North American Veterinary Licensing Examination

Bulletin of Information for Candidates

TESTING WINDOWS
November 15 to December 11, 2010
April 11 to April 23, 2011
The policies, procedures, requirements and other information in this bulletin pertain to applications for the North American Veterinary Licensing Examination (NAVLE®) for the testing windows specified on the front cover. This bulletin contains important information. Please keep it for reference throughout your licensure and score transfer process.

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Printed in the United States of America

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NAVLE Application Form
General Information

This bulletin contains procedural and policy information for the North American Veterinary Licensing Examination (NAVLE®). You should become familiar with all aspects of this bulletin. Please note that while every attempt has been made to provide accurate and definite information, the National Board of Veterinary Medical Examiners (NBVME®) may need to change or revise policies and procedures that affect the NAVLE program. Changes will be posted on the NBVME’s website (www.nbvme.org) as soon as they are determined. You should check this website for the most current information about NBVME policies and procedures.

Test questions for the NAVLE are written by veterinarians representing all aspects of the profession, including academicians and private practitioners, many of whom are members of specialty boards recognized by the American Board of Veterinary Specialties. With the assistance of staff from the National Board of Medical Examiners (NBME®), each newly written test question is reviewed by a test development committee. Questions that seem problematic are revised or discarded. All accepted questions are then reviewed and validated by at least three experts in the field of veterinary medicine for accuracy, content relevance, importance, and difficulty. The NAVLE is prepared in a manner to meet the testing standards of the American Psychological Association.

All test questions used in the NAVLE are owned solely by the NBVME and are copyrighted. Any reproduction by any means or distribution of NAVLE questions without the express written authorization of the NBVME will result in appropriate legal action.

Primary Objectives of the NAVLE

The primary objectives of the NAVLE are as follows:

- To provide a comprehensive objective examination to state or provincial boards charged with the licensing of veterinarians
- To protect the public by ensuring that veterinarians demonstrate a specified level of knowledge and skills before entering veterinary practice
- To assess the professional competency of veterinarians in terms of their qualifications to enter private clinical practice
- To provide a common standard in the evaluation of candidates that will be comparable from jurisdiction to jurisdiction
- To contribute to the veterinary profession through the development of improved definitions of the relationship between knowledge and professional practice
- To facilitate interstate/interprovincial licensing reciprocity for practicing veterinarians
**Computer Based Testing (CBT)**

The NAVLE will be offered on computer during a four-week testing window in November-December 2010 and a two-week window in April 2011. CBT gives you a wider range of scheduling options. In addition, you will be testing in a comfortable environment at a location you select from the many available test centers.

CBT also offers enhanced security measures for the examination process. Security of the test materials is ensured by the encryption of data prior to transmission to the test centers. Audio and video monitoring in the test centers enhances the proctoring of the examination, and digital cameras are used to identify NAVLE candidates. Test forms are assigned from large banks of test questions. Different test forms are used on different examination dates, in different locales, and even on the same day within the same test center. These enhancements improve the ability to administer the NAVLE conveniently and securely and provide further assurance that veterinarians who successfully complete it have fairly met the examination requirement for veterinary medical licensing.

**Description of the Examination**

Each form of the NAVLE consists of an optional 15-minute tutorial and 360 multiple-choice questions administered in six blocks of 60 questions each. You will have 65 minutes to complete each block, for a total of 390 minutes, (or six and one-half hours) of total examination time. All candidates will have the same number of questions and the same time allotment. Within each block, you may answer questions in any order and review and/or change your answers. When you exit a block, or when time expires, no further review of questions or changing of answers within that block is possible.

The NAVLE is designed to assess your knowledge of veterinary medicine as it relates to entry-level private clinical practice. The examination covers all animal species commonly seen by private practitioners in North America. Approximately 12% of the NAVLE questions will include graphic or pictorial information (such as a photograph or radiograph). Sixty of the 360 questions will be used as field test questions. They will not be counted in scoring and will be intermingled with scored questions. You will not be able to distinguish between the two.

You will have 45 minutes of total break time which may be used to make the transition between blocks and for breaks. Breaks are not fixed - you will have the personal flexibility to use this time to suit your needs. Breaks may only be taken between blocks of questions.

**Registration Procedures for the NAVLE**

All NAVLE candidates must apply for the NAVLE through one state or provincial licensing board, and each jurisdiction sets its own eligibility requirements for the examination. You are responsible for obtaining the necessary NAVLE application materials from the jurisdiction in which you plan to seek licensure. Because the requirements, deadlines, and application fees vary among jurisdictions, contact your chosen board well in advance of the application deadline. The addresses of the state and provincial licensing boards in the United States and Canada appear on pages 31 to 35 of this bulletin.

