



IDAHO VETERINARIAN LICENSING GUIDE

UPDATED DECEMBER 2016
GLOBAL TALENT IDAHO

Overview of Steps for Internationally Trained Veterinarians to Relicense in Idaho

Note: as internationally trained veterinarian seeking licensure in the U.S., you are required to first earn certification from ONE of the following programs: **ECFVG** or **PAVE**

Acronym Guide:	
<ul style="list-style-type: none"> • AAVSB- American Association of Veterinary State Boards • AVMA- American Veterinary Medical Association • PAVE- Program for the Assessment of Veterinary Education Equivalence • ECFVG- Educational Commission for Foreign Veterinary Graduates • NBVME- The National Board of Veterinary Medical Examiners 	<ul style="list-style-type: none"> • NAVLE- North American Veterinary Licensing Examination • TOEFL- Test of English as a Foreign Language • IELTS- International English Language Testing System • CAEL- Canadian Academic English Language • BCSE- Basic and Clinical Sciences Examination • MOA- Manual of Administration

ECFVG Certification

Step: 1

Complete [the online application](#), and provide proof of graduation to (ECFVG)

Step: 2

Provide Proof of English language proficiency, by taking [TOEFL iBT or IELTS](#)

Step: 3

Prepare and take [The Basic and Clinical Sciences Examination \(BCSE\)](#). If you fail, you can retake up to (2) times within 12 months.

Step: 4

Provide [Surgical Experience Documentation](#) – Proof of:

1. Performance of least (1) ovariohysterectomy as a primary surgeon
2. At least five (5) additional surgical procedures

Continued to Step: 4

Apply and prepare to take the [Clinical Proficiency Examination \(CPE\)](#). The exam is 7 sections. if you fail 1 to 3 sections you can retake them, up to 2 attempts, if you fail 4 sections or more, retake the whole (CPE) exam.



PAVE Certification

Step: 1

Apply for the [PAVE program](#)
Submit hard copy documentation to be received by the posted deadline, mail all required documentation for Credentials Verification

Step: 2

Complete one of the following English proficiency exams - [TOEFL iBT](#) or [IELTS](#) OR provide proof of 3 or more years of high school education conducted in English

Step: 3

Apply for [Qualifying Science Examination \(QSE\)](#) and receive your Authorization-to-Test (ATT) and take the exam

Note: If you fail exam, you can retake 3 times per year. Failure of exam 5 times requires authorization from AAVSB Board of Directors to take it again.

Step: 4

After passing the (QSE), start [the Evaluated Clinical Experience](#) at an [AVMA-accredited veterinary college](#). (None in Idaho). When you graduate a copy of your transcript MUST be sent to PAVE.



Step: 1

[Apply with \(NBVME\) for the \(NAVLE\) exam](#). You must submit Two (NAVLE) applications. [Application #1](#): to the National Board of Veterinary Medical Examiners. [Application #2](#): to the state/territorial.

Step: 2

Candidates in [Idaho](#) must submit their state [application #2](#) directly to the NBVME office through the online application form (BCSE or QSE). [Documentation](#) must also be in the (NBVME) office by the deadlines

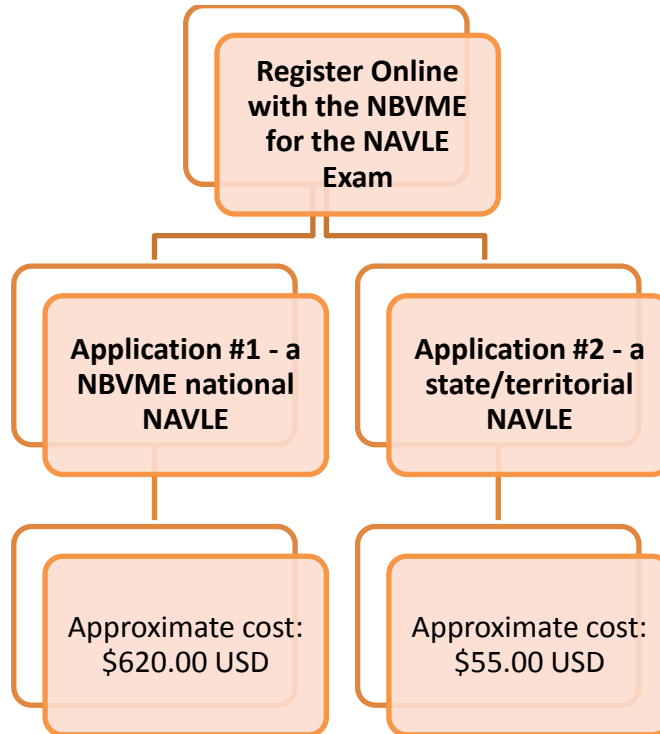
Step: 3

[Pass the NAVLE](#), and have your score report sent to the Idaho Board of Veterinary Medicine. If you [fail the NAVLE](#), retake it up to 5 times within 5 years limit

Step: 4

[Submit](#) your licensure application to the Idaho Board of Veterinary Medicine.

NAVLE and Licensing in Idaho



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1. HOW THE PROFESSION IS REGULATED IN IDAHO

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Overview

As a foreign-educated veterinarian there are many steps to becoming eligible for licensure in Idaho. This guide looks at what you will need to accomplish before becoming licensed as a veterinarian in Idaho. This guide also includes some background and tips on the broader opportunities for the veterinary medicine profession that can be utilized as you work to build your career.

Regulation of the Veterinarian Profession

The practice of veterinary medicine in Idaho is regulated by the Idaho Board of Veterinary Medicine (IBVM). You must hold a valid license to practice veterinary medicine in Idaho.

This guide assumes that you obtained a degree equivalent to a U.S. doctoral degree in veterinary medicine from a foreign school not accredited by the American Veterinary Medical Association (AVMA), and that the Idaho license will be your first U.S. veterinary license. The AVMA does accredit a number of foreign veterinary educational programs; you should check the list of accredited programs that is available on their website

at <https://www.avma.org/Pages/home.aspx>. As a foreign-educated veterinarian seeking licensure in the U.S., **you are required to first earn certification from ONE of the following programs:**

- Program for the Assessment of Veterinary Education Equivalence (PAVE)
- Educational Commission for Foreign Veterinary Graduates (ECFVG).

Both PAVE and ECFVG are used as an indicator that you have passed the required English Proficiency examination.

The ECFVG is accepted by all state veterinary regulatory boards and federal government. The PAVE is currently accepted by 40 state veterinary regulatory boards, including Idaho, and the federal government. These two programs are accepted as meeting, either in part or full, the educational prerequisites for licensure or certain types of employment, respectively. In some

cases, these certification programs will require applicants to enroll in extra classes to meet federal and state standards. Once you have completed the PAVE or ECFVG certification, you must then contact the Idaho State Board of Veterinary Medicine and the National Board of Veterinary Medical Examiners (NBVME) to take the North American Veterinary Licensing Examination (NAVLE), which is administered by NBVME. You must earn a passing score on the NAVLE to become licensed as a veterinarian in Idaho.

Acronym Map

The following acronyms will be used periodically through this licensing guide:

AAVSB- American Association of Veterinary State Boards

AVMA- American Veterinary Medical Association

PAVE- Program for the Assessment of Veterinary Education Equivalence

ECFVG- Educational Commission for Foreign Veterinary Graduates

NBVME- The National Board of Veterinary Medical Examiners

NAVLE- North American Veterinary Licensing Examination

TOEFL- Test of English as a Foreign Language

IELTS- International English Language Testing System

CAEL- Canadian Academic English Language

BCSE- Basic and Clinical Sciences Examination

MOA- Manual of Administration

CPE- Clinical Proficiency Examination

IBVM- Idaho Board of Veterinary Medicine

ETS- Educational Testing Service

Job Market for Veterinarians in the United States

According to the Bureau of Labor Statistics, the growth of employment for veterinarians in the U.S. is projected at 12 percent between 2012 to 2022. In 2012, the median annual salary for veterinarians in Idaho was \$80,790. There are roughly 70,300 veterinarian jobs in the U.S., mainly in the veterinarian service industry. Other places of employment include; medical and research laboratories, government positions, and colleges and universities.

The veterinarian field is highly competitive. According to the Veterinary Workforce Study completed by the American Veterinary Medical Association (AVMA) in 2013, the current supply of veterinarians is exceeding the demand for veterinarians by 12.5%.

2. ELIGIBILITY FOR LICENSURE

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Overview

The first step that internationally educated veterinarians need to complete when attempting to earn a Doctor of Veterinary Medicine license in Idaho is to complete certification **either** through **PAVE –or- ECFVG**. This section outlines the steps that are needed to complete either one of these certifications. Below is a table that summarizes and compares the two programs.

