

REQUIREMENTS FOR LICENSURE --- VETERINARIAN

Access this form via website at: www.hawaii.gov/dcca/areas/pvl

REQUIREMENTS

1. Fulfill the education requirements as described below; **AND**
2. Pass the National Board of Veterinary Medical Examiners (NBVME) examination (currently the North American Veterinary Licensing examination (NAVLE)); **AND**
3. Pass the State of Hawaii Board of Veterinary Examiners licensing examination.

EDUCATION

You must be a graduate of a veterinary college accredited by the American Veterinary Medical Association (AVMA). However, you will be allowed to take the NAVLE if you are expected to graduate within 6 months from an AVMA accredited veterinary college, upon submittal of written verification from an official of the college.

(NOTE: You must graduate before being able to take the Board licensing exam.)

FOREIGN EDUCATION

Graduates of foreign veterinary colleges must have their foreign education evaluated by the AVMA if they wish to have their college degree(s) considered and accepted by the Board. For this evaluation, contact the AVMA Educational Commission for Foreign Veterinary Graduates (ECFVG) at:

American Veterinary Medical Association
ATTN: ECFVG
1931 N. Meacham Rd., Ste. 100
Schaumburg, IL 60173-4360

Phone: (800) 248-2862 or (847) 925-8070
FAX: (847) 925-9329
E-mail: ECFVG@avma.org
Website: www.avma.org/education/ecfvg

NATIONAL (NBVME) EXAMINATION

Currently, the National (NBVME) examination is the North American Veterinary Licensing Examination (NAVLE), which is a computer-based examination scheduled twice a year with testing windows usually in April and November-December. **The NAVLE is administered only on Oahu.** The filing deadline is 104 days prior to the first test day of the selected testing window.

If you have not passed the NAVLE, we will notify the NBVME of your eligibility to take the examination **upon the Board's approval of your license application**. Once approved, we will send you a Candidate Information Packet. In addition, candidate information can be downloaded from the NBVME website at: www.nbvme.org/information.html.

Once you have been deemed eligible to take the NAVLE, you will need to contact the NBVME to register for the examination at:

National Board of Veterinary Medical Examiners
P.O. Box 1356
Bismark, ND 58502

Telephone: (701) 224-0332
FAX: (701) 224-0435
E-mail: mail@nbvme.org
Website: www.nbvme.org

Note: Even if you register to take the NAVLE and submit payment to the NBVME, you will not be allowed to take the examination until the Board has determined that you are eligible to do so.

APPLICANTS FOR HAWAII LICENSURE VIA THE NATIONAL NBVME EXAMINATION

If you have passed the National (NBVME) examination, please have your scores sent **directly** to the Board. To request your scores, contact the American Association of Veterinary State Boards' (AAVSB) Veterinary Information Verifying Agency (VIVA) at:

American Association of Veterinary State Boards
ATTN: VIVA
4106 Central
Kansas City, MO 64111

Telephone: (816) 931-1504
FAX: (816) 931-1604
E-mail: info@aavsb.org
Website: www.aavsb.org

APPLICANTS FOR HAWAII LICENSURE VIA ENDORSEMENT of an out-of-state veterinarian license:

In addition to the above, you must verify your license(s). You must **send** the "Verification of License" form (VET-04) to all of the states in which you have held a license within the last 10 years. This verification should be sent back **directly** to the Board. Please note that some states charge a fee for this service. The "Verification of License" form may be photocopied if additional copies are needed.

If the Clinical Competency Test (CCT) was not required at the time you were licensed out-of-State, the Board requires:

1. A statement or your resume with your experience in the practice of veterinary medicine; **AND**
2. Notarized statements from at least two veterinary colleagues attesting to your veterinary experience.

STATE OF HAWAII BOARD OF VETERINARY EXAMINERS LICENSING EXAMINATION (the "state boards"):

1. Offered monthly on Oahu only.
2. If you do not pass the examination, you must wait **3 months before retesting**.
3. **The filing deadline is 60 days prior to the examination date you are requesting;**
4. The examination fee is \$30 (payable to Commerce & Consumer Affairs);
5. If you need to postpone or withdraw from the examination, you must provide written notice to the Board at least **4 weeks** prior to the examination date, otherwise your \$30 fee will be forfeited;
6. To obtain a list of study reference materials, please call the DCCA Examination Branch at (808) 586-2711;
7. If you require special accommodations to take the examination, please contact the DCCA Examination Branch at (808) 586-2711, no later than the examination filing deadline, (60 days prior to the examination date), to obtain a Disability Certification Form that will need to complete and return to the Board. No action will be taken to provide special testing accommodations until your license application is completed and you are approved to take the examination.

