This section of the application is not applicable for this board.

ADDITIONAL APPLICATION FORMS

If you need additional copies of this application package you may visit the website at www.dchealth.dc.gov or call the customer service number at 1-877-672-2174. Additional documents that complete this package are:

- Chapter 28 Veterinarian Regulations
- Chapter 33 General Rules: Funeral Directors, Veterinarians, Interior Designers, and Real Estate Appraisers
- Veterinarian New License Instructions
- Veterinarian New License Application
- Verification of State Licensure
- Veterinarian Student/Graduate Employment/Termination Form
- Certificate of Moral Character

SUMMARY OF LICENSURE REQUIREMENTS

The following chart shows the licensure requirements for all application methods. The law governing veterinarian licensure in the District of Columbia is *DC Law 12-261* "Second Omnibus Regulatory Reform Amendment Act of 1998." The regulations governing veterinarian licensure are included in *DC Municipal Regulations Title 17*, Chapters 28 and 33. Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Health Regulation and Licensing Administration Processing Center /Board of Veterinary Medicine if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

SUMMARY OF VETERINARIAN LICENSURE REQUIREMENTS

| License Type | Application Method | Application License | Two 2" x2" Photos | ORIGINAL Transcript ¹ | District Exam Results ² | National Board Exam Results ³ | ECVFG Exam Certificate ⁴ | Copies of Legal Name Change Documents ⁵ | Verification of State Licensure | Certificate of Moral Character | Check or Money Order ⁶ |
|--------------|--------------------|---------------------|-------------------|----------------------------------|------------------------------------|--|-------------------------------------|--|---------------------------------|--------------------------------|-----------------------------------|
| VET | Examination | X | X | X | - | X | X | X | O | X | \$215 |
| VET | Endorsement | X | X | X | - | X | O | X | X | X | \$195 |

X =

Required

O = Not Required

(-) = No Longer Exist

¹ Transcripts must be mailed directly to the Health Regulations and Licensing Administration Processing Center from your graduating school where your DVM was conferred.

² In place of the District Exam, all applicants must read, understand and initial all DC Municipal Regulations for Veterinarians and Health Occupations Revisions Act (HORA) laws applicable to veterinary medicine on the Legal Review Verification form.

³ Applicants may only rely of National Board Exam/NAVLE scores taken within the seven (7) year period to the date of application

⁴ Applicants applying via Examination educated outside the United States must send a notarized copy of their Educational Council of Foreign Veterinary Graduates (ECFVG) examination certificate.

⁵ If your name had changed at any point since you first attended a college or university, you must provide a copy of a legal name change document for EACH time that is has changed. Acceptable documents include a marriage certificate, divorce decree, or court order.

⁶ Go to www.L1enrollment.com to schedule an appointment to have fingerprints submitted for a criminal background check.

⁷ Check or money order MUST be made payable to DC TREASURER.