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|  | Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP)Veterinary Examining Board (VEB)2811 Agriculture Drive, PO Box 8911, Madison, WI 53708-8911Phone: (608) 224-4353 DATCPVEB@wisconsin.gov |

INSTRUCTIONS FOR COMPLETING APPLICATION FOR VETERINARY MEDICINE LICENSE

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| \*\*As of May 1, 2018, a new graduate applicant should not apply for a Wisconsin Veterinary Medicine License until AFTER taking and passing both the NAVLE and Wisconsin state exam. ICVA administers both exams and you may access all information and instructions for them at **ICVA.net**.Once you pass both exams, you may apply and pay online at MyDATCP.wi.gov OR print and mail documents as required below. |

THERE ARE THREE CATEGORIES OF APPLICATIONS FOR A VETERINARY LICENSE.
PLEASE SEE THE REQUIREMENTS BELOW FOR EACH CATEGORY:

**Category 1 - Licensure by Examination**: A new graduate who never held a veterinary license in a U.S. state, U.S. territory or country AND has not passed the NAVLE \*\*

**Category 2 - Licensure by Endorsement**: Licensed in another U.S. state(s) with no disciplinary actions, and 4,000 hours active practice in the preceding five years. *NOTE: Individuals who hold a current license to practice veterinary medicine in another U.S. state, U.S. territory, or other country and have ever had a disciplinary action (or have a pending action) taken against them by a veterinary licensing authority are not eligible for Licensure by Endorsement* [*[*](https://docs.legis.wisconsin.gov/code/admin_code/ve/4.pdf)*Wis. Stat. s. 89.072].*

**Category 3 -** Licensure by Endorsement of NAVLE/NBE/CCT Scores: Licensed in another state but are NOT eligible for Licensure by Endorsement; OR not licensed in another state but have taken and passed the NAVLE/NBE/CCT.

CATEGORY 1 Applicants NEW GRADUATES who have NOT passed the NAVLE

Requirements for Board Approved Veterinary Schools (Further explanations for each item on the following pages)

1. Fully completed Application (Form # VEB\_4) with all questions answered and applicant’s signature notarized. If applying online, we will need only the original notarized signature page mailed to DATCP VEB at Madison address.
2. Applicant’s Social Security Number (Form # VEB\_25); form is only required if applying by mail.
3. Application fees which you will pay online, when applying, or mail a check to DATCP VEB at Milwaukee address on Page 5.
4. The North American Veterinary Licensure Examination (NAVLE) results for examination taken on or after 11/01/00 OR the National Board Examination (NBE) and Clinical Competency Test (CCT) results for examination taken prior to 11/01/00. ICVA will provide your passing score report to us if apply through Wisconsin;
5. Wisconsin Statutes and Rules examination passing score ICVA will provide to us once completed.
6. Certificate of Professional Education (Form # VEB\_7); Completed, sealed by your college and mailed directly to us at the Madison address.
7. Letter of verification of licensure from any and all other states and/or countries, (active or expired) if applicable, request from all to mail directly to us at Madison address.
8. Application for Temporary Permit (Form # VEB\_5), if applicable.
9. Convictions and Pending Charges (Form # VEB\_2), if applicable, and all required documents.
10. Malpractice Suits, Claims and Settlements (Form # VEB\_3), if applicable, and all required documents.
11. If the applicant’s name on all documents are not the same, submit a copy of marriage certificate, divorce decree, etc.
12. All supporting documents must be in English.

Requirements for Non-Board Approved Veterinary Schools: In addition to the above requirements, graduates of non-Board Approved veterinary schools must provide evidence of completion of either: Educational Commission for Foreign Veterinary Graduates (ECFVG) certification program through AVMA.org OR Program for Assessment of Veterinary Education Equivalence (PAVE) through AAVSB.org.

CATEGORY 2 or 3 Applicants:

Apply and pay online at MyDATCP.wi.gov OR print and mail documents required below.

