

# FOREIGN VETERINARY GRADUATE - NORTH AMERICAN VETERINARY LICENSING EXAM

If you meet the following pre-requisites and requirements, you may download and fill out the North American Veterinary Licensing Exam (NAVLE) application for FOREIGN VETERINARY GRADUATES OR GRADUATES OF A NON-ACCREDITED COLLEGE OF VETERINARY MEDICINE.

- ' You are a **GRADUATE** of a foreign, non-AVMA accredited college of veterinary medicine; **AND**
- ' You are enrolled in the ECFVG or PAVE program; **AND**
- ' You have completed the Step 3 examination requirement of the respective program.

**YOU MUST MEET ALL THREE OF THESE REQUIREMENTS TO BE ELIGIBLE TO APPLY FOR THE NAVLE.**

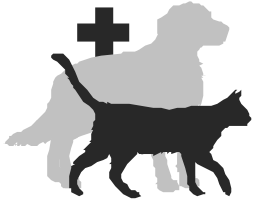
**The Texas Board supports the NAVLE retake policy which states: “a candidate may not sit for the NAVLE more than five (5) times and may not sit for the examination at a date that is later than five (5) years after a candidate’s initial attempt. Each of the final two attempts must be at least one year from the previous attempt.” The policy took effect with the fall 2007 NAVLE administration. For more information, go to NBVME’s website: [www.nbvme.org](http://www.nbvme.org).**

In Texas, The NAVLE application process is a two-part process. You have to apply to us, pay our fee AND you must also apply to the National Board of Veterinary Medical Examiners (NBVME) and pay their fee.

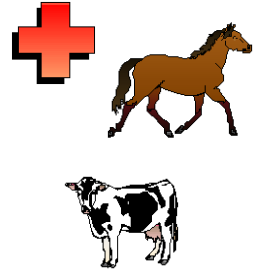
The original application **MUST** be submitted to this office. Electronic submission is not acceptable. All fees must accompany the application. **DO NOT MISS A DEADLINE.**

Please read the application information and instruction sheet carefully. It is part of the application packet you will be downloading. All criteria, prerequisites and requirements are spelled out in that document.

If you do not meet the basics set out above, you **CANNOT USE THIS APPLICATION. PLEASE CONTACT OUR OFFICE FOR OTHER MATERIAL.** Phone: (512) 305-7555 or e-mail: [vet.board@tbvme.state.tx.us](mailto:vet.board@tbvme.state.tx.us)



## NAVLE APPLICANTS



PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. YOU **MUST** COMPLY WITH ALL REQUIREMENTS AND INSTRUCTIONS OR YOU **WILL NOT** BE ABLE TO TAKE THE NAVLE EXAMINATION.

In order for you to be able to take the North American Veterinary Licensing Examination (NAVLE) at any one of the National Board of Veterinary Medical Examiners (NBVME) designated testing sites, (Prometric, Inc. Test Centers), you must complete the enclosed application and submit it with the required documentation by the deadline given. You must mail the completed application with the application fee (**\$50 money order or cashier's check**) to: TSBVME, 333 Guadalupe Street, Tower 3, Suite 810, Austin, Texas 78701.

You will **also** have to apply to the NBVME (National Board of Veterinary Medical Examiners) using their application form and instructions. You will need to mail the completed NAVLE application and the NAVLE examination fee to: NBVME, P.O. Box 1356, Bismarck, North Dakota 58502; OR you can register with the NBVME on-line: [www.nbvme.org](http://www.nbvme.org).

### ELIGIBILITY REQUIREMENTS TO APPLY FOR THE NAVLE

**The Texas Board supports the NAVLE retake policy which states: “a candidate may not sit for the NAVLE more than five (5) times and may not sit for the examination at a date that is later than five (5) years after a candidate’s initial attempt. Each of the final two attempts must be at least one year from the previous attempt.” The policy took effect with the fall 2007 NAVLE administration. For more information, go to NBVME’s website: [www.nbvme.org](http://www.nbvme.org).**

#### ***SENIOR STUDENTS - AVMA ACCREDITED VETERINARY COLLEGE***

You **must be a senior student** enrolled in an American Veterinary Medical Association (AVMA) accredited veterinary school/college and **at least within 6 months of your anticipated graduation**. For example, if you expect to graduate in May or June of the following year, you may take the NAVLE for the first time during the November-December 2009 testing window. A letter from the Dean verifying your enrollment is required. If you fail to pass the November-December NAVLE, you may be eligible to retake the April 2010 exam without having to reapply to us. You will still have to reapply to the NBVME. Please refer to the NAVLE bulletin for details.

#### ***PERSONS ENROLLED IN THE ECFVG or PAVE PROGRAM***

If you are a graduate of a foreign veterinary college not accredited by the AVMA, you must: (1) be enrolled in the Educational Commission for Foreign Veterinary Graduates (ECFVG) program **OR** the Program for the Assessment of Veterinary Education Equivalence (PAVE); **AND** (2) have completed the Step 3 examination requirement of the respective program.

