



PAVE CHECKLIST

Step 1 – Credentials Verification

- Submit online application** during the posted application window. You must have completed 50% of your veterinary education before you sit for the QE.

NOTE: If you have a documented disability covered under the ADA and would like to request accommodations, submit the application and supporting documents along with all of the other required documents, postmarked by the application deadline.

- Submit credentials documents. Must be postmarked by posted application deadline.**
- ✓ **Identity documents** (original birth certificate or notarized copy of birth certificate or passport)
 - ✓ **Affidavit for Release of Information** (signed and notarized with photo + extra photo)
 - ✓ **Citizenship papers if ever a citizen of country other than US** (certified copy of naturalization papers or VISA permit; or resident alien card number)
 - ✓ **Educational Documents**
 - If you have graduated: Official Transcript and Diploma or proof of graduation
 - If you are a student: Unofficial Transcript or Grade Report and Letter of University Standing

Step 2 – English Proficiency

It is strongly recommended to take the English examinations *before* applying to the PAVE Program. Candidates must complete **Step Two: English Proficiency** in order to be eligible to sit for the Qualifying Examination. Scores on TOEFL and IELTS are valid for two years.

- Submit English Proficiency test scores.** The English proficiency must be demonstrated before sitting for the Qualifying Exam. Score reports must come directly from the test vendor.
- TOEFL (Enter **institution code 8216** on application for TOEFL to have score sent directly to AAVSB)
- OR
- IELTS
- OR
- Proof that 3 or more years of your high school education was conducted primarily in English. (High Schools transcripts or letter from a school official is acceptable)

Step 3 – Qualifying Examination

- Pass Qualifying Examination.** Report to testing center with personal photo identification and the authorization letter.

Step 4 – Clinical Proficiency

- Notify AAVSB of Clinical Rotation Site, address or name changes by email.
- Choose and complete one of the Pathways for demonstrating clinical proficiency.
 - Pathway 1** (*pre- or post-graduation*): evaluated clinical experience at an accredited veterinary school or
 - Pathway 2** (*post-graduation*): the Veterinary Clinical Skills Assessment (VCSA) examination.

Final Steps

- After graduation, submit:**
 - 1) final official veterinary transcript
 - 2) certified/official copy of veterinary diploma
 - 3) final clinical grade report sent directly from clinical school
- Review from PAVE Committee.** Review will take approximately 3 to 5 business days.
- Receive PAVE Certificate of Completion.** A copy of the PAVE certificate may be sent to a state licensing board upon the candidate's request. There is no charge for this service.