NOTE: You must graduate before being able to take the Board licensing exam.

TEMPORARY PERMITS

A temporary permit allows you to work for a maximum of 11 months under the supervision of a veterinarian licensed to practice in Hawaii until you pass the State of Hawaii Board of Veterinary Examiners licensing examination. You must have filed all required documents, paid all applicable fees, and you must provide to the Board a letter of verification of employment with the supervising Hawaii veterinarian. Please refer to Hawaii Administrative Rules §§16-101-29.1 and 16-101-30 for more details on these conditions.

LICENSE FEES

\$270 If your license is issued between July 1 of even-numbered years and June 30 of odd-numbered years.
\$135 If your license is issued between July 1 of odd-numbered years and June 30 of even-numbered years.

WHAT NEEDS TO BE COMPLETED AND SUBMITTED TO THE BOARD

1. Complete and sign the application (VET-01);
2. **Attach the non-refundable application fee of \$100 (made payable to Commerce & Consumer Affairs);**
3. Provide an official or certified copy of your diploma or an original or certified* transcript from an AVMA-accredited veterinary school or college;
4. If you graduated from a foreign veterinary college, provide a photocopy of your diploma (with an original or certified* English translation if the diploma is not in English) **and** an original or certified* copy of the AVMA ECFVG educational credential evaluation;
5. If you expect to graduate within 6 months of the National (NBVME) exam you select to take, you must provide written verification from your veterinary school or college of your expected graduation;
6. If the CCT was not required at the time you obtained your out-of-State veterinary license, you must provide:
 - a. A statement or resume with your experience in the practice of veterinary medicine; **AND**
 - b. Notarized statements from at least two veterinary colleagues attesting to your veterinary experience.
7. Verification of your NBVME examination scores from VIVA (if applicable);
8. "Verification of License" form from any states licensed (if applicable);

*A certified document is one that has been officially determined, by an appropriate authority, to be true, certain, valid, and authentic. A certified copy has been authenticated by an appropriate authority to be a true and correct copy of the original.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

INFORMATION & INSTRUCTIONS -- VETERINARIAN

Complete the attached application form (VET-01) using a typewriter or printing legibly in black or dark-colored ink. Answer all questions, provide explanations and supporting documents when required, sign, and date the application form. **If your application lacks the required documentation for the examination or for licensure, it will not be considered or reviewed by the Board.** It is the applicant's responsibility to ensure that all documents are received.

REQUIREMENTS

Read the requirements section (pages 1 and 2 of this form) carefully. Should you have a question or concern regarding the requirements for licensure, contact the Licensing Branch at (808) 586-3000.

If you are calling from the neighbor islands, call the following toll-free access numbers:

Kauai:	274-3141 ext. 3000	Maui:	984-2400 ext. 3000
Hawaii:	974-4000 ext. 3000	Molokai:	1-800-468-4644 ext. 3000
Lanai:	1-800-468-4644 ext. 3000		

Information can also be obtained from the Professional & Vocational Licensing Division web site: www.hawaii.gov/dcca/areas/pvl

SOCIAL SECURITY NUMBER

Your social security number is used to verify your identity for licensing purposes and for compliance with the below laws. **For a license to be issued you must provide your social security number or your application will be deemed deficient and will not be processed further.**

The following laws require that you furnish your social security number to our agency.

FEDERAL LAWS:

42 U.S.C.A. §666 (a)(13) requires the social security number of any applicant for a professional license or occupational license be recorded on the application for license; and If you are a license health care practitioner, **45 C.F.R., Part 61, Subpart B, §61.7** requires the social security number as part of the mandatory reporting we must do to the Healthcare Integrity and Protection Data Bank (HIPDB), of any final adverse licensing action against a licensed health care practitioner.

Hawaii Revised Statutes ("HRS"):

§576D-13(j), HRS requires the social security number of any applicant for a professional license or occupational license be recorded on the application for license; and

§436B-10(4) HRS which states that an applicant for license shall provide the applicant's social security number if the licensing authority is authorized by federal law to require the disclosure(and by the federal cites shown above, we are authorized to require the social security number).

FEES

Make your check payable to: COMMERCE & CONSUMER AFFAIRS

Note: One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the payment you sent us for your required fees is honored by your bank. If your payment is dishonored, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$25.00 service charge shall be assessed for payments that are dishonored for any reason.

