

CHECKLIST OF ITEMS REQUIRED FOR VETERINARY LICENSURE IN LOUISIANA

Step One: *Application for DVM licensure must be submitted to the Board office prior* to application to sit for the national veterinary medical examination, and before any negotiation/agreement for applicant to participate in the preceptorship program requirement at an approved site.

Step Two: Examinations

To take examinations:

1. Each applicant must submit an application form for licensure to the LBVM. This application form must be signed, notarized, and a passport type photograph must be attached. The application fee of \$100 and State Board Exam fee of \$200, if applicable, must also be included with the application made payable to the LBVM.

The NAVLE exam application should be submitted directly to the ICVA via mail or electronically. To apply to take the North American Veterinary Licensing Examination (NAVLE), contact the ICVA (International Council for Veterinary Assessments) at (701) 224-0332 or visit the NBVME website at www.icva.net.

2. Proof of graduating status. Fourth-year students may take the NAVLE examination in the fall or spring. To be eligible to take the State Board Exam, an applicant must demonstrate that he is a graduate of an AVMA accredited school of veterinary medicine or is eligible for graduation within not less than 60 days of the date of the exam. Proof of graduation may be submitted by using a "Certificate of Anticipated Graduation" form completed by the school from which you will graduate (only original sealed/signed form accepted) or by submitting a photocopy of your diploma, or an original, official school transcript indicating the degree conferred.

3. Foreign veterinary school graduates must provide one of the following to the Board:

- proof of enrollment in either AVMA's Educational Commission for Foreign Veterinary Graduates (ECFVG) program or AAVSB's Program for the Assessment of Veterinary Education Equivalency (PAVE), or
- a copy of either the ECFVG or PAVE completion certificate, or
- proof of enrollment in the fourth year of veterinary school.

Step Three: Documentation Requirements and Preceptorship Requirement

To complete the licensing process:

1. Passing scores on examinations are required. These examinations include:

- Louisiana State Board Examination
- North American Veterinary Licensing Examination (NAVLE) not greater than five years old,
or
- Previously taken National Board Examination (NBE) and Clinical Competency Test (CCT) not greater than five years old.

The Louisiana Board of Veterinary Medicine charges a processing charge of \$10 to receive and process scores on the NAVLE or NBE and CCT taken in another state. This charge is NOT included in any fees paid to the transfer agency by the applicant. If you are transferring scores to Louisiana, this score transfer processing charge must be paid to the LBVM for EACH national score transferred.

To transfer passing scores for previously taken National Board Examination and Clinical Competency Test (NBE and CCT) or NAVLE which were taken outside Louisiana contact the Veterinary Information Verification Agency (VIVA) of the American Association of Veterinary State Boards (AAVSB) visit the AAVSB website at (link) <http://www.aavsb.org/viva> for a Score Transfer Application form.

2. Three character references by licensed veterinarians or other professionals not related or currently enrolled in the same veterinary curriculum as the applicant, who can attest to the applicant's professional capabilities and ethical standards. The reference form mailed to these individuals by the Board must be returned directly to the Board office.

3. Following submission of DVM license application, all applicants for licensure must complete an approved preceptorship program. All information, instruction, and forms for preceptorship (link) activities are available on this website or from the Board office. All preceptorships are subject to review and approval by the Board. There are two options available for the preceptorship requirement:

a) Completion of an 8-week preceptorship in an approved private practice setting. Approval and acceptance of a desired preceptorship participation requires the submission of the following:

- Agreement Form – *must be submitted at least two weeks prior to start of preceptorship*
- Attendance Log – *submitted by preceptee at the conclusion of the preceptorship*
- Facility Evaluation – *submitted by preceptee at the conclusion of the preceptorship*
- Preceptee Evaluation – *submitted by supervisor at the conclusion of the preceptorship*

b) Submission of proof of veterinary licensure (U.S. state) and at least 3 months documented full time experience in a private practice *immediately* prior to application. *(Additional documentation must be submitted to verify your employment meets the necessary preceptorship waiver rule. Please contact the Board office for further information. All submissions for preceptorship waiver require review and approval by the full Board.)*

4. A photocopy of your diploma OR an original, official school transcript which indicates that a degree in veterinary medicine was conferred.

5. Payment of the original licensure fee of \$250.

6. Foreign veterinary school graduates must provide a copy of either the ECFVG or PAVE completion certificate before licensure can be completed.