	ECFVG <i>Approximate Time and Cost</i>	PAVE <i>Approximate Time and Cost</i>
1 Application and Documentation	<ul style="list-style-type: none"> • Submit complete online application and fee of \$1,400.00 USD <p><i>Documentation Required:</i></p> <ul style="list-style-type: none"> • A completed and notarized ECFVG confirmation page available at the end of the online application. • Two passport-sized photographs of the applicant. • Documentation of successful completion of the TOEFL examination or the IELTS examination. • Certified, notarized, photocopies or official (issued directly by school) of the applicant's veterinary college diploma and final transcripts (for each year of study), both in the language 	<ul style="list-style-type: none"> • Submit complete online application and fee of \$1,875 USD <p><i>Documentation Required:</i></p> <ul style="list-style-type: none"> • An original or certified copy of your birth certificate or a notarized copy of your passport. • An Affidavit for Release of Information. This document can be found on the AAUSB website: www.aavsb.org/PAVE. • Documentation of successful completion of the TOEFL examination or the IELTS examination, OR documentation that English was the primary language of instruction at your high school (grades 9-12).

	ECFVG <i>Approximate Time and Cost</i>	PAVE <i>Approximate Time and Cost</i>
	<p>of issuance and as a certified English translation if necessary. Provisional Certificates and Certificates of Graduation are unacceptable for ECFVG program purposes.</p> <ul style="list-style-type: none"> • If Applicable, a notarized copy of your marriage license or a notarized copy of your divorce decree or a notarized copy of your name-change document (if your name is different from your passport or birth certificate). 	<ul style="list-style-type: none"> • Official proof of veterinary degree or qualification from a veterinary school. • Official final veterinary transcripts sent DIRECTLY from the veterinary school (<u>If your veterinary school is not accessible, the PAVE program does make individual exceptions. Please, contact Nancy Gritman, Program Manager, by email: ngrittman@aavsb.org</u>) • If Applicable, a notarized copy of your marriage license or a notarized copy of your divorce decree or a notarized copy of your name-change document (if your name is different from your passport or birth certificate).
2. English Proficiency	<p>Pass <u>one</u> of the three English Language Assessment options:</p> <ol style="list-style-type: none"> 1. TOEFL: \$190 2. IELTS: \$210 3. CAEL: \$150 	<p>Pass <u>one</u> of the three English Language Assessment options:</p> <ol style="list-style-type: none"> 1. TOELF: \$190 2. IELTS: \$210 3. Alternative to English Language Proficiency
3. Clinical Examinations	<ul style="list-style-type: none"> • The Basic and Clinical Sciences Examination (BCSE) is a computer-based examination, lasting approximately four hours and consisting of 225 multiple-choice questions 	<ul style="list-style-type: none"> • The Qualifying Science Examination test covers basic science or pre-clinical subjects taught in the first three years of the curriculum of accredited veterinary schools.

	ECFVG <i>Approximate Time and Cost</i>	PAVE <i>Approximate Time and Cost</i>
	<p>designed to help assess basic and clinical veterinary sciences knowledge.</p> <ul style="list-style-type: none"> • The Fee: \$210 	<ul style="list-style-type: none"> • The Fee: Included in initial PAVE application.
Pre-requisites for Step 4	<p><i>Surgical Experience Documentation:</i> which documents that the candidate has had at least one (1) ovariohysterectomy as a primary surgeon and have participated in at least five (5) additional surgical procedures as either a primary or assistant surgeon within the 5-year period preceding the candidate’s application</p>	
4. Last step in certification program	<p>Clinical Proficiency Examination:</p> <ul style="list-style-type: none"> • This exam is a hands-on, performance based CPE is a 3-day, 7-section, clinical skills examination, administered by the faculty of a college of veterinary medicine or other authorized testing institution. • The CPE Exam Fee: \$6,600 	<p>Evaluated Clinical Experience:</p> <ul style="list-style-type: none"> • This clinical experience is a one-year clinical rotation (residency) at an AVMA-accredited school. • The ECE fee: Up to \$20,000 per semester for an accredited program.

Now, that you have seen a brief summary comparing and contrasting the two programs we will talk about these programs at length. First, we will start with ECFVG Certification.

I. ECFVG CERTIFICATION

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All state veterinary regulatory boards in the U.S. accept the AVMA's Educational Commission for Foreign Veterinary Graduates (ECFVG) certificate as a prerequisite to licensure. This educational equivalency assessment certification program determines whether a foreign veterinary graduate has the same entry-level knowledge and veterinary clinical skills as an entry-level graduate of an AVMA-accredited veterinary school. The ECFVG Certificate is **not** a veterinary medicine license. One does not need to be a permanent resident of Canada or the United States in order to take the ECFVG. Anyone who possesses a valid non-immigrant work visa, exchange visa, or student visa is eligible to register for the ECFVG.

The following information has been provided by the American Veterinary Medical Association. For more comprehensive information on ECFVG's four steps (including the Surgical Experience Documentation) of the ECFVG program, please visit AVMA's website at www.avma.org/professionaldevelopment/education/foreign. The steps must be completed in the following order.

Step 1: Registration and Proof of Graduation

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To register in the ECFVG certification program, an applicant must complete the online application, by visiting www.avma.org, and submit the payment of [\\$1,400.00 USD](#) (of this amount, \$675.00 goes to the ECFVG program application fee; \$725.00 goes towards ECFVG Quality Assurance Program fee). This payment can be made by credit card (Visa, MasterCard, Discover, or American Express) online at the end of the application. Payment can also be submitted to the ECFVG office as a personal check from a US bank only, or by cashier's check or money order made payable to the AVMA. Candidates must also submit the following to the ECFVG office within 7 business days of submitting the online application:

- A completed and notarized ECFVG confirmation page available at the end of the online application.
- Two passport-sized photographs of the applicant.

- Certified, notarized, photocopies or official (issued directly by school) of the applicant's veterinary college diploma and final transcripts (for each year of study), both in the language of issuance and as a certified English translation if necessary. Provisional Certificates and Certificates of Graduation are unacceptable for ECFVG program purposes.
- All items must be sent to: ECFVG, American Veterinary Medical Association, 1931 N Meacham Road, Suite 100, Schaumburg, IL 60173-4360, USA.

Step 2: English Language Ability

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Provide ECFVG with proof of English language proficiency using the pass points established by ECFVG. **ONLY CHOOSE ONE OF THE FOLLOWING ASSESSEMENT TOOLS:**

Test of English as a Foreign Language (TOEFL iBT)

- The TOEFL iBT is offered by Educational Testing Service (ETS). Candidates must register at ETS for information regarding the TOEFL iBT, including dates and location of examinations, fees, and application procedures. Boise has one testing center in the area. The cost for the examination is \$190, which is accepted by credit or debit card online. The current 2016 dates for testing are: Friday, September 17; Friday, October 8; Friday, and November 12, 2016.
- In order to sit for the exam, please fill out the online application form at www.toefl.org.
- For ECFVG program purposes, candidates choosing to take the TOEFL iBT must take each subsection of the TOEFL iBT.
- The minimum required scores on the TOEFL iBT are 25 in listening, 22 in writing, 22 in speaking, and 23 in reading; no minimum overall score is required. All candidates must

pass all sections of the TOEFL iBT in a single examination administration.

- The ECFVG requires original score reports directly from Educational Testing Service; copies are not acceptable. Please use institution code 1212 when requesting score reports from ETS. Because ETS only maintains score reports for two years from the date of examination, candidates should plan accordingly to ensure that score reports do not expire before requesting that they be submitted to the ECFVG. The ECFVG office cannot hold score reports longer than two years for individuals who are not currently enrolled in the ECFVG certification program. However, once an enrolled ECFVG candidate submits a passing score report, that score report will remain valid as long as the candidate remains actively enrolled in the ECFVG program.
- Contact information for the TOEFL iBT: P.O. Box 6151, Princeton, NJ 08541; Web site: www.toefl.org; telephone: 609-771-7100.

International English Language Testing System (IELTS)

- The International English Language Testing System (IELTS) is administered by the University of Cambridge Local Examinations Syndicate, the British Council, and IDE Education Australia. The ECFVG requires original score reports directly from IELTS Inc.
- The examination fee is **\$210**, which is accepted by credit or debit card online. There are no scheduled appointments to take this exam. Please, register online at <http://www.ielts.org/>. The IELTS testing center in Boise is located at Boise State University 1464 University Drive ACCS 115, Boise, Idaho 83725. (208) 436-4007.
- For ECFVG program purposes, candidates choosing to take the IELTS must take the academic IELTS. The minimum required score on the academic IELTS is 6.5 (overall band score), with at least a 6.5 in the listening band, a 6.0 in the writing band, and a 7.0 in the speaking band; no minimum reading score is required. All candidates must pass all

sections of the academic IELTS in a single examination administration.