As explained in further detail on page 36, two applications must be submitted by NAVLE candidates. Both the licensing board application and fee and the national application and fee must be submitted to the designated offices by their respective deadlines.
The NAVLE is administered only to bona fide candidates for licensure to practice veterinary medicine. This includes candidates who (i) have graduated from or are enrolled in a school or college of veterinary medicine accredited by the Council on Education of the American Veterinary Medical Association, or (ii) are enrolled in or hold certificates issued by the Educational Commission for Foreign Veterinary Graduates (ECFVG) or Program for the Assessment of Veterinary Education Equivalence (PAVE) programs. US candidates who are enrolled in the ECFVG or PAVE must have completed the Step 3 examination requirement of the respective program before they may be approved by a licensing board to take the NAVLE. If you have not graduated from veterinary school at the time of application, you must have an expected graduation date no later than eight months from the last date of the applicable testing window.

The NBVME has recommended to licensing boards that candidates not be approved to take the NAVLE more than five times, and that they not be allowed to sit for the examination at a date that is later than five years after their initial attempt. Each of the final two attempts must be at least one year from the previous attempt. This recommendation is included in contracts with licensing boards, and took effect beginning with the fall 2007 NAVLE administration. Any previous attempts by a candidate to pass the NAVLE prior to the fall 2007 administration do not count toward the five attempt limit. If state law permits an applicant to take the NAVLE more than five times, or if state law restricts an applicant to fewer than five attempts, state law will prevail. Candidates who successfully complete the NAVLE may not retake the examination without the express written permission of the NBVME and the state requiring the individual to retake the examination.

The NAVLE application is included in this bulletin and is also available on the NBVME website. If you are seeking a license to practice in the United States, you must apply for the NAVLE through one state or territorial licensing board. Canadian candidates must apply through the Canadian National Examining Board in Ottawa. Each board will forward a list of approved candidates to the NBVME office. The deadline for applying to the licensing board will be no later than August 1 for the November-December testing window and January 3 for the April testing window. Contact your chosen board to determine the exact application requirements and deadlines.

Payment of the NAVLE Fee

The NAVLE fee is $550, payable in US funds. Some licensing boards may combine their own application and/or board examination fee with the NAVLE fee, but the actual cost of the NAVLE to all candidates is $550. Because the method of payment will vary from one board to another, you are advised to contact your chosen board for accurate information on how to submit the application fee. You will not be permitted to take the NAVLE unless both the board fee and the examination fee have been paid.

The NAVLE has been approved by the Veterans Administration (VA) for VA education benefits. Call 1-888-442-4551 or visit www.gibill.va.gov for more information.

The NAVLE fee is nonrefundable. If you do not take the examination during the testing window, you must submit a new application and pay the full fee to take the NAVLE during a subsequent window. If there are extenuating circumstances that make it impossible for you to take the NAVLE once you have submitted your application and paid your fee, contact the NBVME office for guidance.
Electronic Registration and Payment

Refer to the NAVLE Information and Application page of the NBVME website on how to apply for the NAVLE on-line and pay the fee by credit card.

Test Centers for CBT

Prometric provides CBT services for professional licensure, academic assessment, certification and for various other professional and academic needs. Prometric administers testing programs for educational institutions, corporations, professional associations, and other organizations.

The NAVLE is administered in Prometric Test Centers (PTCs) within the United States, US Territories, and Canada. All PTCs are set up similarly. This not only helps enhance security, but also provides the same standards of comfort and uniformity for all candidates. Locations of PTCs available for the NAVLE can be found at the Prometric website (www.prometric.com).

The NAVLE is also administered at selected PTCs in countries where there is an AVMA accredited veterinary school (England, Scotland, Ireland, The Netherlands, Australia, and New Zealand). Candidates from AVMA accredited schools outside the US and Canada are given scheduling priority at the overseas sites but other NAVLE candidates may also test overseas. There is an additional fee of $275 for overseas testing.

Scheduling a Test Date

After you submit your completed applications, have paid the NAVLE fees, and are deemed eligible by a licensing board, the NBVME will send you, no later than September 25 for the November-December testing window and February 27 for the April testing window, an e-mail message with instructions on how to access and download your Scheduling Permit on-line. The information on how to access Scheduling Permits will also be posted on the NBVME’s website as soon as it is available. The Scheduling Permit will contain instructions for making a testing appointment at a PTC, and will specify the testing window during which you are eligible to take the examination. Try not to schedule on or near the last day of your eligibility period. If something unexpected happens (e.g. you become ill), you may need the extra time remaining in the testing window to reschedule.

