



# Veterinary Practitioners Registration Board of Victoria REGISTRATION INFORMATION

## **National Recognition of Veterinary Registration (NRVR)**

If your principal place of residence is in Victoria or will be when you commence practice, you must lodge an application for registration with the Veterinary Practitioners Registration Board of Victoria (the Board). If your principal place of residence is in another Australian jurisdiction or will be when you commence practice, then you must lodge an application for registration in that jurisdiction.

## **Trans Tasman Mutual Recognition**

Practitioners who are currently registered to practice in New Zealand should apply for registration under the Trans Tasman Mutual Recognition Agreement and should complete the relevant form.

## **Qualifications**

Sections 5 & 6 of the *Veterinary Practice Act 1997* set out the requirements for general registration as a veterinary practitioner in Victoria. Degrees in veterinary science and/or medicine awarded by universities which are accredited by VSAAC, RCVS or AVMA, may be recognised for registration without further examination. In the case of AVMA accredited university degrees the applicant is also required to have successfully completed the NAVLE. A list of accredited universities is available on the Australasian Veterinary Board Council Inc. website <http://www.avbc.asn.au/skills.htm>.

## **Conditions Limitations Restrictions**

The Board may impose conditions, limitations or restrictions to registration granted under section 6. of the *Veterinary Practice Act 1997*.

## **Registration Period**

The registration period is from 1 July to 30 June in any one year.

## **Recency of Practise**

If you have not practised within the past three years the Board may require you to undertake further training (under section 5(2) of the *Veterinary Practice Act 1997*).

## **Address Information**

A registered veterinary practitioner's residential address must not appear on that part of the Register which is open to the public for inspection, unless the veterinary practitioner so authorises: see Principal Practice address on the application form.

## **Privacy**

The Board is committed to handling personal information in a responsible manner, having regard to your right to privacy. Information on this form is being collected under the provisions of the *Veterinary Practice Act 1997* and associated regulations and will be used to process your application for registration. The Board's privacy policy is available from <http://www.vetboard.vic.gov.au/privacy.html>.

## **Exchange of Information**

The Board, in processing applications and carrying out its primary functions, will exchange information about you with other organisations such as Australian and overseas veterinary practitioner registration boards, other Federal and/or State government regulatory authorities, registered medical practitioners, complainants and the Board's solicitors as well as drug wholesalers.

Under sections 16(7) & (8) of the *Veterinary Practice Act 1997*, the Board has the authority to provide register particulars to an interstate veterinary registration authority for the purposes of enabling that authority to administer or execute the law under which that authority confers or grants a right to carry on or engage in veterinary practice. A national register of all Australian registered veterinary practitioners will be administered by the Australasian Veterinary Boards Council Inc (AVBC) for the purposes of exchanging information between Australian veterinary registration authorities. An extract of the Board's Register will be provided periodically to the AVBC for this purpose.

## **Public Register**

Under section 16(1) of the *Veterinary Practice Act 1997*, the Board must keep a public Register of all veterinary practitioners to whom it has granted registration. The public Register includes: your name; registration number; practice address or your postal address (but not your residential address details unless you choose to display this on the public Register); your qualifications; any current conditions, limitations or restrictions on your registration; and any specialist endorsement. The Board may also make public any languages spoken other than English (if you choose to provide the Board with this information). Some of this information can be searched on the Board's website such as: name; registration number; postcode; suburb; and specialty (if applicable).

## REGISTRATION PROCEDURES

Veterinary practitioners are registered in Victoria under the *Veterinary Practice Act 1997* and are required to be conversant with the following Victorian Acts of Parliament:

*Agricultural and Veterinary Chemicals (Control of Use) Act 1992*

*Agricultural and Veterinary Chemicals (Control of Use) Regulations 2007*

*Domestic Animals Act 1994*

*Domestic Animals Regulations 2005*

*Drugs, Poisons and Controlled Substances Act 1981*

*Drugs, Poisons and Controlled Substances Regulations 2006*

*Livestock Disease Control Act 1994*

*Livestock Disease Control Regulations 2006*

*Prevention of Cruelty to Animals Act 1986*

*Prevention of Cruelty to Animals Regulations 2008*

*Radiation Act 2005*

*Radiation Regulations 2007*

*Stock (Seller Liability & Declarations) Act 1993*

*Veterinary Practice Act 1997*

*Veterinary Practice Regulations 2008*

### Lodging an application for registration

All supporting documentation must be appropriately certified (see below).