- The ECFVG requires original score reports directly from IELTS Inc.; copies are not acceptable. Because IELTS Inc. only maintains score reports for two years from the date of examination, candidates should plan accordingly to ensure that score reports do not expire before requesting that they be submitted to the ECFVG. The ECFVG office cannot hold score reports longer than two years for individuals who are not currently enrolled in the ECFVG certification program. However, once an enrolled ECFVG candidate submits a passing score report, that score report will remain valid as long as the candidate remains actively enrolled in the ECFVG program.
- For information in North America, contact IELTS Inc at 825 Colorado Boulevard, Suite 112, Los Angeles, CA 90041 (Web site: www.ielts.org; telephone: 323-255-2771).

Step 3: Basic and Clinical Sciences Knowledge

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* Even though this is a detailed overview of the Basic and Clinical Science Examination, you are required to review the entire CPE Bulletin on the AVMA website:

<https://www.avma.org/professionaldevelopment/education/foreign/pages/ecfvg-bcse-bulletin.aspx>

General Testing Content

- The Basic and Clinical Sciences Examination (BCSE) is a computer-based examination, lasting approximately four hours and consisting of 225 multiple-choice questions designed to help assess basic and clinical veterinary sciences knowledge.

BCSE Application Process

- Once you have completed and received confirmation from ECFVG on the completion of Step 2, you will need to complete a BCSE application on the ECFVG website. This application

will require a testing fee of [\\$210.00](#). Instruction for submitting the fee will be on the back of the application.

- Upon receipt of your completed BCSE application, the ECFVG Testing Coordinator will confirm your eligibility and issue you, via e-mail, an Authorization to Test (ATT) letter with a unique identification number. The ATT letter will provide you with information about scheduling your testing appointment and your eligibility period for taking the BCSE. Please do not lose your ATT letter and unique identification number; both are required to schedule a testing appointment and to confirm your scheduled test on site. If you do misplace your ATT, please contact the ECFVG Testing Coordinator at 800-248-2862, ext 6682 as soon as possible for a duplicate ATT. Likewise, if you do not receive the ATT and unique identification number within 15 business days after submitting the BCSE application and fee, immediately notify the ECFVG Testing Coordinator.

BCSE Testing Registration Process

- The BCSE will be offered throughout the year on a continuous testing basis. You will be able to schedule your testing appointment directly with Prometric Testing Center only after applying and paying for the BCSE through the ECFVG office and receiving an Authorization to Test (ATT) letter in return. When you are ready to schedule your testing appointment, please have your ATT letter and unique identification number available. You may schedule an appointment online 24 hours a day, seven days per week at www.prometric.com/AVMA. You may also call the Prometric Candidate Services Call Center at 800-864-5312; ext 4510 during regular weekday business hours. Nearby locations for testing are in Boise (1311 East Central Dr. Rm 680, Meridian, ID 83642; Baker City, Oregon; and, Idaho Falls, Idaho).
- You must take the test within 365 days from the date your BCSE application was received in the ECFVG office. If you do not take the test within this 365-day period, your application will become invalid, associated fees already paid will not be refunded, and you will be ineligible

to test without reapplying for the BCSE (i.e., submitting a new BCSE application and fee).

- You should schedule your testing appointment as soon as possible. Even if you do not plan to test for several weeks, it is preferable to schedule your appointment early. This will assure you maximum opportunity to schedule your appointment for the test center, date, and time that is most convenient for you. Waiting to schedule your testing appointment may affect the availability of an appointment at a test center of your choice

BCSE Practice Test

- A practice test can be found at Prometric's website:
<https://www.prometric.com/Demos/AVMA/index.htm>
- Scores on the ECFVG examination are determined by converting the number of questions answered correctly out of the number of questions administered to a scale that ranges from approximately 300 to beyond 900. The scale passing score has been set by the ECFVG at 580, which corresponds to a level of achievement judged by ECFVG to represent minimum competency.
- Candidates who fail the examination must retake the entire examination. Passing candidates will receive a score report with a "Pass" indicated; failing candidates will receive a report with a failing scale score (between 300 and 579). Also, failing candidates will receive diagnostic indicators for the domains included in the examination. The diagnostic indicators are intended to help identify areas of strength and weakness for failing candidates for further study; they are not to be used for pass/fail determination or any other use.

Failing/Retaking the BCSE

- If you fail the BCSE, you will be allowed two additional retake attempts within 12 months of your initial exam date. Prior to scheduling your retake testing appointment, you must submit a new BCSE application and **\$210** fee and receive a new ATT letter. The eligibility period for each BCSE application is 365 days.
- Complete information on the BCSE, including application procedures, rescheduling rules, rules of conduct, and testing accommodations, can be found in the BCSE Candidate Bulletin. All candidates must review this document before taking the BCSE.
<https://www.avma.org/ProfessionalDevelopment/Education/Foreign/Pages/ECFVG-BCSE-bulletin.aspx>

Completion of BCSE

- Once you have completed the exam, scores will automatically be entered into candidate files; a passing score will result in completion of ECFVG Step 3 and successful candidates will then be notified of their eligibility to apply for ECFVG Step 4, the Clinical Proficiency Examination (CPE). Both passing and failing BCSE scores will also be reported directly to candidates by the Testing Coordinator via e-mail and through [ECFVG Online](#) (the online candidate database). BCSE scores will not be available to candidates via telephone.
- ECFVG candidate addresses listed on Step 3 examination score reports (BCSE, NAVLE or NBE/CCT) that vary from the address on record must be explained in writing, listing both the old and new address, before ECFVG can record and acknowledge receipt of the score report. Therefore, it is important that all candidates provide the ECFVG office with address updates as soon as possible. Address changes must be made through ECFVG Online or in writing.

Pre-requisite to Step 4: Surgical Experience Documentation

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Newly-enrolled candidates wishing to take the Clinical Proficiency Examination (*Step 4*) of the ECFVG process are required to submit a Surgical Experience Documentation signed by one or more licensed veterinarians in any international jurisdiction prior to being made eligible for the CPE. At a minimum, candidates are expected to document their performance of at least one (1) ovariohysterectomy as a primary surgeon and have participated in at least five (5) additional surgical procedures as either a primary or assistant surgeon within the 5-year period preceding the candidate's application. The 5 additional procedures may be ovariohysterectomies or other surgical procedures, but each should involve all elements of an aseptic surgical procedure including gowning & gloving, draping of the patient, and use of sterile instrumentation.

- ***For individuals who have not performed surgeries within the 5-year preceding their application, it is recommended that they enroll in a veterinary program to fulfill these requirements.
- Please note, candidates who enrolled into the ECFVG program will be eligible to register for the full CPE only when the required documentation is received in its entirety in the ECFVG office and processed by ECFVG staff. The ECFVG reserves the right to verify the documents received. Candidates are reminded that falsification of documents would be a violation of the Rules of Conduct and can resolve in disciplinary actions up to and including dismissal from the program. Candidates who successfully fulfill this eligibility requirement will be notified of their Step 4 eligibility by e-mail and will be able to register and apply for CPE through ECFVG Online.

Step 4: Clinical Skills Assessment

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* Even though this is a detailed overview of the Clinical Proficiency Examination, you are required to review the entire CPE Bulletin on the AVMA website:

<https://www.avma.org/professionaldevelopment/education/foreign/pages/ecfvg-cpe->

[bulletin.aspx](#))

General Testing Content

- All candidates must successfully complete the Clinical Proficiency Examination (CPE) to achieve certification.
- The hands-on, performance based CPE is a 3-day, 7-section, clinical skills examination, administered by the faculty of a college of veterinary medicine or other authorized testing institution. The skill and knowledge level expected to receive a passing score on each section of the CPE is that of an entry-level US or Canadian veterinarian (ie, new graduate of an AVMA/Council on Education-accredited veterinary school).
- The seven sections of the CPE include: anesthesia (canine), equine practice, food animal practice, necropsy, radiographic positioning (small animal), small animal medicine, and surgery (canine ovariohysterectomy). Candidates taking the CPE are required to review the *Manual of Administration* (MOA), which describes specific sections and skills to be assessed and serves as the guide for administering the CPE to all candidates. The MOA can be found at:
https://www.avma.org/ProfessionalDevelopment/Education/Foreign/Documents/Candidate_MOA.pdf
- The MOA is updated annually, and it is beneficial to continuously update yourself with the new guidelines and policies. All sites offering the CPE must adhere to the standards set forth in the *MOA* and two other quality assurance documents. If further training/education is required, the support and expertise of a veterinary mentor is strongly recommended prior to scheduling and attempting the CPE.