BOARD OFFICE

Submit your application and all supporting documentation to:

Mailing Address:

Board of Veterinary Examiners
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

Street Address:

335 Merchant Street, Room 301
Honolulu HI 96813

Phone: (808) 586-3000

BOARD'S RESPONSE

You will receive either a **deficiency notice** or an **approval notice** from the Board upon receipt of all required forms, documents, and fees, and review of your application.

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by the Hawaii Administrative Rules, Title 16, Chapter 201, and/or Hawaii Revised Statutes, Chapter 91. Your written request for a hearing should be directed to the Board of Veterinary Examiners and must be received by the Board within 60 days of the date that your application for licensure was denied.

ABANDONMENT

Pursuant to HRS §436B-9 your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or (2) failure to complete any additional requirements for licensure that remain after approval of your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application was approved, or (3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process. If an application is deemed abandoned the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

THE BOARD'S LAWS & RULES

By signing your application form (VET-01), you are certifying that you have read and will abide by the provisions of Hawaii Revised Statutes Chapter 471 (the Board's laws), Hawaii Administrative Rules Title 16, Chapter 101 (the Board's rules) and Hawaii Revised Statutes Chapter 436B (the Professional and Vocational Licensing Act).

To obtain a copy of any of these publications, please send a written request to the Board at the address above, or you may download the publications from the Board's website at <http://www.hawaii.gov/dcca/areas/pv/>. Click on "Veterinary" at the bottom of the left column, then on "Statute/Rule Chapter" in the yellow box on the right side of the screen.

LICENSURE & BIENNIAL RENEWAL

After all requirements are met, license fees will be due. You will be sent notification of amounts of these fees at the appropriate time.

All veterinary examiners licenses (**regardless of issuance date**) expire on June 30 of each EVEN-NUMBERED year and must be renewed on or before the license expiration date. Renewals that are received after the license expiration date are subject to late renewal fees.

A forfeited (non-renewed) veterinary examiners license can be restored up to 3 years from the date of forfeiture, upon the filing of a restoration application and payment of all required fees.

After three (3) years from the date of license forfeiture, a forfeited license may be restored upon the filing of a restoration application, payment of all required fees, **and** verification provided to the Board that the former licensee is qualified to practice veterinary medicine.

CHANGE OF ADDRESS

You must immediately report any changes of address to the Licensing Branch in writing, so that your records can be updated.

APPLICATION FOR EXAM/LICENSE – VETERINARIAN

Access this form via website at: www.hawaii.gov/dcca/areas/pvl

Eff. Date

Lic. No

VE -

LEGAL NAME (First, Middle)	(LAST)
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Residence Address (include apt. no., city, state & zip code)

Mailing Address (**ONLY** if different from above)

Other Names Used (include maiden name):

Indicate type and date of exam. See exam schedule.

[] NAVLE exam. Exam Window Applying for _____

[] Board Licensing exam. Exam Date _____

FOR OFFICE USE ONLY

Social Security No.

Phone No. (days)

ANSWER all the following questions by circling your answers. **PROVIDE** details and explanations when needed or required.

- 1) Are you at least 18 years of age? YES NO
- 2) Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? YES NO
- 3) Did you graduate (or do you expect to graduate within 6 months) from an AVMA-accredited veterinary college? YES NO
Date of Graduation: _____
- 4) a. Have you passed the National Board of Veterinary Medical examiners (NBVME) examination? YES NO
If your answer is "YES", when did you request scores to be sent directly to the Board? _____
Which NBVME examination did you pass?
 NAVLE NBE/CCT
If your answer to 4a is "YES", skip questions 4b. and 4c.
- b. Have you taken the NBVME examination, but have not yet received your scores? YES NO
If "YES", where and when did you take it? _____
- c. Do you plan to take the NBVME examination in the near future? YES NO
If "YES", where and when are you planning to take it? _____
- 5) a. If you hold an out-of-State veterinarian license, provide the information requested in the table below.
- b. Have any licenses granted to you ever been revoked, suspended, or otherwise subjected to disciplinary action? YES NO
If "YES", you MUST provide an explanation and have the licensing authority of the state of your licensure submit pertinent documents.
- c. Are you presently being investigated or are there any disciplinary actions pending against your license? YES NO
If "YES", you MUST provide an explanation and have the licensing authority of the state of your licensure submit pertinent documents.
- 6) In the past 20 years have you ever been convicted of a crime in which the conviction has not been annulled or expunged? YES NO
If you answer "YES", you MUST provide an explanation and provide certified court documentation on the date, place, and nature of each conviction, and the status of fulfillment of conditions of each sentence.