Requirements: (Further explanations for each item on the following pages)

1. Application (Form # VEB\_4) with all questions answered and applicant’s signature notarized. If applying online, we will need the original notarized signature page only mailed to the Madison address.
2. Applicant’s Social Security Number (Form # VEB\_25); form is required if applying by mail.
3. Application fees which you pay online, when applying, or mail to Milwaukee address with ATTN: VEB on check
4. The North American Veterinary Licensure Examination (NAVLE) results for examination taken on or after 11/01/00 OR the National Board Examination (NBE) and Clinical Competency Test (CCT) results for examination taken prior to 11/01/00. Request from AAVSB.org to send directly to DATCP VEB. (**DOES NOT APPLY TO CATEGORY 2 APPLICANTS**).
5. Wisconsin Statutes and Rules examination passing score (See instructions below).
6. Certificate of Professional Education (Form # VEB\_7); Completed, sealed by your college and mailed directly to us at Madison address.
7. Letter of verification of licensure in any and all other states and countries. If applicable, request from all to mail directly to us at Madison address.
8. Application for Temporary Permit (Form # VEB\_5), if applicable.
9. Convictions and Pending Charges (Form # VEB\_2), if applicable, and all required documents.
10. Malpractice Suits, Claims and Settlements (Form # VEB\_3), if applicable, and all required documents.
11. If the applicant’s name on all documents are not the same, submit a copy of marriage certificate, divorce decree, etc.;
12. All supporting documents must be in English.

**Wisconsin Statutes and Rules Exam**

After your application is received, reviewed and approved for testing, you will receive an email from ICVA (f/k/a NBVME) with information to register and pay to take the Wisconsin state exam.  The exam is an online, ‘open book’ exam with questions relating to the veterinary practice and the [Rules](https://docs.legis.wisconsin.gov/code/admin_code/ve) and [Statues](http://docs.legis.wisconsin.gov/statutes/statutes/89.pdf) governing the practice of veterinary medicine in the state of Wisconsin. You have 60 days to complete the examination from the eligibility start date provided to you via email. A passing score is 88% or higher.  ICVA will provide me with your score report or you may email to me to expedite the process.

PLEASE NOTE: Testing windows are twice per month, around the middle and the end of each month. Please allow up to 30 days for the state exam process.

ADDITIONAL INFORMATION ON REQUIRED DOCUMENTATION

* Apply online at MyDATCP.wi.gov. Choose “Veterinary Medicine Licenses.” Choose the license that applies to you and then click “Start New Application” and complete all information.
* Application (Form # VEB\_4): ONLY if applying by mail: Complete this application form with the applicant’s signature notarized, include supporting documents and additional forms, if applicable and mail to the application package to the Department of Agriculture, Trade and Consumer Protection (DATCP), 2811 Agriculture Dr, Madison, WI 53718.
* Application Fee: Pay as part of online application OR if applying by mail –send check to DATCP VEB, Lockbox 93598, Milwaukee WI 53293-0598
* Applicant’s Social Security Number (Form # VEB\_25): Under Wisconsin law, the Department of Agriculture, Trade and Consumer Protection must collect the Social Security Number (SSN) of every individual applying for a license, registration or certificate. The Department must deny your application if you are liable for delinquent State Taxes or Child Support (93.135 Wis. Stats.). Enter in online application or print the form if applying by mail and mail according to instructions on the form.
* Pass Required Examination(s): As part of the licensure requirement, the following exams must be successfully completed:

**Category 1 applicants:**

* **The North American Veterinary Licensure Examination (NAVLE**): Register directly with International Council for Veterinary Assessment (ICVA - formerly known as the NBVME) to take the NAVLE. The NAVLE registration form and fee must be submitted and received by ICVA at<https://www.icva.net>. Please view the NAVLE candidate information booklet for testing window dates.
* State law examination: After applying for the NAVLE through Wisconsin, you will automatically receive an email from ICVA with information and instructions to complete the Wisconsin Statues and Rules examination.ICVA will provide the VEB with your score report or you may email the VEB for an expedited score. This is an online ‘open book’ examination of the Wisconsin Statutes and Rules relating to the practice of veterinary medicine in this state and questions relating to your practice. All applicants must pass this examination with a score of at least 88% correct.