CPE Scoring Information

- The passing score of 60 points (out of a total of 100) is the minimum requirement for all sections except anesthesia and surgery, both of which are scored as "pass" (at least minimally competent) or "fail." A score of 60 points or greater or a "pass" in each of the 7 sections of the CPE is required in order to pass the entire examination.
- Score reports (stating pass or fail only for each section) will be reported by the ECFVG via e-mail and through ECFVG Online. Scores will be released no more than twenty (20) business days following the final day of any given CPE administration. Scores **CANNOT** be released via fax or telephone. To ensure timeliness in delivery of score reports, it is essential that candidates update contact information immediately through ECFVG Online or by e-mailing or faxing the ECFVG office (ecfv@avma.org; 847-285-5732).

CPE Application Process

- CPE-eligible candidates must complete the CPE application through ECFVG Online and submit the appropriate fee by credit card at the end of the application or in the form of a cashier's check or money order (non-refundable/non-transferable) payable to the AVMA. [For CPEs administered in 2016, the cost is \\$6,600 \(USD\). For CPEs administered in 2016, the fee is \\$6,600 \(USD\).](#) If you are taking the exam beyond 2016, it is recommended that you contact ECFVG to receive current fee amounts. The final balance must be sent (post-marked) to the AVMA/ECFVG no later than 60 days prior to the scheduled exam. Final payment must be in the form of a cashier's check or money order made payable to the AVMA. Failure to pay this balance by the required deadline will result in forfeiture of all fees and loss of the reserved examination space.

CPE Testing and Traveling Process

- After a candidate's CPE application is processed and a testing date is assigned, the candidate will receive a confirmation letter, which will contain information (eg, test site and date(s), nearby airport/driving directions, and lodging information) to allow the candidate to make travel arrangements. Expenses related to travelling to, and staying at, the CPE site are the responsibility of the candidate. Approximately two weeks prior to the assigned CPE date(s), CPE site personnel will send the candidate more detailed information regarding his/her on-site examination schedule. Examination dates are assigned on a first-come/first-serve basis.
- Candidates requesting testing accommodations must indicate this on the application and also submit the CPE Test Accommodation Request Form at this time.

CPE Test Pre-requisites

- A candidate preparing to take the CPE should have clinical experience and basic animal handling/husbandry skills working with the species used in this exam. Most emphasis is placed on the dog, cat, horse, and cow with a lesser emphasis on goats, sheep, and pigs. Candidates are advised to focus on these species. A candidate lacking in experience working with any of these species should seek this experience before taking the examination. Although experience gained from reading material and viewing videotapes, DVDs, CDs, PowerPoints, etc, is helpful in preparing for the CPE, the candidate must not consider these to be a substitute for the “hands-on” clinical instructional experience outlined above.
- Communication skills and service to clients are a high priority in veterinary practice in the United States and Canada. Throughout the CPE candidates will be expected to communicate clearly and effectively with a client (role played by the examiner) in order to take an accurate history, and to communicate information to the client including

clinical findings, diagnostic plans, test results and interpretation, therapeutic options, and prognosis. Other sections will require the candidate to explain findings to the examiner directly. Lack of adequate entry-level communication skills in English will negatively impact a candidate's performance on the CPE.

Failing/Retaking the CPE

- A candidate with a "fail" in four or more sections of the examination must retake the entire examination by repeating the application process for the full CPE and paying all associated CPE fees (no additional QAP fees will be required for all candidates including those candidates who initially enrolled into the ECFVG program prior to January 1, 2006).
- A candidate with a "fail" in one, two, or three sections is allowed two additional opportunities to retake and successfully pass the failed sections as long as the candidate applies for retakes within six months of each failure and accepts one of the first available retakes offered. Failure to successfully pass the retake sections within these two attempts or failure to accept one of the first available retakes will necessitate the candidate retaking the entire CPE.
- For retakes administered in 2016, the following retake fee structure will apply: 2016 administrations: [\\$1,400](#) per section.

CPE Testing Locations

- [In 2016, the following three sites will administer the CPE for the AVMA/ECFVG:](#)
 - Tuskegee University School of Veterinary Medicine (Tuskegee, AL),
 - Mississippi State University College of Veterinary Medicine (Starkville, MS),

- Western Veterinary Conference Oquendo Center (Las Vegas, NV).

II. PAVE CERTIFICATION (Option 2)

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* The following information has been provided by the American Association of Veterinary State Boards. For more comprehensive information on the PAVE program, please visit AASB's website at <http://aavsb.org/PAVE/>. The steps must be completed in the following order.

The Program for the Assessment of Veterinary Education Equivalency (PAVE) is an educational equivalency program that accurately determines the educational level of an international veterinary graduates seeking licensure in the United States. Forty states in the United States currently accept the PAVE Certification. PAVE certification is not a license to practice veterinary medicine. The American Association of Veterinary State Boards (AAVSB) operates the PAVE Certification program. For more information about the PAVE program, visit AAVSB website at <https://www.aavsb.org/PAVE/>. Candidates are eligible to start the PAVE application process once a minimum of 50% of their veterinary education has been completed. The following steps must be completed in order.

Step 1: Registration and Required Documentation

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- To apply for the PAVE program, you must complete the online application **AND** you must submit hard copy documentation to be received by the posted deadline date.

Examination Date	Application Window	Application Deadline
Sept 14, 2016	May 2-31, 2016	CLOSED
Jan 18, 2017	Sept 1-30, 2016	Sept 30, 2016
May 10, 2017	Jan 3-31, 2017	Jan 31, 2017
Sept 13, 2017	May 1-31, 2017	May 31, 2017

- Applications are accepted during designated application windows. No late applications will be accepted, and applications must be complete by the deadline. Applications are considered incomplete until all required documents have been received.
- Submit the application fee of [\\$375](#) and the Qualifying Science Examination fee of [\\$1,500](#). The total of [\\$1,875](#) must be paid in full at the time of the initial application. The AAVSB accepts Visa, Discover, MasterCard and American Express as viable payment options, which can be received online at the end of the application process.
- After submitting your application online, you must mail the required documentation. Documents do not have to arrive together. ALL documents required for application to the PAVE Program must be RECEIVED by the posted application deadline. The AAVSB requests potential PAVE candidates send an email with contact information to pave@aavsb.org when documents are being sent and when the candidate expects to apply for the PAVE program. The following is a list of all required documents.
 - An original or certified copy of your birth certificate or a notarized copy of your passport.
 - An Affidavit for Release of Information. This document can be found on the AAVSB website: www.aavsb.org/PAVE.
 - Documentation of successful completion of the TOEFL examination or the IELTS examination, OR documentation that English was the primary language of instruction at your high school (grades 9-12).
 - Official proof of veterinary degree or qualification from a veterinary school.
 - Official final veterinary transcripts sent DIRECTLY from the veterinary school (If your veterinary school is not accessible, the PAVE program does make individual exceptions. Please, contact Nancy Gritman, Program Manager, by email: ngrittman@aavsb.org)

- If Applicable, a notarized copy of your marriage license or a notarized copy of your divorce decree or a notarized copy of your name-change document (if your name is different from your passport or birth certificate).
- Any document (including all seals and/or stamps) not in English must be prepared and certified by a professional translation service. Candidates are required to submit original documents in addition to the certified translations.
- Mail all application documents to:

PAVE Program
AAVSB
380 W. 22nd Street, Suite 101
Kansas City, MO 64108

Step 2: English Proficiency

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*You are only required to complete one of the following English proficiency options.

Test of English as a Foreign Language (TOEFL iBT)

- The TOEFL iBT is offered by Educational Testing Service (ETS). Candidates must register at ETS for information regarding the TOEFL iBT, including dates and location of examinations, fees, and application procedures. Boise has one testing center in the area. The cost for the examination is **\$190**, which is accepted by credit or debit card online. The current 2016 dates for testing are: Friday, September 17; Friday, October 8; Friday, and November 12, 2016.
- In order to sit for the exam, please fill out the online application form at www.toefl.org.

- For ECFVG program purposes, candidates choosing to take the TOEFL iBT must take each subsection of the TOEFL iBT.
- The minimum required scores on the TOEFL iBT are 25 in listening, 22 in writing, 22 in speaking, and 23 in reading; no minimum overall score is required. All candidates must pass all sections of the TOEFL iBT in a single examination administration.
- The PAVE requires original score reports directly from Educational Testing Service; copies are not acceptable. Please use institution code when requesting score reports from ETS. Because ETS only maintains score reports for two years from the date of examination, candidates should plan accordingly to ensure that score reports do not expire before requesting that they be submitted to the PAVE. The PAVE office cannot hold score reports longer than two years for individuals who are not currently enrolled in the PAVE certification program. However, once an enrolled PAVE candidate submits a passing score report, that score report will remain valid as long as the candidate remains actively enrolled in the PAVE program.
- Contact information for the TOEFL iBT: P.O. Box 6151, Princeton, NJ 08541; Web site: www.toefl.org; telephone: 609-771-7100.