Please provide the following:

1. completed application form, which has been witnessed by an authorised person
2. application fee (Australian dollars only)
3. a certified copy of your veterinary degree\*
4. a certified copy of NAVLE, PAVE, NVE, ECVFG (if applicable)\*
5. a certified copy of photographic identification (current passport or driver's licence)\*
6. a *curriculum vitae* of your veterinary activities
7. a letter of professional standing.

\*A certified copy is a document that has been certified as a true and correct copy of an original document. To obtain a certified copy of a document, take the original document and a photocopy to a person listed in the categories under **107A** in the next column. In some cases a printed stamp may be used and these are acceptable. The authorised person will write the following statement on the copy of your document to certify that it is a true and correct copy of the original:

'I, [full name], [qualification], of [address] certify that this [name of document] is a true and correct copy of the [name of original document] [signature & date]'

**Incomplete or not appropriately certified documentation will NOT be accepted.**

**The Board cannot accept faxed applications or supporting documentation.**

The completed form, supporting documentation and registration fee should be lodged at the Board's Office **one week** before the Board meeting.

## EVIDENCE (MISCELLANEOUS PROVISIONS) ACT 1958 STATUTORY DECLARATIONS

107 Statutory declarations

(1) A statutory declaration must —

- (a) contain an acknowledgement that it is true and correct and is made in the belief that a person making a false declaration is liable to the penalties of perjury; and
- (b) be signed by the person making it in the presence of a person who is authorised under Section 107A (1) to witness the signing of a statutory declaration

(2) A person who makes a declaration which the person knows to be false is liable to the penalties of perjury.

107A List of persons who may witness statutory declarations

(1) Any of the following persons may witness the signing of statutory declaration:

- (a) a justice of the peace or a bail justice;
- (b) a public notary;
- (c) an Australian lawyer (within the meaning of the Legal Profession Act 2004);
- (d) a clerk to an Australian lawyer;
- (e) the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or a deputy registrar of the County Court, the principal registrar of the Magistrates' Court or a registrar or deputy registrar of the Magistrates' Court;
- (f) the registrar of probates or an assistant registrar of probates;
- (g) the associate to a judge of the Supreme Court or of the County Court;
- (h) the associate of an Associate Judge of the Supreme Court or of an associate judge of the County Court;
- (i) a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth;
- (j) a member of the police force;
- (k) the sheriff or a deputy sheriff;
- (l) a member or former member of either House of the Parliament of Victoria;
- (m) a member or former member of either House of the Parliament of the Commonwealth;
- (n) a councillor of a municipality;
- (o) a senior officer of a Council as defined in the Local Government Act 1989;
- (p) a person registered under the Health Practitioner Regulation National Law to practise in the medical profession (other than as a student);
- (q) a person registered under the Health Practitioner Regulation National Law—
  - (i) to practise in the dental profession as a dentist (other than as a student); and
  - (ii) in the dentists division of that profession;
- (r) a veterinary practitioner;
- (s) a person registered under the Health Practitioner Regulation National Law to practise in the pharmacy profession (other than as a student);
- (t) a principal in the teaching service;
- (u) the manager of an authorised deposit-taking institution;
- (v) a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants;
- (w) the secretary of a building society;
- (x) a minister of religion authorised to celebrate marriages;
- (y) a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification;
- (z) a fellow of the Institute of Legal Executives (Victoria).

