

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health
Health Professional Licensing Administration (HPLA)



**BOARD OF VETERINARY EXAMINER
TO PRACTICE AS A VETERINARIAN
IN THE DISTRICT OF COLUMBIA**

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

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

THE APPLICATION PROCESS

Upon submission of the required application documents and final approval, you will be issued a license to practice in the District of Columbia or be authorized to sit for the District of Columbia Veterinarian Examination, if you are applying for a veterinarian license by examination or re-examination.

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

WHERE TO FILE

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

Department of Health
Health Professional Licensing Administration
899 North Capitol St., NE; First Floor
Washington, DC 20002

If you have any questions, call our **toll-free** Customer Service line at 1- 877- 672-2174 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications submitted without required notarization or with incorrect payment will be returned in their entirety, including payment. Please print or type all information except signatures.

FILING DEADLINES AND EXAMINATIONS

Deadlines for submission of applications via the District of Columbia Examination and Re-examination method are as follows:

First time examination applicants – ninety (90) days prior to the examination

Re-examination applicants – sixty (60) days prior to the examination

The District Examination is administered by the Board and is usually given on the third Thursday in June of each year. The District Exam includes questions on radiology, canine medicine, feline medicine, surgery, clinical pathology, pharmacology, and other areas specified by the Board. The passing grade for the District Exam is an average of seventy-five (75%). The Board must receive completed exam applications, including supporting documents, no less than forty-five (45) days before the scheduled examination date. It is your responsibility to file correctly, completely, and on time. License applications submitted to the Health Professional Licensing Administration Processing Center with incorrect payment or without notarization will be returned to the applicant.

Applicants (applying via the Exam or Re-exam method) must take and receive a passing score on the National Board Examination by the American Veterinary Medical Association and arrange for the score to be sent directly from the testing service to the Health Professional Licensing Administration Processing Center. The passing grade for the national examination is 1.5 standard deviation below a converted score of 75 percent. Applicants who have passed the national examination within seven years prior to submitting an application for a license are not required to retake the national examination. Applicants who have passed the national examination more than seven years prior to the date of submitting an application must retake the examination unless the Board extends the period in which the examination results will be accepted.

An applicant, who passes the District Exam, but fails the National Board Exam, is required to retake and pass the National Board Exam in the same calendar year that the applicant took the District Exam. If the applicant does not pass the National Board Exam in the same calendar year, then the applicant is required to retake the District Exam. An applicant who fails the District Exam (but passes the National Board Exam) is required to reapply for and retake only the District Exam.

Pending license applications will become invalid after 90 days if the application has not been completed due to failure to submit required materials. Should the applicant wish to pursue licensure after that time, s/he must submit and pay the required fee once again.

GENERAL REQUIREMENTS FOR ALL APPLICANTS

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

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

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

3. A complete application, including required supporting documents (listed on application form); and
4. Two recent passport-type photos of the applicant's face, measuring approximately 2" x 2" with the applicant's name printed on the back. Home snapshots are not acceptable.
5. Passing National Board Exam score report (with seal) from The American Association of Veterinary State Boards (AAVSB) Veterinary Information Verification Agency (VIVA).
6. Signed Certificate of Moral Character (provided in this packet).

SUPERVISED PRACTICE

Students and graduates are authorized to engage in supervised practice of veterinary medicine without a license provided:

1. A student or graduate may not assume administrative or technical responsibility for the operation of a veterinary facility.
2. All supervised practice must take place under general or immediate supervision.
3. A student or graduate shall identify himself/herself as such before practicing veterinary medicine.
4. Persons who have been denied a license or disciplined or who have such action pending must seek authorization in writing from the Board prior to practicing.
5. A supervisor (must also be a D.C. licensed veterinarian) is fully responsible for all practice by a student or graduate and is subject to disciplinary action for any violation by the student or graduate.