International English Language Testing System (IELTS)

- The International English Language Testing System (IELTS) is administered by the University of Cambridge Local Examinations Syndicate, the British Council, and IDE Education Australia. The PAVE requires original score reports directly from IELTS Inc.
- The examination fee is **\$210**, which is accepted by credit or debit card online. There are no scheduled appointments to take this exam. Please, register online at <http://www.ielts.org/>. The IELTS testing center in Boise is located at Boise State University 1464 University Drive ACCS 115, Boise, Idaho 83725. (208) 436-4007.

- For PAVE program purposes, candidates choosing to take the IELTS must take the academic IELTS. The minimum required score on the academic IELTS is 6.5 (overall band score), with at least a 6.5 in the listening band, a 6.0 in the writing band, and a 7.0 in the speaking band; no minimum reading score is required. All candidates must pass all sections of the academic IELTS in a single examination administration.
- The PAVE requires original score reports directly from IELTS Inc.; copies are not acceptable. Because IELTS Inc. only maintains score reports for two years from the date of examination, candidates should plan accordingly to ensure that score reports do not expire before requesting that they be submitted to the PAVE. The PAVE office cannot hold score reports longer than two years for individuals who are not currently enrolled in the PAVE certification program. However, once an enrolled PAVE candidate submits a passing score report, that score report will remain valid as long as the candidate remains actively enrolled in the PAVE program.
- For information in North America, contact IELTS Inc at 825 Colorado Boulevard, Suite 112, Los Angeles, CA 90041 (Web site: www.ielts.org; telephone: 323-255-2771).

Alternative to English Proficiency Examinations:

- Proof that three or more years of your high school education was conducted in English. AAVSB/PAVE must receive either high school transcripts or a letter from a school official. (A degree or certification from an English university does not satisfy this
- Acceptable documentation includes:
 - a letter received by PAVE directly from school officials stating the dates of attendance and verifying that the complete language of instruction was English, or,
 - for graduates of such high schools, a certified, notarized, or official copy of the final diploma or transcript.

- PAVE candidates who were homeschooled for all or part of their high school education (grades 9—12) may submit a letter from a school district official who had oversight on their home school curriculum to substantiate that the primary language of instruction was English.

Step 3: Qualifying Science Examination (QSE)

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* Even though this is a detailed overview of the Qualifying Science Examination, you are required to review the entire QSE handbook on the AAVSB website:

<https://www.aavsb.org/PAVE/QSE/> the pdf is under the Candidate Resources.

The QSE step of the PAVE Program assesses basic veterinary science proficiency. The Qualifying Science Examination (QSE) was designed and developed exclusively for the PAVE Program and is required for all PAVE candidates. It covers basic science or pre-clinical subjects taught in the first three years of the curriculum of accredited veterinary schools. The QSE is offered three times per year, in January, May and September. The AAVSB selected Professional Examination Service (ProExam) for examination development and administration services regarding the QSE.

QSE Pre-Requisites

- All PAVE candidates must complete Steps 1 (Application and Credentials Verification) and 2 (English Proficiency) in order to be eligible for the Qualifying Science Examination. If a candidate fails to meet the eligibility requirements for the QSE, they will not be permitted to sit for the examination. Please see the PAVE Standards and Policies for additional information.

QSE Application Process

- Visit www.aavsb.org and click the link provided during the application window to apply for PAVE and the QSE. When completing the online PAVE application, the candidate's name

should be entered exactly as it appears on the ID to be used at the testing center.

<u>Examination Date</u>	<u>Application Window</u>	<u>Application Deadline</u>
Sept 14, 2016	May 2 – 31, 2016	CLOSED
January 18, 2016	Sept 1 – 30, 2016	Sept 30, 2016
May 10, 2017	January 3 – 31, 2017	January 31, 2016
Sept 13, 2017	May 1 – 31, 2017	May 31, 2017

- **Note:** The initial PAVE application covers the QSE cost of **\$1,500**. For retakes, refer to the following sections.

QSE Testing Registration Process

- After the application and eligibility have been processed, candidates will be sent an Authorization-to-Test (ATT) letter via email by ProExam explaining where and when to report to take the QSE. If a candidate doesn't receive an emailed ATT letter, contact ProExam at KMangar@proexam.org or 1-212-367-4246.
- Please print and save the ATT letter as it provides exam date, time and location in addition to contact information for the AAVSB and ProExam, and lists items to bring on the day of the exam. Candidates must present the ATT letter to the proctor at the test site on the day of your examination. If you lose your ATT letter, contact ProExam immediately by email at KMangar@proexam.org or 1-212-367-4246.
- If you are not able to test because you fail to follow the procedures set forth for test scheduling and test administration, such as failing to make an exam appointment, missing an exam appointment, arriving too late for exam administration, or failing to bring the required materials to the test site (ATT Letter and unexpired, government-issued photo identification

with your signature), you are unlikely to be able to test until the next regularly scheduled exam date.

QSE Retake Procedures

- If a retake is necessary, candidates will be allowed 5 business days from when results are emailed to apply for the next QSE, regardless of the posted application deadline. **The fee to retake is [\\$1500](#).** QSE candidates retaking the QSE will complete the PAVE online application and select QSE retake with exam fee during the application window.
- No examinees shall be allowed to sit for the QSE more than three times during any one calendar year. Examinees who have failed the QSE five times must seek and be granted approval of the AAVSB each time they wish to take the QSE after their fifth failed attempt. All requests will be reviewed by the PAVE Committee with a recommendation sent to the AAVSB Board of Directors. The AAVSB Board of Directors will vote on all recommendations from the PAVE Committee. More detailed information is included in the PAVE Standards and Policies available on the AAVSB website www.aavsb.org.

Information about the content and structure of the QSE as well as the Candidate Information Handbook is available at www.aavsb.org/PAVE/QSE.

Step 4: Evaluated Clinical Experience

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To meet PAVE's clinical requirement, candidates must pass the Qualifying Science Examination before starting their evaluated clinical experience at an AVMA-accredited veterinary college.

Clinical Proficiency is demonstrated by completing an Evaluated Clinical Experience (ECE), a one-year clinical rotation commonly performed by AVMA graduates, at an AVMA-accredited veterinary school. Schools that regularly accept PAVE candidates as of 2015 are:

1. Kansas State University

Contact: Staci Murray, Dept. of Clinical Sciences, 111B Mosier Hall Manhattan, KS 66506.

Office: (785) 532-4892 Fax: (785) 532-2252 smurray@vet.ksu.edu

2. Oklahoma State University

Contact: Lucinda Kershaw, Administrative Associate Center for Veterinary Health Sciences. Veterinary Clinical Sciences 1 BVMTH Room 002G Stillwater, OK 74078-2041 Office: (405) 744-8468 Fax: (405) 744-6265

lucinda.kershaw@okstate.edu

3. Louisiana State University

Contact: Dr. Dale Paccamonti, Professor and Head Department of Veterinary Clinical Sciences Baton Rouge, LA 70803

Office: 225-578-9551 Fax: 225-578-9559 pacc@lsu.edu

4. University of Illinois

Contact: Theresa Tucker, Office Manager and Graduate Program Admin College of Veterinary Medicine Veterinary. Clinical Medicine M-C 004 1008 W Hazelwood Room 242 Urbana, IL 61802.

Office: (217) 244-7434 Fax: (217) 244-1475 schafrot@illinois.edu

5. Oregon State University

Contact: Jolene Bunce, Student Services Coordinator, 200 Magruder Hall College of Veterinary Medicine Office:

(541) 737-2268 Fax: (541) 737-4245 Emily.Williams@oregonstate.edu

6. Iowa State University

Contact: Sandy Popelka, VCS Administrative Assistant, at Iowa State University
CVM Dept. Veterinary Clinical Sciences 1600 S. 16th St. Room 1804 Ames, IA
50011-1250. Office: 515-294-2531 Fax: 515-294-8476 spopelka@iastate.edu

- Before beginning clinical rotations, candidates must provide PAVE with a copy of the acceptance letter from the university and an acknowledgement form (provided by AAVSB) that is signed by the academic dean or a designated representative.
- PAVE Candidates are responsible for setting up their evaluated clinical experience. PAVE candidates enroll in an accredited veterinary college or university to complete the same clinical rotations as regularly enrolled students.
**Clinical experience completed before passing the Qualifying Science Examination cannot be counted toward the clinical training requirement.
- Candidates apply directly to the college or university of their choice and pay enrollment fees directly to that institution.
- The host veterinary school agrees to evaluate the PAVE candidates and provide the PAVE program with grade reports and verification forms.
- After completion of the clinical training requirement, candidates must request that documentation of completion (including starting and ending dates) be sent directly to the PAVE program from the academic dean (or designated representative) of the host college.