#### ***PERSONS OTHER THAN SENIOR STUDENTS OR FOREIGN GRADUATES WHO HAVE NEVER TAKEN THE NATIONAL BOARD EXAMINATION (NBE) AND/OR THE CLINICAL COMPETENCY TEST (CCT)***

If you have never taken the NBE or CCT, you will have to take the NAVLE in order to be eligible to eventually take the Texas State Board Examination for veterinary license

## APPLICATION REQUIREMENTS

### *SENIOR STUDENTS - AVMA ACCREDITED VETERINARY COLLEGE*

For you to be eligible to take the NAVLE, the Texas State Board of Veterinary Medical Examiners (TSBVME) is required by NBVME to verify that you are or will be eligible to take the State Board Examination for licensing in Texas. To determine this, we must collect the information requested in the attached application packet. You may also download the application on-line. Please be sure to download the appropriate application - read the instructions.

### *PERSONS ENROLLED IN THE ECFVG or PAVE PROGRAM*

You must download and complete the appropriate application and submit it with the official verification from the respective program, that you: (1) are enrolled in the ECFVG **OR** PAVE program, **AND** (2) have completed the Step 3 examination requirement.

*PERSONS OTHER THAN SENIOR STUDENTS AT AN ACCREDITED COLLEGE OF VETERINARY MEDICINE **OR** FOREIGN GRADUATES **OR** GRADUATES OF A NON-ACCREDITED COLLEGE OF VETERINARY MEDICINE WHO HAVE NEVER TAKEN THE NATIONAL BOARD EXAMINATION (NBE) OR THE CLINICAL COMPETENCY TEST (CCT)*

You must complete the enclosed application and submit it with the required documentation. You may download the application on-line. Please be sure to download the appropriate application - read the instructions.

Upon receipt of your COMPLETED application packet **by the deadline**, (see application for deadline) your name will be placed on the ELIGIBLE list and mailed to NBVME. An application is considered COMPLETE if the application is properly filled out, signed, notarized and submitted with the supporting documentation and the initial application fee. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND YOU WILL NOT BE ABLE TO TAKE THE NAVLE.

### **PLEASE NOTE:**

The application and supporting material are required to be able to place you on the ELIGIBLE LIST ONLY. REMEMBER, you must also apply to NBVME using their application form. The National Board of Medical Examiners (NBME), NBVME's testing contractor, will send scheduling permits to each eligible candidate. If you have any questions regarding the Texas State Board of Veterinary Medical Examiner's application, please call (512) 305-7555 or e-mail us: [vet.board@tbvme.state.tx.us](mailto:vet.board@tbvme.state.tx.us).

If you have questions regarding the NAVLE application, the testing procedures, etc., please call the NBVME (701)224-0332 or e-mail: [mail@nbvme.org](mailto:mail@nbvme.org).

### **RE-APPLICATION PROCEDURES IN CASE OF FAILURE TO PASS THE EXAM - FALL WINDOW ONLY**

If you fail the fall 2009 administration of the NAVLE (window November 16-December 12, 2009) you will have to follow the procedures given:

- ' Re-apply to NAVLE ONLY. This has to be done as soon as you receive results - MEET THEIR DEADLINE - you are still certified as eligible for the April 2010 exam without having to reapply to Texas; this is valid ONLY for the fall administration.
- ' Pay the fee to NAVLE ONLY - since you do not have to be re-certified, no fee is payable to Texas.



## TEXAS BOARD OF VETERINARY MEDICAL EXAMINERS

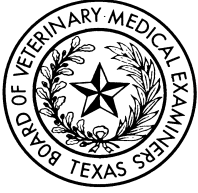
### INSTRUCTIONS FOR ECFVG OR PAVE PARTICIPANTS TO TAKE THE NORTH AMERICAN VETERINARY LICENSING EXAMINATION (NAVLE)

#### INFORMATION AND INSTRUCTION SHEET

The following is furnished for your information in an effort to expedite the processing of your NAVLE (North American Veterinary Licensing Examination) application. It is **IMPORTANT** that you also **read and comply** with the instructions found on the attached sheet entitled "NAVLE Applicants".