The testing windows are November 15-December 11, 2010, and April 11-23, 2011. If you do not take the examination during these testing windows, but wish to take it in the future, you must reapply and pay the fees again. To obtain your preferred test center and date, contact Prometric as soon as possible after downloading your Scheduling Permit. The Scheduling Permit includes specific information for contacting Prometric to schedule a testing appointment at the center of your choice. You must download and print your Scheduling Permit before contacting Prometric. Appointments are assigned on a first-come, first-served basis. (If you delay scheduling an appointment, you may not receive the location or test date you want.) Please note that PTCs are closed on major holidays and some, but not all, centers are open on weekend days.

When you contact Prometric, you will be asked for information from your Scheduling Permit and given details regarding the test centers and dates available on or near the date and location you specify. Please make sure to have alternate test locations and dates in mind, in case your first choices are not available. When scheduling, you should record the confirmation number provided by Prometric in the designated space on the bottom of your Scheduling Permit. You will need this number to confirm and/or reschedule your testing appointment. The NBVME does not have access to your confirmation number.
Each Scheduling Permit contains a unique Candidate Identification Number that you must enter into the computer to unlock your examination. Test center staff do not have access to this number. Please print your permit and keep it in a secure location until your test date. Prior to your testing appointment, you can log into the website provided to access and reprint your permit if necessary. If you do not bring your Scheduling Permit to the test center, you will not be permitted to take the NAVLE. You cannot print a copy of your permit at the Prometric center, and NBVME will not provide a faxed copy.

Scheduling a testing appointment for a specific date at a PTC should not be considered a guarantee that the scheduled test time or location will be available. The PTC at which you are scheduled may become unavailable. In that event, Prometric will attempt to notify you in advance of your testing appointment to schedule a different time and/or center. However, on rare occasions, rescheduling an appointment for a different time or center may occur at the last minute because of the unavailability of a PTC. To avoid last-minute problems, reconfirm your appointment with Prometric at least one week in advance and maintain flexibility in any travel arrangements you may make.

**Changing Testing Appointment or Location**

If you are unable to keep a testing appointment on the scheduled date or at the scheduled location, you may change your date or location by contacting Prometric on-line or by telephone. You will need to provide your Prometric Confirmation Number when you reschedule. A request to reschedule an appointment must be made by noon Eastern Time at least five business days before the testing appointment. When contacting Prometric by telephone, you must speak with a representative.

Leaving a voice mail message does not satisfy the requirement to provide advance notice.

If you need to reschedule your appointment but cannot provide at least five business days’ notice, you must contact the NBVME for further information. You may be charged a rescheduling fee and will have to wait to reschedule your appointment until your eligibility has been reset. Having your eligibility reset does not guarantee an opening will be available within the testing window.

**Change of Name or Contact Information**

In order to receive examination materials (e.g., score reports, etc.) without delay, you must notify the NBVME and your state licensing board in writing of any name, e-mail address, postal address, or telephone number changes. Notification of a name change must be accompanied by an attested photocopy of a marriage certificate, divorce decree, or court judgment from a name change petition. For additional information on ID and name requirements, refer to the General Instructions section on page 8.

**Candidates with Documented Disabilities**

If you have a documented disability covered under the Americans with Disabilities Act (ADA) and require test accommodations, you must contact the licensing board to obtain information regarding procedures and documentation requirements before you apply for the NAVLE. All accommodations must be approved by the licensing board and the NBVME.

It takes time to review the documentation necessary to approve test accommodations. If you do not submit the required documentation to your licensing board in time to allow the board and the NBVME to review it, you will not be eligible for accommodations.
Documentation must be provided to the licensing board prior to, or at the time of, submission of your NAVLE application.

Preparing for the NAVLE

Sixty sample test questions appear in this bulletin and are also available on the NBVME website (www.nbvm.org). The website also has a practice examination with 20 additional sample items, formatted as a practice test with the same tutorial and general software interface that is used by Prometric to deliver the NAVLE. This software includes, among other features, clickable icons for marking questions to be reviewed, automated review of marked and incomplete questions, and a timer panel indicating the time remaining in the test. Although the software is simple and intuitive, it is highly recommended that you practice before your test date, because practice at the test center will be limited to a 15-minute tutorial.

NAVLE Self-Assessments are available for purchase through the NBVME website (www.nbvm.org). Each 200-item assessment costs $50. See the website for more information.

Assistance for NAVLE Candidates

The NBVME office stands ready to help you answer questions or resolve problems you may encounter with the NAVLE application and registration process. Please do not hesitate to contact our office, by mail, telephone, or e-mail, if you need assistance. It is better to ask for assistance than to assume that everything is fine, only to discover too late that you are unable to take the NAVLE because of problems with your application or Scheduling Permit.

Testing Conditions

Policies and procedures governing administration of the examination have been established to ensure that no candidate or group of candidates receives unfair advantage on the examination, inadvertently or otherwise.