6. A graduate must take the first licensing examination following graduation or application for a license, but shall not practice more than 18 months from the date of submitting the original application.
7. A student may not be employed or receive practical training for more than six (6) months in a calendar year.
8. A supervisor shall notify the DC Board of Veterinary Examiners in writing (using the Student/Graduate Employment/Termination Form provided in this packet) immediately upon the employment and termination of the student or graduate.

COMPLETING THE LICENSE APPLICATION

Section 1. Requested License Type / Fees

- a. The methods for becoming licensed in the District of Columbia are outlined below. The one letter code/abbreviation for each origin is indicated in parenthesis. Write the correct origin code and description on the “Method (Origin) of Application” line in section one of your new license application.

- Examination (E) Prior successful completion of the National Board Examination administered by the American Veterinary Medical Association and first attempt at the District of Columbia Veterinarian Examination, which is administered by the Board, and meet other requirements.
- Re-examination (R) Prior successful completion of the National Board Examination administered by the American Veterinary Medical Association and second or later attempt on the District of Columbia Veterinarian Examination, which is administered by the Board, and meet other requirements.
- Endorsement (N) Hold a license in good standing in another state or territory of the United States with standards which are comparable to DC’s requirements, and request the Board to waive the District examination.

- b. Write the abbreviation and description for the license type for which you are applying on the “Requested License Type” line provided in section 1 of the application. The following license type is available:

License Abbreviation	License Description
VET	Veterinarian

- c. No specialties are available under the Board of Veterinary Examiners. Write “N/A” for the abbreviation and “Not Applicable” for the description on the “Requested Specialty” line in section one of the application.
- d. Should you need to obtain additional copies of your license to comply with laws and regulations pertaining to displaying your license at each office where you conduct business, you may order up to five (5) duplicate licenses (for a \$34 fee each, etc.). Mark the “duplicate licenses” box and indicate the number of duplicates needed on the line provided. Indicate the total amount due for duplicates on the line to the right.
- e. You may pay the application and license fee by a single check or money order. It is recommended that you pay by check, so that you have ready proof of payment. Checks or money orders should be made payable to **DC TREASURER** and submitted with your license application packet. Do **NOT** send cash. Please print your name on your check, if it is not pre-printed. The application portion of the fee is **NOT** refundable. The license fee portion of the payment is refundable in the event of final denial of a license or a request from an applicant to close the application request. In the latter event, you will have to file all documents again, should you subsequently decide to apply for licensure. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the application and license fee portions of each application method are listed on the next page:

FEE MATRIX

License Type	License Origin	Application Fee	License Fee	DC Veterinarian Exam Fee	Total Due
VET	Examination (E)	\$85	\$130		\$215
	Re-Examination (R)	\$85	n/a		\$85
	Endorsement	\$85	\$130	n/a	\$195

*The **Total Due** amount is the fee that must be paid for your DC license to be processed. Your new license fee includes one new license print showing the new effective date and expiration date. A charge of \$85.00 will be imposed for dishonored checks (Public Law 89-208).

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

Section 2. Applicant Name / Demographic Information

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

Section 3. Supporting Documents Required

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

Place an “X” in the “NO” box for each item that does not apply for the licensure method for which you are applying. Keep a photocopy of all supporting documents for your records.

Section 4. Previous Names

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

Sections 5A. & B. Home Address / Business Address

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

Section 5C. Preferred Mailing Address

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

Section 6A. Professional Schools Attended

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

Applicants applying via Examination educated in the United States must arrange for an original or certified copy of their transcript (from an educational program in the practice of veterinary medicine) to be sent directly from the institution to . The institution must be accredited by the American Veterinary Medical Association (AVMA) at the time the applicant graduated. The transcript must bear the school’s seal, must show the type of degree or diploma earned, and the date granted. Transcripts must be received no later than 45 days prior to the scheduled exam date.