Category 2 or 3 applicants:

* **The North American Veterinary Licensure Examination (NAVLE):** Applicants who have passed either the NAVLE or NBE and CCT through another state must request scores be sent to Wisconsin. Register with the American Association of Veterinary State Boards, Veterinary Information Verifying Agency (AAVSB/VIVA) at <http://aavsb.org/VIVA/score-transfers> to have your examination scores transferred to Wisconsin.
* State law examination: Once you have applied for your Wisconsin Veterinary Medicine license (either online or by mail), you will receive an email from ICVA with information and instructions to take the Wisconsin state exam online through ICVA’s testing vendor. ICVA will provide the VEB with your score report or you may email the VEB for an expedited score.
* Certificate of Professional Education (Form # VEB\_7): This form is required for ALL category applicants who have already completed education in a school of veterinary medicine. This form must come directly from your school to the DATCP VEB
* The National Board Examination (NBE) and the Clinical Competency Test (CCT): If you have not successfully completed both exam components (NBE and CCT) prior to 11/01/00, you will be required to take and pass the NAVLE. Category 3 applicants who have either the NAVLE or NBE and CCT in another state, must request scores to be sent to Wisconsin. Register with the American Association of Veterinary State Boards, Veterinary Information Verifying Agency (AAVSB/VIVA) at <http://aavsb.org/VIVA/score-transfers> to transfer your examination scores to Wisconsin.
* Educational Commission for Foreign Veterinary Graduates (ECFVG) of the American Veterinary Medical Association (AVMA): Submit a letter directly from AVMA to the VEB attesting to the fact that you have completed the ECFVG program. If you are in the final stage of the ECFVG program, a letter attesting to that fact must be received directly from the AVMA to the VEB prior to the NAVLE examination deadline. Please note that you will not be issued a license until you have completed the ECFVG program. Have this AVMA letter sent directly to the Department of Agriculture, Trade and Consumer Protection (DATCP), Veterinary Examining Board, 2811 Agriculture Drive, PO Box 8911, Madison, WI 53708-8911.
* Program for Assessment of Veterinary Education Equivalence (PAVE) of the American Association of Veterinary State Boards (AAVSB): Submit a letter directly from AAVSB to the VEB attesting to the fact that you have completed the PAVE program. If you are in the final stage of the PAVE program, a letter attesting to that fact must be received directly from the AAVSB to the VEB prior to the NAVLE examination deadline. Please note that you will not be issued a license until you have completed the PAVE program. Have the AAVSB letter sent directly to the Department of Agriculture, Trade and Consumer Protection (DATCP), Veterinary Examining Board, 2811 Agriculture Drive, PO Box 8911, Madison, WI 53708-8911.
* Application for Temporary Permit (Form # VEB\_5): This form is only available to applicants who recently took their first NAVLE and are awaiting NAVLE score report OR have their first attempt to test date scheduled. An applicant applying for a Temporary Permit must submit this form together with application Form # VEB\_4, in addition to all required forms and required fees for an application for full licensure. This Temporary Permit is nonrenewable and nonrefundable. A Temporary Permit may only be issued once and will expire upon any of the following: notification of failure of any examination (NAVLE or state law exam), failure to take the next scheduled examination, or issuance of a license.
* Letter of verification for licensure in other state/country (active or expired): Applicants by endorsement may be required to appear before the VEB to determine qualifications. You are required to have each state/country Board(s) in which you have ever been licensed (active or expired) submit a letter of verification directly to the DATCP VEB to address on form. The letter must include your license number, date of issuance, status, and a statement regarding disciplinary actions. This letter will be required in order to complete your application for licensure. Request the Board you have been licensed to send a letter directly to the Department of Agriculture, Trade and Consumer Protection (DATCP), ATTN: Veterinary Examining Board, 2811 Agriculture Drive, Madison, WI 53718.
* **Veteran Fee Waiver:** Please go to the Department of Agriculture, Trade and Consumer Protection (DATCP) website at http://DATCP.wi.gov in “Licenses and Regulations” and select “Veterans License Fee Waiver Program” for eligibility requirements.