Efforts are made to ensure that the examination is administered under standard conditions and is consistent with the principles on which the examination is developed and scored. However, if the integrity of the examination process is jeopardized, the NBVME reserves the right to invalidate all or any part of an examination.

Physical security of examination materials will be controlled through computerized, electronic transmission of encrypted data. Observation of the testing sessions will be aided by use of audio and video monitors and recording and other equipment available at test centers. All testing sessions for the NAVLE are monitored by staff at the test center. Failure to adhere to the instructions of the test center staff during the examination may result in a determination of irregular behavior.

Candidates observed engaging in possible violation of test administration rules or other forms of irregular behavior during an examination will not necessarily be told of the observation by test center staff at the time of the examination.

You may not bring any personal belongings into the testing area, including, but not limited to mechanical or electronic devices, brimmed hats, book bags, backpacks, handbags, books, notes, study materials, calculators, watches, recording or filming devices, radios, electronic paging devices, cellular telephones, food, or beverages.

If you bring any personal belongings to the test center, you must store them in a designated locker outside the testing area.
Upon reasonable suspicion, such personal belongings and their contents may be inspected.

Any materials that reasonably appear to be reproductions of any NAVLE materials will be confiscated. Making notes of any kind during an examination, except on the materials provided by the test center for this purpose, is not permitted.

Candidates may not use a telephone or other communication device or access reference materials at any point during the examination, including breaks, for any purpose related to test content.

Candidates are not permitted to communicate with, seek aid from, or provide aid to any other candidate during the examination.

Please be aware that there will be test takers from other professions taking examinations during your test administration. Their exam formats and schedules will differ from your schedule. There may be low levels of background activity audible as they arrive, take their exams, and depart. Candidates are allowed to bring soft-foam earplugs into the testing room. However, they must be out of the packaging and ready for inspection by test center staff during check-in. Earplugs must be left at the workstation during all breaks.
General Instructions for Taking the Examination

You should arrive 30 minutes before your scheduled test time. If you arrive late, you may not be admitted. If you are permitted to take the NAVLE after arriving late, no additional time will be given to make up for the delayed start and breaks may need to be forfeited. If you arrive more than 30 minutes late, you will not be admitted to the test center.

Upon arrival at the test center, you must present your Scheduling Permit and an unexpired government-issued form of identification (such as a driver’s license or passport) that includes both a photograph and your signature. The first and last names on your identification form must exactly match the name on your Scheduling Permit. You will not be admitted without these items or if there is a name mismatch. Name changes or corrections cannot be made within 7 business days of a scheduled testing date. If your government-issued identification form contains only a photograph, a second form of unexpired identification with your signature is required, such as a student ID or credit card. The first and last names on your secondary ID also must exactly match the name on your Scheduling Permit. If you cannot take the NAVLE due to the circumstances described above, you must contact the NBVME for further information. You may be charged a rescheduling fee and have to wait to reschedule your appointment until your eligibility has been reset and the issue with your identification resolved. Having an eligibility reset does not guarantee an opening will be available within the testing window.

After you present the required identification, you will sign a test center log, be photographed, and store your personal belongings (as listed in the Testing Conditions section) in your assigned locker.

You will be provided with a laminated note board, dry erase markers, and an eraser. Test center staff will instruct you to write your name and Candidate Identification Number (CIN) on the laminated note board. After you write your name and CIN on the note board, test center staff will collect your permit and escort you to your assigned testing station and provide brief instructions on use of the computer equipment. You must enter your CIN to start the examination. Do not erase your name and CIN from the note board until the end of your test day, as you may need to enter the CIN several times throughout the day. You may then take the optional 15-minute tutorial prior to starting the first block of the examination.

Once you begin a block of 60 items, no authorized breaks are provided during that block. You will have 65 minutes to complete each block. During blocks, the block and daytime clocks continue to run even if you leave the testing room (e.g., for a personal emergency). If you leave during a block, the test center staff will report that fact as an irregular incident. In addition, the “unauthorized break” screen, described in the examination tutorial, may appear on the monitor at your workstation during a testing block. As explained in the tutorial, the unauthorized break screen will appear after a defined period of inactivity (no mouse click or key entry). Thirty seconds before the appearance of the unauthorized break screen, an “inactivity timeout” warning will appear. If you do not click as instructed on the warning screen, the unauthorized break screen will appear after 30 seconds. You will then have to enter your CIN to continue with the examination.

Each time you leave the testing room, you are required to sign out and sign in when you return. You must present your government-issued photo identification each time you sign in.
Each block ends when its time expires or when you exit from it. The test session ends when you have started and exited all blocks or the total time for the test expires. You will sign out as you leave the test center and receive a Test Completion Notice.