### APPLICANT CHECK LIST

Please ensure you have provided the following

Completed application form — duly witnessed

Certified copy of degree

Certified photographic ID (passport/ driver's licence)

Prescribed Fee (AUD\$)

Current curriculum vitae



# Veterinary Practitioners Registration Board of Victoria Application for General Registration — ReRegistration

1. Refer to the Information Sheet for application requirements
2. The Board meets monthly to assess applications: see cut-off dates<sup>†</sup>
3. Date proposing to commence practise \_\_\_\_ / \_\_\_\_ / \_\_\_\_
4. Fast tracking option (extra fee applies)\*
5. Victorian registration number \_\_\_\_\_ Year \_\_\_\_\_

## PERSONAL

Family (legal) Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name(s) \_\_\_\_\_

Previous Names \_\_\_\_\_

*Provide certified evidence of any name change if different names used (e.g. marriage certificate)*

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Male  Female

Languages spoken other than English (optional) \_\_\_\_\_

## PROFESSIONAL

Qualification (e.g. BVSc) \_\_\_\_\_ Graduated from \_\_\_\_\_

Country \_\_\_\_\_ Year \_\_\_\_\_

NVE qualification : date passed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

AVMA accredited university: date of NAVLE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ or date of PAVE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ECFVG qualification: dated passed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Current position \_\_\_\_\_

Current or previous registration

Registration No \_\_\_\_\_ Year \_\_\_\_\_ Place \_\_\_\_\_

Registration No \_\_\_\_\_ Year \_\_\_\_\_ Place \_\_\_\_\_

Registration No \_\_\_\_\_ Year \_\_\_\_\_ Place \_\_\_\_\_

**Please arrange for a letter of professional standing to be sent to the Board from the authority under which you were last registered. Letters of professional standing attached to applications cannot be accepted.**

<sup>†</sup> Board Cut-off Dates <http://www.vetboard.vic.gov.au/docs/2013%20Board%20Meeting%20Dates.pdf>

\* Schedule of Registration Fees: <http://www.vetboard.vic.gov.au/feeschedule.php>

OFFICE USE ONLY	Degree	CV	LOPS	S Dec	Cert ID	St Date	Fee	OOS	Vic Add	Reg #	Cert #
Notes											
Approved						App #			iMIS		

## ADDRESS

If your residential address is in another Australian jurisdiction or will be when you commence practise, you must make application to that jurisdiction.

### Residential Address

Street Address \_\_\_\_\_  
\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

## REGISTER: PUBLIC ADDRESS

The nominated principal place of practice will appear on that part of the Register, which is open to the public. If your principal place of practice is your residential address and you **DO NOT** wish this to appear on the public Register, please write **No Register Address** in space below.

### Principal Practice

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

### Preferred Address for Correspondence\*\*

Residential Address

Principal Place of Practice

Other Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

\*\* Certificate of registration and registration card can only be sent to a Victorian address.

## CHANGE OF ADDRESS

Section 19 of the *Veterinary Practice Act 1997* requires you to notify the Board of any change of address (practice / postal / residential) within 28 days of the change: please email details to [communications@vetboard.vic.gov.au](mailto:communications@vetboard.vic.gov.au).

## CONSENT AND STATUTORY DECLARATION

### Privacy

Personal information will be used in accordance with the Privacy Policy/Statement<sup>†</sup> of the Veterinary Practitioners Registration Board of Victoria (the Board).

### Please tick each box to acknowledge that:

- under section 16(1) of the *Veterinary Practice Act 1997* the Board must maintain a public Register of registered veterinary practitioners. Some of this information can be searched on the Board's website such as: name, registration number, postcode, suburb and speciality (if applicable). Any person may apply to obtain a copy of the public Register or an extract. The Board may also make public any languages spoken other than English (if this information has been provided)
- under sections 16(7) & (8) of the *Veterinary Practice Act 1997* the Board has authority to provide Register particulars to an interstate veterinary registration authority for the purposes of enabling that authority to administer or execute the law under which that authority confers or grants a right to carry on or engage in veterinary practice
- the Board may validate documents provided in support of this application as evidence of my identity and/or qualifications
- failure to complete all relevant sections of this application and enclose all supporting documentation may result in this application not being accepted