Final Steps:

- After graduation, arrange for a final official veterinary transcript, a certified/official copy of the veterinary diploma, and final clinical grade report, and the ECE completion verification

form to be sent directly to PAVE from the veterinary and clinical schools.

- PAVE Committee review is completed in approximately 5 – 7 business days.
- The PAVE Certificate of Completion may be sent free of charge to the state licensing board at the candidate's request.

3. NAVLE AND LICENSING IN IDAHO

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******In order to receive your license in Idaho, the following steps need to be completed. Please Note, in order to receive a licensure in Idaho you must complete the NAVLE exam. This can be done either before or after you apply for licensure in Idaho. If you apply for licensure before you take the exam, your application will be on hold until you complete the NAVLE exam.

* The following information has been provided by the National Board of Veterinary Medical Examiners. Even though this is a detailed overview of the NAVLE exam, you are required to review the entire NAVLE Bulletin of Information at the National Board of Veterinary Medical Examiners website: <https://www.nbvme.org/?id=76&page=Candidate+Bulletin>

I. REGISTER ONLINE WITH THE NATIONAL BOARD OF VETERINARY MEDICAL EXAMINERS (NBVME) FOR THE NAVLE EXAMINATION

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If you are applying to take the NAVLE for the purpose of being licensed by a U.S. state or territorial veterinary licensing board, you must submit Two NAVLE applications.

- Application # 1: A National Board of Veterinary Medical Examiners NAVLE application.
- Application # 2: A state/territorial NAVLE application

* You will NOT be permitted to take the NAVLE unless both the NAVLE application #1 fee and the licensing board application #2 fees have been paid.

Application #1

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NBVME national NAVLE application: You must submit this application and corresponding fee directly to the NBVME by the NBVME application receipt deadline.

- **Application #1 submission** - All candidates applying through a U.S. state or territorial licensing board may submit the NBVME NAVLE application directly to the NBVME on-line. On-line application fees of [\\$620](#) can be paid by Visa or MasterCard. If you wish to apply by paper application, you must contact the NBVME office to request a paper application form. Paper application fees can be paid by check, cashier's check, or certified check or money order, payable in U.S. funds.
- [Application #1 deadline](#) - The deadline for RECEIPT of application #1 in the NBVME office is **August 1** for the November-December testing window, and **February 1** for the April testing window for all candidates.
- **Non-transferable application** - All candidates, including repeaters, must submit a new NBVME NAVLE application #1 and fee payment for each testing window. NAVLE applications and fees do not transfer from one testing window to a future NAVLE administration.
- **Non-refundable fee** - The NAVLE fee is non-refundable. However, if you apply for the NAVLE and subsequently decide you do not want to take the examination, a refund will be considered if you contact the NBVME before your name is submitted to the test coordinator, which is typically in mid-August for the November-December NAVLE and mid-February for the April NAVLE. Also, if you do not receive NAVLE approval from your licensing board (or their processor), your fee will be refunded. Please note, if the payment method selected by you results in a dishonor or a later dispute as to the validity of the payment, your NAVLE eligibility may be suspended, your scores may be withheld and any scores that have been reported may be rescinded pending resolution of the

dishonor or dispute and the payment of additional fees by you arising from such dishonor or dispute.

- **Name entry** - When completing the NBVME application, you must enter your name exactly as it appears on the government-issued, signed, photo identification you plan on presenting at the testing center on the day of your examination. That information is used in producing your NAVLE Scheduling and Admission Permit, and your permit name and ID name must match exactly or you will not be admitted into the testing center.
- **E-mail address required** - You must provide a reliable e-mail address on your NBVME application. Important information regarding the NAVLE and NAVLE Scheduling and Admission Permits will be conveyed to candidates via e-mail correspondence.
- **Testing region location** - When completing the NBVME NAVLE application, you must select the testing location where you will take the examination. Candidates taking the NAVLE in Prometric testing centers located in the U.S., U.S. Territories (Guam, Puerto Rico, U.S. Virgin Islands), and Canada will pay the standard NAVLE application fee of [\\$620](#). Candidates choosing to test at overseas locations must pay an additional fee of [\\$290](#).
 - Prometric test center locations are subject to change, and there is no guarantee that a center listed on the Prometric website at the time of application will be available for a future NAVLE administration. In the event a Prometric testing center closes, The NBVME will notify affected candidates on making alternate testing arrangements at another site. When completing the NAVLE application, you should select your testing location carefully, because if you have to change your testing region after you apply, there may be an additional fee to do so.
- **Application Consent Statement for senior students** - For candidates who are senior students at AVMA- accredited veterinary schools, the NAVLE application includes a

consent statement, authorizing the NBVME to report individual NAVLE scores, identified by name, to the candidate's veterinary school. Scores for candidates who grant consent will be reported to the Associate Dean of Academic Affairs at the candidate's veterinary school (or his/her designee) as soon as possible after the scores are reported to licensing boards. In addition, for candidates who do not pass, the school will receive a copy of the candidate's diagnostic score report. A candidate's score and diagnostic score report will not be made part of such candidate's academic record. Schools will be required to keep the score reports confidential, and to use the information only for internal purposes at the veterinary school. Candidates are under no obligation to agree to the consent statement, and scores for candidates who do not grant consent will not be reported to their veterinary school. A candidate's decision whether to release their score will not affect the candidate's student status at the veterinary school.

- **Changing your consent** - Candidates may change their consent status by submitting a written request to the NBVME by e-mail at any time up to the opening of the testing window

- **NAVLE Candidate Bulletin** - When your application is received in the NBVME office, the NBVME will e-mail you a copy of the NAVLE Bulletin of Information for Candidates. This [Bulletin of Information](#) (<https://www.nbvme.org/?id=76&page=Candidate+Bulletin>) is also available in pdf format on this site.

Application #2

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State/territorial application for approval to take the NAVLE: You must submit a state/territorial NAVLE application through the NBVME website.

- **Application #2 submissions** – In Idaho, the NBVME processes the NAVLE applications. For the 2016-2017 testing cycle, NAVLE candidates applying in Idaho MUST submit their state NAVLE application #2 directly to the NBVME office through the online application form at <https://www.nbvme.org/>. Submit your on-line NBVME

NAVLE application #1 prior to submitting your on-line state NAVLE application #2. When you complete your application #1 on-line, you will be automatically directed to your state NAVLE application form #2.

- **Paying for the application** - You may complete the state application on-line and pay the [\\$55](https://www.nbvme.org/navle-general-information/state-navle-app2/) (https://www.nbvme.org/navle-general-information/state-navle-app2/)state application fee by Visa or MasterCard, or request a paper application from the NBVME office, and submit the fee by personal check, certified check, or money order (in U.S. funds), to the NBVME office. The state NAVLE application fee is non-refundable.
 - Please note, if the payment method selected by you results in a dishonor or a later dispute as to the validity of the payment, your NAVLE eligibility may be suspended, your scores may be withheld and any scores that have been reported may be rescinded pending resolution of the dishonor or dispute and the payment of additional fees by you arising from such dishonor or dispute.
- **Submission by paper application** - If you want to submit your NBVME NAVLE application #2 by paper, contact the NBVME office by email to request a paper application form. Paper application fee payment options include personal check, cashier's check, certified check, or money order, payable in U.S. funds. When submitting a paper application, the paper application and fee must be **received** in the NBVME office by the application deadlines: **August 1** for the November-December testing window, and **February 1** for the April testing window for all candidates. Late applications will not be accepted.
- **Application #2 deadlines** - For candidates applying through these licensing boards, the deadline for receipt of your application and the verification from ECFVG or PAVE of the candidate passing the relevant Step 3 examination (BCSE or QSE). This documentation must also be in the NBVME office by the deadline dates of **August 1** for the November-December examination and **February 1** for the April examination.

NAVLE Scheduling and Admission Permits

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Candidates who meet the NAVLE application and eligibility requirements, and who are approved by a licensing entity to take the examination for a specified NAVLE testing window, will be issued a NAVLE Scheduling and Admission Permit approximately 45 days prior to the opening of the testing window (no later than September 25 for the November-December testing window, and no later than February 27 for the April testing window). The testing windows are November 14 – December 10, 2016, and April 10-22, 2017. The NBVME will send approved NAVLE candidates an e-mail message with instructions on how to access and print their individual permit online. Candidates must have the information on their permit in order to schedule their testing appointment through Prometric. You must bring your Scheduling and Admission Permit to the test center in order to be able to sit for the examination on the date indicated in the Permit. The Permit contains a unique Candidate Identification Number that you must enter into the computer to unlock your examination.