1. The NAVLE will be given at several Texas locations. Please refer to the NAVLE booklet for examination sites. You may use this application for one of the following two examinations. First Window: November 16, 2009 through December 12, 2009, deadline for completed applications: August 1, 2009; **OR** Second Window: April 12, 2010 through April 24, 2010, deadline for completed applications: January 3, 2010. Please indicate your preference on the application. **Completed applications MUST be received in the board office on or before the deadline given.** BOARD POLICY DOES NOT MAKE ANY EXCEPTIONS TO THIS RULE. Incomplete applications will not be accepted.
  2. *You must meet the following requirements to be eligible to take the NAVLE. (1) You must be a foreign graduate or graduate of a non-accredited college of veterinary medicine enrolled in the ECFVG OR the PAVE program, AND (2) you must have completed the Step 3 examination requirement of the respective program. A letter from the respective program coordinator of the ECFVG OR the PAVE program verifying you have met these requirements must accompany this application.*
  3. **If you fail the examination**, a new application is required. If you **fail the fall** administration of the NAVLE, you **DO NOT** have to reapply to this agency, but you **MUST** reapply to the NBVME to take the NAVLE the following spring. At any other time, a new application must be accompanied by the required fee and must reach the board office on or before the deadline. A failing ECFVG **OR** PAVE candidate must submit updated ECFVG **OR** PAVE verification along with the new application.
- NAVLE Retake Policy – Please refer to the pages providing information on pre-requisites and requirements and “Eligibility Requirements to Apply for the NAVLE”.**
4. The ENTIRE application fee in the amount of **\$50** MUST accompany the completed application. Examination fees must be in the form of a **MONEY ORDER** or **CASHIER'S CHECK**. No personal checks or cash will be accepted. Make all money orders or cashier's checks **payable** to the **Texas State Board of Veterinary Medical Examiners**.
  5. All blanks must be filled in completely. You must sign the application and your signature must be notarized. Your application will not be accepted if questions are left unanswered, and it is not signed and notarized.
  6. Persons with disabilities who plan to attend the examination and who may need auxiliary aids or services (interpreters for hearing impaired, readers, braille, etc) **MUST** contact the NBVME (National Board of Veterinary Medical Examiners) **PRIOR** to applying for the NAVLE. You must also contact the board office (512) 305-7555 or Relay Texas (1-800-877-8973 TDD) prior to submitting the application. If you find that you are unable to participate in the examination, please contact us so that we may avoid paying for services not needed.

If you do not appear for the scheduled examination, your fee is forfeited and you will need to reapply and pay the fee again



## TEXAS BOARD OF VETERINARY MEDICAL EXAMINERS

### APPLICATION FOR ECFVG or PAVE PARTICIPANTS TO TAKE THE NORTH AMERICAN VETERINARY LICENSING EXAMINATION (NAVLE)

**Applications MUST be received in the board office on or before the given deadline. Please type or print legibly your answers in the English language.**

- A.
1. Full name: (First, Middle and Last) \_\_\_\_\_  
Social Security Number: \_\_\_\_\_
  2. Present address: (Please be sure to give a complete address including zip code and apartment number, if applicable) \_\_\_\_\_  
\_\_\_\_\_
  3. Phone number: (Residence) \_\_\_\_\_ (Work) \_\_\_\_\_  
Cell phone number: \_\_\_\_\_ Email: \_\_\_\_\_
  4. Please give the name of the school from which you obtained your veterinary degree and the date of graduation: \_\_\_\_\_  
\_\_\_\_\_
- Please be sure to include the name of the school, as well as the city and country in which it is located.
5. PLEASE INDICATE FOR WHICH EXAMINATION WINDOW YOU ARE APPLYING:  
Please indicate by checking one box:  
First Window: **9** November 16 through December 12, 2009, deadline for completed applications: August 1, 2009; OR  
Second Window: **9** April 12 through April 24, 2010, deadline for completed applications: January 3, 2010.

**PLEASE ATTACH THE FOLLOWING:**

- B.
1. Enclose one (1) recent picture(s). The photograph must be: 1. Either black and white or full color; 2. Clear, with little or no shadow on the face (computer scanned photos are generally not clear enough); 3. Without hat or sunglasses; 4. Frontal face shot only - no profile or full body shot; 5. Passport size - no larger than 2" x 2" with your face filling most of that area; 6. Not dog-eared, folded or bent; 7. Signed and dated on the back in the middle of the photograph.
  2. The application fee (**cashier's check or money order**) in the amount of \$50.00.
  3. You must provide verification from the American Veterinary Medical Association (for ECFVG program) or from the American Association of Veterinary State Boards (for the PAVE program) that **(1) you are a graduate of a non-accredited college of veterinary medicine, currently enrolled in the respective program AND (2) you have completed the Step 3 examination requirement.** A letter from the respective program coordinator verifying this information is sufficient at this time.

I hereby state that the information given in this application is true and correct. I further state that I am the person in the photograph(s) submitted as part of this application and it is a true likeness of me.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

THE STATE OF \_\_\_\_\_ §

COUNTY/PARISH OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, on this day, personally appeared \_\_\_\_\_, who being by me duly sworn upon oath says that all the facts, statements, and answers contained in this application are true and correct and that all questions have been answered fully and frankly.

Signed this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

Make all cashier's checks or money orders payable to the Texas State Board of Veterinary Medical Examiners and mail your fee and application material to 333 Guadalupe Street, Tower 3, Suite 810, Austin, Texas 78701. Questions? Please call (512) 305-7555.