### Please tick each box to consent to:

- the Board, in carrying out its functions, exchanging information with other organisations, such as Australian and overseas veterinary practitioner registration boards, other Federal and/or State government regulatory authorities; drug wholesalers, registered medical practitioners, complainants and the Board's solicitors
- the Board providing public Register particulars about me to the Australasian Veterinary Boards Council Inc. for the purposes of maintaining an electronic National Database of registered veterinary practitioners

### Please tick each box to declare that:

- I am the person named in this application and the information that I have provided in support of this application is true and correct in every particular
- In the past twelve months I have not been found guilty of any professional misconduct or any unprofessional conduct
- In the past twelve months I have not been subject to any disciplinary actions or proceedings (including any preliminary investigation or action that might lead to disciplinary proceedings) by any body or authority constituted to discipline veterinary surgeons/practitioners
- In the past 10 years I have not been found guilty of an indictable offence in Victoria or an equivalent offence in another jurisdiction
- I have never had my registration cancelled or suspended
- I do not have any special conditions placed on a registration in another jurisdiction
- I am not unfit to practise as a registered veterinary practitioner because of a severe substance dependency (e.g. drug or alcohol)
- I do not have a physical or mental impairment which adversely affects my ability to practise as a registered veterinary practitioner.

***If you are unable to complete the statutory declaration section, cross out and initial the non-applicable statement and provide relevant information separately.***

**I acknowledge that this declaration is true and correct and is made in the belief that a person making a false declaration is liable to the penalties of perjury.**

This section must be witnessed by an authorised person and declared at the same address.

Signature of **applicant** \_\_\_\_\_

Declared at (place) \_\_\_\_\_

this (day) \_\_\_\_\_ date of (month) \_\_\_\_\_ year \_\_\_\_\_

Signature of **person authorised** to take declarations \_\_\_\_\_

Name of **authorised person** \_\_\_\_\_

at address where declared \_\_\_\_\_

Qualification of **authorised person** \_\_\_\_\_

**PROPOSED EMPLOYMENT TYPE - please select 1 type only**

**Private Practice**

- Small Animal (PPS)
- Mixed (PPM)
- Large Animal (PPL)
- Equine (PPE)
- Production (PPP)

**Government Officer**

- Commonwealth (GOC)
- State (GOS)
- Local (GOL)

**Other**

- Pharmaceutical Industry (PI)
- Research & Development (RD)
- Pathology Services (PA)
- Exotics and/or wildlife (EXW)
- Retired (RT)
- Treatment own animals only (TOA)
- Other veterinary (OV)

Please specify .....

**University**

- University Teacher (UT)
- University Research (UR)

**Government Research**

- Commonwealth (GRC)
- State (GRS)

**PAYMENT AUD\$**

**CHEQUE** Account Name \_\_\_\_\_

BSB \_\_\_\_\_ Account number \_\_\_\_\_

**MONEY ORDER** Number \_\_\_\_\_

**CREDIT CARD** (Visa or Mastercard only)

Credit Card Number \_\_\_\_\_

Name on Card \_\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_

Signature of Cardholder \_\_\_\_\_ \*Amount \$ \_\_\_\_\_

Fast track \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**\*Please refer to the website for the correct fees applicable**

**APPLICANT CHECK LIST**

I have enclosed

- Certified copy of photographic ID (current passport or driver's licence)
- Curriculum vitae* of professional activities
- Prescribed fee <http://www.vetboard.vic.gov.au/feeschedule.php>
- Certified copy of my degree
- Certified copy of NVE/ECFVG/NAVLE/PAVE (if applicable)
- I have organised a letter of professional standing

**MAIL** Veterinary Practitioners Registration Board of Victoria, Level 14 10-16 Queen St, MELBOURNE 3000

**TELEPHONE** +613 9620 7444 Monday to Friday between 9am and 5pm

**EMAIL** [communications@vetboard.vic.gov.au](mailto:communications@vetboard.vic.gov.au)

**APPLICATIONS OR SUPPORTING DOCUMENTATION WILL BE ACCEPTED BY EMAIL**

\* Schedule of Registration Fees <http://www.vetboard.vic.gov.au/feeschedule.php>