After you start taking the examination, you cannot cancel or reschedule unless a technical problem prevents you from completing your examination. If you experience a computer problem during the test, notify test center staff immediately. The testing software is designed to allow the test to restart at the point it was interrupted. In most cases, your test can be restarted at the point of interruption with no loss of testing time. However, it is possible that a technical problem may occur that does not permit you to complete your examination. In that event, arrangements will be made to allow you to test at a later date at no additional charge.

**How Break Time Works**

Your entire testing session is scheduled for a fixed amount of time. The computer keeps track of your overall time and the time allocated for each block of the test. At the start of the testing session, you have a total of 45 minutes of break time. This allotment of time is used for authorized breaks between blocks. Authorized breaks include any time taken between test blocks whether you take a brief break at your seat or you leave the testing room. If you complete the tutorial or other blocks of the test early, the remaining time will be available as additional break time. It will not be available to complete other blocks of the test. As you progress through the blocks of the test, you should use the features available in the testing software to monitor how many blocks are remaining and how much break time is remaining. **If you take too much break time and exceed the allocated or accumulated break time, your time to complete the last block(s) in the testing session will be reduced.**

You should use the time summary feature (as explained in the tutorial) to keep track of the number of blocks completed and the number remaining. When time in a block runs out, you will not be able to move to any new screens within that block and the computer will close the block. After you complete or run out of time for each block during the test, you must respond when the computer asks you to indicate whether you want to take a break or continue. After you complete all of the test blocks, you may be asked to complete an additional block that contains survey questions about your testing experience.

**Irregular Behavior**

All NAVLE candidates must agree with the following statement before they will be able to take the examination: “This examination contains test materials that are owned and copyrighted by the National Board of Veterinary Medical Examiners (NBVME). Any reproduction of these materials or any part of them, through any means, including, but not limited to copying or printing of electronic files, reconstruction through memorization and/or dictation, and/or dissemination of these materials or any part of them is strictly prohibited.”

Irregular behavior is defined by the NBVME as any behavior that undermines the application, assessment, or certification processes of the NBVME or that threatens the integrity of the NAVLE certification process. Anyone having information or evidence that suspected irregular behavior has occurred should submit a written, signed statement to the NBVME providing a detailed description of the incident and/or circumstances and copies of any supporting documentation and evidence. Insofar as possible, such reports will be handled confidentially; however, the NBVME will not investigate and/or act on unsigned or verbal reports. Irregular behavior may occur prior to, during, and/or following examination application and administration.
Such behavior may include, but is not limited to, the following:

- disclosing examination information by using language that is substantially similar to that used in questions and/or answers from NBVME examinations when such information is gained as a direct result of having been an examinee; this includes, but is not limited to, disclosures to students in educational programs, graduates of educational programs, educators or anyone else involved in the preparation of candidates to sit for the examinations; and/or
- receiving examination information that uses language that is substantially similar to that used in questions and/or answers on NBVME examinations from an examinee, whether requested or not; and/or
- copying, publishing, reconstructing (whether by memory or otherwise), reproducing or transmitting any portion of examination materials by any means, verbal or written, electronic or mechanical, without the prior express written permission of NBVME or using professional, paid or repeat examination takers or any other individual for the purpose of reconstructing any portion of examination materials; and/or
- possessing unauthorized materials during an examination administration (e.g., recording devices, photographic equipment, electronic paging devices, cellular telephones, reference materials); and/or
- failure to adhere to PTC regulations; and/or
- using or purporting to use any portion of examination materials which were obtained improperly or without authorization for the purpose of instructing or preparing any applicant for examination; and/or
- selling or offering to sell, buying or offering to buy, or distributing or offering to distribute any portion of examination materials without express written authorization; and/or
- removing or attempting to remove examination materials from an examination room, or having unauthorized possession of any portion of or information concerning a future, current, or previously administered examination of NBVME; and/or
- disclosing what purports to be, or under all circumstances is likely to be understood by the recipient as, any portion of or “inside” information concerning any portion of a future, current, or previously administered examination of NBVME; and/or
- communicating with another individual during administration of the examination for the purpose of giving or receiving help in answering examination questions, copying another candidate’s answers, permitting another candidate to copy one’s answers, or possessing unauthorized materials including, but not limited to notes (except on the laminated note boards at the test center); and/or
- looking in the direction of the computer monitor or another candidate during the examination if such may reasonably be interpreted as affording the opportunity to copy the work of another candidate; and/or
- engaging in any conduct that materially disrupts any examination or that could reasonably be interpreted as threatening or abusive toward any examinee, proctor, or staff; and/or
- impersonating a candidate or permitting an impersonator to take or attempt to take the examination on one’s own behalf; and/or
- falsifying information on application or registration forms; and/or
- the use of any other means that potentially alters the results of the examination such that the results may not
accurately represent the professional knowledge base of a candidate.