ALL OUT-OF-STATE LICENSES (Attach additional sheets as needed)	State of Licensure	Date Issued	License Number	Method of Licensure	Date "Verification of License – VET-04" form mailed to State:
				[] National Licensing Exam [] State Licensing Exam [] Endorsement	
				[] National Licensing Exam [] State Licensing Exam [] Endorsement	

Affidavit of Applicant:

I hereby certify that the statements, answers and representations made in this application and the documents attached are true and correct. I understand that any misrepresentation is grounds for refusal to grant or subsequent revocation of license and is a misdemeanor (*Section 710-1017, Sections 436B-19, and 471-10, Hawaii Revised Statutes*). I further certify that I have read and will abide by the provisions of Chapter 471, Hawaii Revised Statutes, Chapter 16-101, Hawaii Administrative Rules, and Chapter 436B, Hawaii Revised Statutes.

_____ Date

_____ Signature of Applicant

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

App	654.....	\$100
Exam	655.....	\$30
License	656.....	\$100
CRF	657.....	\$35/\$70
½ Renewal	650.....	\$100
Service Charge.....	BCF	\$25

VERIFICATION OF LICENSE - VETERINARIAN
 Access this form via website at: www.hawaii.gov/dcca/areas/pvl

State of Hawaii
 Board of Veterinary Examiners
 P.O. Box 3469
 Honolulu, HI 96801

APPLICANT	Name (First, Middle)	(LAST)	Social Security No.
	Address (Include Apt. No. and Zip Code)		LICENSE NUMBER VE -
			DATE ISSUED
<p>I hereby authorize the licensing agency of the state of _____ to furnish the information below to the State of Hawaii Board of Veterinary Examiners.</p> <p>Date _____ SIGN HERE _____</p>			

LICENSING AGENCY	This is to certify that the above-named individual was issued license number _____ to practice veterinary medicine on the basis of:		
	<input type="checkbox"/> NBVME developed exams (NAVLE or NBE and CCT) <input type="checkbox"/> Endorsement <input type="checkbox"/> State-constructed exam <input type="checkbox"/> Reciprocity _____	Date issued: _____ Date license expires: _____ License status <input type="checkbox"/> current <input type="checkbox"/> lapsed since: _____ <input type="checkbox"/> inactive since: _____	
	Has this license ever been encumbered in any way (revoked, suspended, surrendered, limited, placed on probation, currently pending disciplinary action, being investigated? <input type="checkbox"/> NO <input type="checkbox"/> YES (Please explain yes response and attach copy of board's order and related information.)		
COMMENTS:			
Signature: _____ Title: _____ State: _____ Date: _____			
BOARD SEAL			
TO THE BOARD: Return this form directly to the Hawaii Board of Veterinary Examiners at the address shown at the top of the page.			

(This form may be duplicated)

IMPORTANT NOTICE

BOARD OF VETERINARY EXAMINERS

New License Requirement

Effective June 17, 2003 and pursuant to Hawaii Revised Statutes section 436B-10 and federal law, it is the policy of the State of Hawaii ("**State**") Board of Veterinary Examiners ("**Board**") that, in addition to meeting the education, experience, and examination requirements for licensure, an applicant for a Hawaii veterinarian's license is required to be either **a United States citizen, a United States national, or an alien authorized to work in the United States.**

This means that, even if an applicant meets the education, experience, and examination requirements for licensure, that applicant shall not be issued a license if that applicant is not a U.S. citizen, a U.S. national, or an alien authorized to work in the U.S.

However, the Board will issue the applicant a **conditional approval** that signifies that the applicant has met the education, experience, and examination requirements for licensure; provided that this conditional approval shall **not** be considered a license to engage in the profession and shall **not** authorize the applicant to work in our State. To obtain authorization to work in our State, the applicant shall be required to contact the U.S. Citizenship and Immigration Services ("**USCIS**"). In addition, federal law [42 U.S.C.A. 666 (a)(13)] requires that once an applicant is authorized by the USCIS to work in the U.S., the applicant must supply his/her Social Security Number ("**SSN**") so that states can use this information for child support enforcement purposes.

Once the applicant submits evidence to the Board that the USCIS has authorized the applicant to work in the U.S. (without conditions or other encumbrances), **provides a SSN**, and meets all of the licensing requirements in effect at that time (including, but not limited to, the requirement that the applicant has not been convicted of any crime that is directly related to the profession), the applicant shall be issued a full and unrestricted license.

This conditional approval shall be valid for two (2) years. An applicant must obtain the appropriate USCIS authorization within this two (2) year period in order to have a license issued. If the applicant is unable to meet this deadline, the applicant may be required to reapply for licensure and meet all of the requirements in effect at that time.