Passing the NAVLE

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Once you pass the NAVLE, have your score report sent to the Idaho Board of Veterinary Medicine.

NAVLE scores from the November-December examination are sent to the Board in mid-January and scores for the April examination are reported to the Board in mid-May. Your initial NAVLE score will be reported to the board that approved you to take the examination, at no additional cost to you.

For additional information on permits and the appointment scheduling process, please refer to the [NAVLE Scheduling and Admission Permit](#) page of this site.

Submit your licensure application to the Idaho Board of Veterinary Medicine: [Back to Top](#)

Your application documents that are sent to the Idaho Board of Veterinary Medicine should include:

- Complete licensure application from Idaho Board of Veterinary Medicine. The application needs to be notarized on the last page, and include a picture of the candidate. This application can be acquired by contacting the Idaho Board of Veterinary Medicine office at (208) 332-8588 to request a license application packet, or email IBVM at bovminfo@agri.idaho.gov. The application form includes information about your education, examinations taken, and explanations for any “yes” answers on the application disclosure questions. Be truthful in your application as there are serious consequences for providing false information.
- Application Fee: Application Fee for Idaho licensure includes 1st year's license. Check payable to Idaho Board of Veterinary Medicine - \$275. In order to receive a controlled substance license, you must contact the Idaho Board of Pharmacy- \$60. Application fees must be paid by a check.
https://bop.idaho.gov/forms/2016_08_18_Practitioner_CS_Registration.pdf
- Copy of Birth Certificate or Passport
- Two Affidavits of moral character from two veterinarians in any state.
- Verification of certification sent directly to the Board by either ECFVG or PAVE.
- Passing score on NAVLE exam
- Sealed Fingerprint card sent to IBVM from official processing company- [\\$42](#)

- State of Idaho Jurisprudence Exam. (Passing score of 90% or better)
- Submit employment verification to IBVM
- *If you have a license in another state or Canada, you must submit licensing verification from agency or board in which you were ever licensed directly to IBVM.*
- *If you have had your name changed, you must submit a notarized copy of your marriage license or a notarized copy of your divorce decree or a notarized copy of your name-change document (if your name is different from your passport or birth certificate.*

The licensure application and fee are valid for 2 years. If you have not passed the North American Veterinary Licensing Examination (NAVLE) or met other licensing requirements within these 2 years you will need to submit a new application fee to the Idaho Board.

II. Criminal Background Check

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All directions needed for completing the fingerprint check are provided in the licensure application packet. The cost for the background check is around [\\$42.00](#). Fingerprints will be checked by both the Idaho State Police and the Federal Bureau of Investigation (FBI). Call the approved vendor to set up an appointment. It is critical that you save the receipt as proof that you have taken this step. You may need to provide it in case there are any questions about your background check.

4. NAVLE EXAM

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* Even though this is a detailed overview of the NAVLE exam, you are required to review the entire NAVLE [Bulletin of Information](#) at the National Board of Veterinary Medical Examiners website: <https://www.nbvme.org/?id=76&page=Candidate+Bulletin>

To apply for license to practice veterinary medicine in Idaho, you must have previously passed the NAVLE examination.

The NAVLE consists of an optional 15-minute tutorial and 360 multiple choice questions administered in six blocks of 60 questions each. You will have 65 minutes to complete each block, for a total of 390 minutes (or six and one-half hours) of total examination time. Forms of the examination are randomly assigned to each examinee. All candidates will have the same number of questions and the same time allotment. Within each block, you may answer questions in any order and review and/or change your answers. When you exit a block, or when time expires, no further review of questions or changing of answers within that block is possible.

The NAVLE is designed to assess your knowledge of veterinary medicine as it relates to entry level private clinical practice. The examination covers all animal species commonly seen by private practitioners in North America. Approximately 15%-20% of the NAVLE questions will include graphic or pictorial information (such as a photograph or radiograph). Pictorial information will be displayed in a viewer window that provides zoom, contrast adjustment, and panning capabilities. Sixty of the 360 questions will be used as pretest questions and will not be counted in scoring. Pretest questions will occur randomly throughout each block. You will not be able to distinguish between the scored and pretest items.

You will have 45 minutes of total break time which may be used to make the transition between blocks and for breaks. Breaks are not fixed - you will have the personal flexibility to use this time to suit your needs. Breaks may only be taken between blocks of questions.

ACTIVITIES

I. Data Gathering and Interpretation (140 items)

- A. Obtain history, perform physical examination, and evaluate the environment (35 items)
 - 1. Gather information from client, trainer, herd manager, etc., by asking appropriate questions and using interpersonal skills to
 - a) clarify concerns, presenting problems, and expectations
 - b) identify possible epidemiological problems and public health concerns

- c) analyze previous medical history and/or production record
- B. Determine the status (normal/abnormal) of the animal(s) and/or environment by (24 items)
 - 1. Observation and physical examination
 - 2. Medical or production record evaluation
- C. Record pertinent information in a legible and orderly system of medical records to promote retrieval and sharing of information (11 items)
- D. Develop a problem list, and a differential diagnosis list (47 items)
 - 1. Correlate clinical signs or abnormalities with organ systems
 - 2. Formulate a complete problem list and differential diagnosis list(s), to determine the need to collect additional information
 - 3. Recommend relevant procedures to the client, trainer, herd manager, etc., to obtain specific information about the problem(s)
 - 4. Order or perform diagnostic procedures to further define the problem(s)
- E. Interpret collected information and establish a working or final diagnosis or conclusion (23 items)

II. Health Maintenance and Problem Management (140 items)

- A. Identify and evaluate prevention, treatment, and management options (64 items)
 - 1. Develop a plan of action by assessing the following
 - a) expected outcome
 - b) feasibility
 - c) urgency
 - d) client expectations
 - e) economic considerations (e.g., ability to pay, value of animal)
 - f) humane considerations including pain management
 - g) ethical and legal implications
 - h) environmental and public health implications
 - i) professional abilities, resources, and facilities

2. Communicate case management options and prognosis to the client, trainer, herd manager, etc., including prevention, treatment, and husbandry alternatives
 3. Obtain assistance through information retrieval, consultation, and/or referral
- B. Implement plan of action (47 items)
1. Obtain informed consent as needed from client or authorized representative
 2. Protect animal and human health and the environment by doing the following
 - a) order or perform indicated tests
 - b) apply epidemiological principles
 - c) comply with regulations (e.g., government, show, legal transport, drug use and withdrawals, organic vs. conventional)
 3. Perform preventive and/or therapeutic procedures (surgical, medical, etc.)
 4. Communicate to the client or staff procedures that will optimize compliance with the treatment plan
 5. Monitor the effectiveness of preventive and/or therapeutic measures
 6. Advise the client on relevant additional issues (e.g., nutrition, behavior, genetics, husbandry, production management and performance, environment, public health)
- C. Assess outcome (29 items)
1. Evaluate interventions by
 - a) reviewing existing data
 - b) collecting additional information
 - c) assessing client compliance
 - d) validating working diagnoses
 2. Modify therapeutic and preventative plans as needed
- III. Professional Behavior, Communication, and Practice Management (20 items)
- A. Conduct oneself in a professional, ethical, and legal manner
 - B. Adhere to regulations regarding the veterinarian client patient relationship
 - C. Pursue educational opportunities to enhance continued personal and professional development
 - D. Communicate and work effectively with colleagues and staff

- E. Evaluate practice methods to enhance productivity and knowledge (e.g., task delegation, time management)
- F. Educate staff and public in proper animal care and health
- G. Ensure safety (e.g., occupational hazards, handling/ restraint, drug interactions, food safety)
- H. Address client concerns in an empathetic and understandable manner (e.g., crises, grief management, economic restraints, compliance issues)
- I. Preserve and protect the human animal bond

Species Number of Items

Canine	70
Feline	68
Pet Birds	10
Other Small Animals	10
Bovine	45
Porcine	17
Ovine/Caprine	10
Cervidae	2
Equine	47
Camelidae	2
Poultry	6
Public Health	10
Non-Species Specific	3
Total	300

Prometric administers the NAVLE in testing centers across the U.S, U.S. territories, and Canada. As mentioned earlier, on the day of the test, you must bring the Scheduling and Admission Permit and an un-expired government-issued form of identification such as a currently valid

passport or driver's license that includes both a photograph and your signature. The first and last names on your identification document must exactly match the name on your Scheduling and Admission Permit. You will be fingerprinted, scanned with a metal detector wand, and photographed before your test and will be fingerprinted when you re-enter the testing area after breaks. You should arrive at least a half hour early; you will not be allowed to take the test if you arrive more than 30 minutes late for your appointment.