Any irregular behavior will be reported to the NBVME and will constitute grounds for the NBVME to:

- bar you from one or more future examinations or permanently; and/or
- terminate your participation in the examination; and/or
- invalidate the results of your examination and any prior examinations; and/or
- withhold your scores; and/or
- fine you in an amount that reflects damages suffered by NBVME, including its costs of investigation and the costs of replacing any items that must be removed from the item bank; and/or
- censure you; and/or
- sue you for damages and civil remedies; and/or
- pursue persecution of you for any conduct that constitutes a criminal or civil violation; and/or
- take any other appropriate action.

Candidates also understand and agree that the NBVME may withhold their scores and may require them to retake one or more portions of an examination if the NBVME is presented with evidence demonstrating to the NBVME, in its sole discretion, that the security of those portions of the examination has been compromised, notwithstanding the absence of any evidence of their personal involvement in the compromising activities. Candidates further understand and agree that the examination and related materials utilized in the NBVME’s examinations are copyrighted as the sole property of the NBVME and must not be removed from the test area or reproduced in any way, and that reproduction of copyrighted material, in whole or in part, is a federal offense and may subject them to the sanctions listed above.

Any irregular behavior or violation of the test administration rules may, in the sole discretion of NBVME, be reported to the applicable board or boards of veterinary medicine, which could jeopardize your potential for licensure. In addition, if NBVME has reason to believe that a candidate may have engaged in irregular behavior, it may notify the applicable board or boards of veterinary medicine, even if the investigation is ongoing and no findings have been made.

If you have any questions or doubts about whether an activity might constitute irregular behavior, you should contact the NBVME Executive Director for clarification.

Score Reporting

As you take the NAVLE, your responses will be recorded and stored by the computer. After you complete testing, these responses are transmitted to the NBME for scoring. The NAVLE score report shows your score and a pass/fail designation. (Please see Scoring, Analysis, and Standard Setting below for more details about what your score report may include.) The score report is sent to the licensing board through which you were approved. The licensing board (or its designee) will report your NAVLE score to you. Scores for the fall exam will be reported to the licensing boards by February 1 and scores for the spring exam will be reported by mid-May.

If you fail the examination, your score report will be accompanied by a one-page diagnostic report, showing your areas of relative strength and weakness on the major content areas of the NAVLE.

If you fail the November-December examination, you may reapply for testing during the subsequent April NAVLE testing window through the same licensing board and under the same testing conditions. The application deadline for these repeating candidates is February 15.
If you sat for the NAVLE, but it is determined that you were not eligible, or that you engaged in irregular behavior, scores for that examination will not be reported or, if previously reported, may be rescinded.

The NAVLE application includes a consent statement, authorizing the NBVME to report individual NAVLE scores, identified by name, to the candidate’s veterinary school. This consent is only for candidates who are senior students at AVMA accredited veterinary schools. Scores for candidates who grant consent will be reported to the Associate Dean of Academic Affairs at the candidate’s veterinary school (or his/her designee) as soon as possible after the scores are reported to licensing boards. In addition, for candidates who do not pass, the school will receive a copy of the candidate’s diagnostic score report. A candidate’s score and diagnostic score report will not be made part of such candidate’s academic record. Schools will be required to keep the score reports confidential, and to use the information only for internal purposes at the veterinary school. Candidates are under no obligation to agree to the consent statement, and scores for candidates who do not grant consent will not be reported to their veterinary school. A candidate’s decision whether to release his or her score will not affect the candidate’s student status at the veterinary school. Consents for Canadian candidates will be collected by the Canadian National Examining Board as part of the NEB NAVLE application. Candidates may change their consent status by submitting a written request to the NBVME by fax or e-mail at any time up to the opening of the testing window.

**Scoring, Analysis, and Standard Setting**

In the scoring of the NAVLE, one point is awarded for each correct answer. Test questions are not weighted, and additional points are not subtracted for incorrect responses.

After all responses are recorded, an analysis is conducted for each examination question that produces statistics descriptive of difficulty and discrimination. When such analysis and/or candidate comments indicate the need, specific questions are reviewed again by one or more test committee members to ensure that the answer key is correct. Any question that fails to perform acceptably may be dropped from both the current score and from the test question pool. Examinations are then scored for all candidates.

The minimum passing score for the NAVLE is established by criterion-referenced (also known as content-based) methods. Using content-based standard setting means that an established level of proficiency in the content is required in order to pass. If all candidates meet this criterion (passing standard), then all candidates will pass; if only 50% meet the passing standard, then only 50% will pass.

Whether a candidate passes or fails is not influenced by the relative performance of others taking the examination. Equating methods are used to maintain the same passing standard from administration to administration, despite potential differences in ability levels of candidate groups and/or question difficulty across administrations.