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

Applicants applying via Endorsement educated in the United States must arrange for an original or certified copy of their transcript (from an educational program in the practice of veterinary medicine) to be sent directly from the institution to . The institution must be accredited by the American Veterinary Medical Association (AVMA) at the time the applicant graduated. The transcript must bear the school’s seal, must show the type of degree or diploma earned, and the date granted. Transcripts must be received no later than 45 days prior to the scheduled exam date.

Section 6B. Work Experience

List all experience since graduation from Medical/professional School in reverse chronological order, beginning with the most recent at the top.

Section 6C. Professional Licenses In Other States / Jurisdictions

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

The Board has not entered into a reciprocity agreement with any jurisdiction. Applicants licensed to practice veterinary medicine and in good standing in a state or territory of the United States may request the Board to waive the District examination provided that:

- a. the Board determines that the jurisdiction’s licensure requirements are substantially the same as those required by the District; and
- b. the state or territory admits veterinarians licensed in the District without examination.

If licensed in another state / jurisdiction, complete the first page of the enclosed Verification of State Licensure Form. Send it to your state of original licensure. If you are not currently licensed in your original state, you must also send a second form to a current state. The form(s) must be returned *directly* to the Health Profession Licensing Administration Processing Center on behalf of the DC Board of Veterinary Examiners by the applicable state boards.

Section 7. Screening Questions

If you answer “no” to question A or “yes” to questions B through H, then please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach additional sheets with typed responses. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514.

Section 8. Licensee Affidavit

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

Section 9. Sponsor's Affidavit

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

ADDITIONAL APPLICATION FORMS

If you need additional copies of this application package you may visit 's website at www.hpla.doh.dc.gov or call 's customer service number at 1- 877- 672-2174. The form numbers that make up this package are:

- 6709-11 Chapter 27 Veterinarian Regulations
- 6709-12 Chapter 28 Veterinarian Regulations
- 6709-13 Veterinarian New License Instructions
- 6709-14 Veterinarian New License Application
- 6709-15 Verification of State Licensure
- 6709-16 Veterinarian Student/Graduate Employment/Termination Form
- 6709-17 Certificate of Moral Character

SUMMARY OF LICENSURE REQUIREMENTS

The following chart shows the licensure requirements for all application methods. The law governing veterinarian licensure in the District of Columbia is *DC Law 12-261* "Second Omnibus Regulatory Reform Amendment Act of 1998." The regulations governing veterinarian licensure are included in *DC Municipal Regulations Title 17, Chapters 27 and 28*. Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Occupational and Professional Licensing Administration/Board of Veterinary Examiners if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

SUMMARY OF VETERINARIAN LICENSURE REQUIREMENTS

License Type	Application Method	Application for License	Two 2" x 2" Photos	ORIGINAL Transcript ¹	District Exam Results ²	National Board Exam Results ³	ECFVG Exam Certificate ⁴	Copies of Legal Name Change Documents ⁵	Verification of State Licensure	Certificate of Moral Character	Check or Money Order ⁶
VET	Examination	X	X	X	X	X	X	X	O	X	\$215
VET	Re-examination	X	X	O	X	O	O	X	O	O	\$85
VET	Endorsement	X	X	X	O	X	O	X	X	X	\$195

X = Required
O = Not required

Re-Examination Applicants need not resubmit supporting documents which were previously included with their original applications via Examination.

¹ Transcripts must be received at least 45 days prior to the scheduled exam date.
² Upon approval of the license application, the DC Board will contact the applicant to schedule the District Exam and will forward exam results to the Health Professional Licensing Administration Processing Center for completion of the licensure process.
³ Applicants may only rely on National Board Exam scores taken within the seven- (7) year period prior to the date of application.

- ⁴ Applicants applying via Examination educated outside the United States must send a notarized copy of their Educational Council on Foreign Veterinary Graduates (ECFVG) examination certificate.
- ⁵ If your name has changed at any point since you first attended a college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, court order.
- ⁶ Check or money order MUST be made payable to DC TREASURER.