Failing the NAVLE

If you fail the NAVLE, you will be provided with a one-page diagnostic report that shows the areas that need improvement. You can use the report to learn what areas to study before you retake the exam. You must register to retake the examination with NBVME. You are allowed to take the NAVLE examination no more than five (5) times and the exam must be passed within five (5) years of the first attempt.

Practicing for the NAVLE

There are many different resources that can help you prepare for both the content and the computer-based testing technology. NAVLE exam review information specifically for international graduates can be found at <https://www.nbvme.org/navle-general-information/practice-versions/>. Also, the NBVME website has a practice examination with 20 additional sample items, formatted with the same tutorial and general software interface used by Prometric to deliver the NAVLE. It is highly recommended that you practice before your test date, because the tutorial at the test center is limited to 15 minutes.

NAVLE Self-Assessments are also available for purchase through the NBVME website. Each Self-Assessment costs **\$50**; a score report is provided after completion. The score report includes a projected NAVLE score based on the performance on the Self-Assessment. Consider investing in test preparation as it may save you money by not having to pay to retake the NAVLE and may allow you to enter the job market faster.

5. COST AND TIME

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Completing ECFVG or PAVE certification and achieving licensure as a veterinarian in Idaho depends on many factors, such as:

- The completeness of your educational and professional credentials and the time it takes for their collection and assessment.
- The amount of time it takes to complete the ECFVG or PAVE certification process.
- Your performance on the NAVLE.
- Your free time and how much money you are willing to spend.

6. OTHER CAREERS AND CREDENTIALS

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Lower-level opportunities

You may want to consider if taking a lower-level job in healthcare in the short-term can help you meet longer-term goals of becoming licensed as a veterinarian.

Completing the certification process and preparing for the NAVLE can take time. Working in healthcare in a different way and with fewer responsibilities may offer you some advantages, such as:

- employers paying for tuition and fees associated with the NAVLE and licensing
- more energy to focus on studying
- a chance to adapt to the U.S. veterinary health care and workplace culture in a lower-pressure environment.

VETERINARY TECHNICIAN

The Idaho Board of Veterinary Medicine offers certification for veterinary technology which enables the successful applicant to work as a Certified Veterinary Technician (CVT). CVT candidates must have graduated from an AVMA-accredited veterinary technology program and pass the Veterinary Technician National Examination. However, candidates who possess veterinary medicine degree (DVM or VMD) accredited by the AVMA or a Board-approved

foreign veterinary graduate program (PAVE or ECFVG) are eligible to apply for CVT certification without having attended a veterinary technology program. Candidates will be required to provide a completed application and provide necessary documents, pass a Veterinary Technician Jurisprudence Examination with a passing score of ninety percent (90%), and pass a fingerprint-based Criminal Background Check. The following are a list of Veterinary Technician programs in Idaho:

- Brigham Young University-Idaho
- Broadview University-Boise
- Brown Mackie College-Boise
- College of Southern Idaho

VETERINARY ASSISTANT OR LABORATORY ANIMAL CARETAKER

A veterinary assistant or laboratory animal caretaker tends animals in laboratories, animal hospitals, and clinics. They can perform some general duties and routine tasks under the supervision of a licensed veterinarian, scientist, or veterinary technician. A veterinary assistant or laboratory animal caretaker typically earns about \$23,000 a year if working full time, and is generally trained by the clinic for which he or she works. No additional education is required, and these positions are not regulated by the Idaho Board of Veterinary Medicine.

7. BEYOND LICENSING

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Maintaining licensure

In Idaho, veterinarians must renew their license annually and provide proof of earning required continuing education credits every two years. All veterinary licenses and certifications expire annually on July 1st. Idaho Board of Veterinary Medicine sends renewal applications out beginning at the first part of May using the address that you previously provided. It is important to keep the IBVM up-to-date with your current information; it is not an acceptable excuse to not

renew on time because the renewal application was sent to an older address. Late renewals are subject to a \$200 late fee; if arrangements to renew late licenses have not been completed by July 31, the license will totally lapse. You may contact the IBVM office at any time for assistance at **(208) 332-8588**. The cost for annual renewal is **\$175** for the veterinary license.

In addition to your DVM or VMD license, you must contact the Idaho Board of Pharmacy (BOP) at (208) 334-2356 for information on annual renewal of your controlled substance license, which at present costs **\$60** (<https://bop.idaho.gov/renew/>). The BOP controlled substance license needs to be renewed every year by December 31st.

The state of Idaho requires veterinarians to submit proof of 20 credit hours of continuing education every two years. Up to fifteen (15) units of these credit hours may be earned online. Up to six (6) of the 20 total hours may be earned in the management category. Overall, a minimum of fourteen credit hours must be earned in the medical category.

Joining a professional association

There are numerous state and national associations that provide professional development and networking opportunities. The associations engage and update veterinarians on current policies and acceptable working conditions in Idaho and the United State. Their websites are a great asset for veterinarians as they provide information on relicensing, examination preparation guides, and broad networking tools to reach out to other veterinarians.

In Idaho, the Idaho Veterinary Medical Association serves as a resource for veterinary professionals. Visit their website at: <http://ivma.org/site/>

8. IMPORTANT LINKS

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Regulation:

Idaho Veterinarian Licensing Guide

- The Idaho Board of Veterinary Medicine (IBVM) issues licenses for veterinarians. Application packets must be requested by phone or e-mail.
- **The Idaho Veterinary Practice Act is available on the IBVM website; a copy is included with all application packets.**
- Contact information: Idaho Board of Veterinary Medicine, P.O. Box 7249, Boise, ID 83712. Location is at 2230 Old Penitentiary Rd, Boise, ID 83712. Telephone Number Phone: (208) 332-8588. Fax: (208) 332-8645; Email: bovminfo@agri.idaho.gov
- The law that regulates licensing for all health professions including veterinarians can be read at <http://www.idaho.gov/business/licensing.html>

Testing

- NAVLE Exam Information – www.nbvme.org
- Prometric Testing Centers: www.prometric.com
- Exam Review information: <https://www.avma.org/professionaldevelopment/education/foreign/pages/default.aspx>

CREDENTIALING PROGRAMS

- ECFVG: <https://ecfvg.avma.org>
- PAVE: www.aavsb.org/PAVE

NATIONAL AND STATE RESOURCES:

- American Association of Veterinary State Boards (AAVSB) represents member veterinary regulatory agencies for all 50 states.

- The American Veterinary Medical Association (AVMA) is a national organization that represents veterinarians and advocates for veterinary medicine issues. www.avma.org
- The Idaho Board of Veterinary Medicine (IBVM). <http://bovm.idaho.gov/>

9. TIPS

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- When applying for an exam or license, provide complete documents and make sure you communicate your information clearly.
- Services that verify your credentials require that your university and licensing authority send transcripts **directly** to their office. Give yourself plenty of time facilitate this process, and be prepared for the required fees. It is suggested that you also send additional information about your program of study. The organization suggests that, in addition to what is minimally required, you should provide them with information about the educational program where you graduated, including syllabi, course descriptions, and any other pertinent information.
- It is important that you advocate on your own behalf throughout this process. If something is unclear to you, it is best to seek clarification and concerns directly from official sources. Please, contact ECFVG, PAVE, NBVME, Prometric, or the Idaho Board of Veterinary Medicine if you have any questions about credentialing, testing, or state regulations.
- Even though test preparations can be expensive, it is worth the time and money to invest in these options. On-line and in-person test preparations are readily available. Some of these test preparations are developed by the same group that develops the NAVLE examination.
- It is important to build your professional network as you prepare for obtaining your license. During the process, it can be beneficial to seek a lower level position to build a foundation of connections and networks. If you are overqualified for positions for which you are applying, explain how your plans can bring long-term value to the employer.

10. LINKS

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Idaho Board of Veterinary Medicine

<http://www.bovm.idaho.gov/>

American Veterinary Medical Association

<https://www.avma.org/Pages/home.aspx>

American Association of Veterinary State Boards

<https://www.aavsb.org/>

National Board of Veterinary Medical Examiners

<https://www.nbvme.org/>

Broadview University:

<http://www.broadviewuniversity.edu/>

Brigham Young University-Idaho:

<http://www.byui.edu/animal-food-science>

Brown Mackie College-Boise:

www.brownmackie.edu/areas-of-study/veterinary-technology

College of Southern Idaho-Twin Falls:

<http://agriculture.csi.edu/vetTech/>