Calculating the scores in this manner facilitates both comparisons of individual performance and comparisons of examinations from year to year.

Your score report will be formatted to meet the specific requirements of the licensing board through which you were approved. The information that may be included on your score report is outlined in the table below.

Score reports will show a pass or fail designation and either one or both of the score categories described.
<table>
<thead>
<tr>
<th>Performance Information</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass or Fail Designation</td>
<td>The NBVME recommends to licensing boards that an individual candidate’s passing status on the NAVLE be determined based on the <em>criterion-referenced passing score</em> approved by the NBVME. The NAVLE passing standard is determined by a panel of veterinarians who are experts in the content areas assessed by the NAVLE. This panel reviews the NAVLE and makes judgments as to the test performance required of entry-level veterinarians. The collective judgments of the panel members are used to establish a NAVLE score representing the lowest acceptable passing score on the examination. Candidates who achieve a score equal to or higher than this criterion-referenced passing score receive a “pass” classification.</td>
</tr>
<tr>
<td>Three-Digit Scaled Score</td>
<td>This score is expressed on a numerical scale that ranges from 200 to 800. On this scale, a score of 425 is equivalent to the criterion-referenced passing score established by the NBVME.</td>
</tr>
<tr>
<td>Two-Digit Scaled Score</td>
<td>This is a locally derived score that ranges from 0 to 99, with the passing point set at either 70 or 75. The passing points used for locally derived scales are equivalent to the <em>criterion-referenced passing point recommended by the NBVME</em>. Thus, your passing status is unaffected by the conversion from the NBVME scaled score to the locally derived scaled score. Depending on the licensing jurisdiction’s locally derived passing point, the scaled pass point of 425 is equivalent to different local scores. For example, a locally derived passing score of 70 in Maine and a locally derived passing score of 75 in Georgia are equivalent to the 425 scale score pass point. Note that these scaled scores are neither percent correct scores nor percentile ranks.</td>
</tr>
</tbody>
</table>

**Grievances**

**Examination Scores**
Standard procedures ensure that the score reported for each candidate is an accurate reflection of the responses recorded by the computer, and a change in the score based on a recheck is an extremely remote possibility.

However, a recheck will be done if you submit a signed, written request to the NBVME along with a fee of $50, payable in US funds. The request must be received within three weeks of the release of scores. Results will be reported in writing as soon as possible after receipt of the request and payment. The recheck only confirms that the original score was correct or provides a correction in the score in the event there was an error. If a correction is required, the recheck fee will be refunded. NAVLE candidates are not permitted to review their examinations.

**Examination Conduct**
If you believe that the administration of the examination or the examination conditions adversely affected your performance, for consideration, you must send a signed, written request to the NBVME for an investigation.

Filing a complaint with Prometric staff, although advised, is not sufficient in and of itself. Such requests must be received by the NBVME within 10 days following your test date. Indicate the date and location of the administration and provide a description of the event in as much detail as possible. Each grievance will be evaluated. If your grievance cannot be substantiated through analysis, or if it is determined that your performance was not adversely affected, the score as reported will stand. However, if your complaint can be supported, appropriate corrective action will be taken.
Score Reports and Score Transfers

Your initial NAVLE score will be reported to the licensing board through which you were approved and to the American Association of Veterinary State Boards (AAVSB). This initial score reporting service is included in your examination fee. All subsequent requests by you for NAVLE score reports must be directed to the Veterinary Information Verifying Agency (VIVA), operated by the AAVSB. Through an agreement with the NBVME, the AAVSB maintains all national veterinary licensure examination results in a secure file at its national headquarters. NAVLE scores may be used by the NBVME for statistical purposes and may be released to third parties provided all candidate identification has been deleted prior to release.

When requesting your scores be sent to one or more jurisdictions, you must make your request through the AAVSB’s website, or send a written request to the AAVSB’s VIVA by mail. Contact the AAVSB for the current cost of score transfer requests.

An AAVSB VIVA Score Reporting Service form is available on the NBVME and AAVSB websites. Provided that the correct payment is received and the request is complete, VIVA’s goal is to process requests in five business days or less. Please note that your scores cannot be transferred until after you take the examination and results have been released. NAVLE scores are not entered into the VIVA database until after they are reported to the initial board. This timeline allows candidates to receive notification from jurisdictions regarding their performance on the test prior to requesting a score transfer through VIVA.

For information regarding the AAVSB-VIVA Program, please visit the AAVSB website (www.aavsb.org) or call (877) 698-VIVA.

Examination Content

The NAVLE is constructed according to the following examination blueprint, which was derived from a job analysis conducted by the NBVME in 2002-2003. There are two dimensions to the blueprint, activities and animal species.

Activities are tasks that veterinarians perform in practice and they are grouped into three main categories. Weights are assigned to each category and subcategory based on its relative importance in practice.

Animal species is the other dimension of the NAVLE blueprint. Weights are assigned based on the relative importance of the various animal species categories to the overall practice of veterinary medicine in North America.

The percentages listed below represent targets for the number of items for each category on each form of the NAVLE and are subject to change.

For additional information on the blueprint and the NAVLE job analysis see the NBVME’s website (www.nbvme.org).
ACTIVITIES

I. Data Gathering and Interpretation (47%)

A. Obtain History, Perform Physical Examination and Evaluate the Environment (19%)
   1. Gather information from the client, trainer, herd manager, etc., by asking appropriate
      questions and using interpersonal skills to accomplish the following:
      a. Clarify concerns, presenting problems, and expectations
      b. Identify possible epidemiological problems
   2. Determine the status (normal/abnormal) of the animal(s) and/or environment using the
      following methods:
      a. Observation and Physical Examination
      b. Evaluation of medical or production records
   3. Record, organize, and store pertinent information in a legible and orderly system of
      medical records to promote retrieval of information

B. Develop a problem list and a differential diagnosis list (14%)
   1. Correlate clinical signs or abnormalities with organ systems
   2. Formulate a complete problem list and differential diagnosis list(s) and determine the need
      to collect additional information
   3. Recommend appropriate procedures to the client, trainer, herd manager, etc., for obtaining
      specific information about the problem(s)
   4. Order or perform appropriate diagnostic procedures to further define the problem(s)
   5. Interpret collected information

C. Establish an accurate working or final diagnosis or conclusion (14%)
II. Health Maintenance and Problem Management (47%)

A. Identify and Evaluate Prevention, Treatment and Management Options (19%)
   1. Develop a plan of action by assessing the following:
      a. Expected outcome
      b. Feasibility
      c. Urgency
      d. Client expectations
      e. Economic considerations
      f. Humane considerations including pain management
      g. Ethical and legal implications
      h. Environmental and public health implications (including food safety issues)
      i. Professional abilities, resources and facilities
   2. Communicate case management options and prognosis to the client, trainer, herd manager, etc., including prevention, treatment, and husbandry alternatives
   3. Obtain assistance through information retrieval, consultation and/or referral

B. Implement Plan of Action (14%)
   1. Obtain informed consent as needed from client or authorized representative
   2. Protect animal and human health and the environment by doing the following:
      a. Order or perform appropriate tests
      b. Apply appropriate epidemiological procedures
      c. Comply with applicable regulations (government, show, etc.)
      d. Complete reports required for the legal movement of animals
   3. Perform preventive and/or therapeutic procedures (surgical, medical, etc.)
   4. Communicate to the client or staff procedures that will optimize compliance with the treatment plan
   5. Monitor the effectiveness of preventive and/or therapeutic measures
   6. Advise the client on relevant additional issues (e.g., nutrition, behavior, genetics, husbandry, production management and performance, environment)

C. Assess Outcomes (14%)
   1. Evaluate successful or unsuccessful interventions, as follows:
      a. Review existing data
      b. Collect additional information
      c. Assess client compliance
      d. Validate working diagnoses
      e. Modify therapeutic and preventative plans as needed
III. Professional Behavior, Communication and Practice Management (6%)

A. Conduct oneself in a professional, ethical and legal manner
B. Promote economic viability within the veterinary profession to benefit both the client and the practitioner
C. Develop positive ties with the professional community
D. Advance the knowledge base of the veterinary profession
E. Advance the respect and stature of the veterinary profession
F. Pursue educational opportunities to enhance continued personal and professional development
G. Work productively and efficiently with colleagues and support staff
H. Communicate effectively with colleagues and staff
I. Maximize available practice resources
J. Evaluate practice methods to enhance productivity
K. Develop time management skills
L. Apply triage principles to clinical activities
M. Educate staff and public in proper animal care and health
N. Address client concerns in empathetic and understandable manner
O. Assist with grief management and respond supportively to client crises and staff concerns
P. Preserve and protect the human animal bond
Q. Enhance the economic viability of livestock operations

<table>
<thead>
<tr>
<th>ANIMAL SPECIES</th>
<th>Target Proportion of Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canine</td>
<td>24%</td>
</tr>
<tr>
<td>Feline</td>
<td>24%</td>
</tr>
<tr>
<td>Pet Birds</td>
<td>3%</td>
</tr>
<tr>
<td>Other Small Animals</td>
<td>2%</td>
</tr>
<tr>
<td>Bovine</td>
<td>17%</td>
</tr>
<tr>
<td>Porcine</td>
<td>4%</td>
</tr>
<tr>
<td>Ovine/Caprine/Cervidae</td>
<td>3%</td>
</tr>
<tr>
<td>Equine</td>
<td>17%</td>
</tr>
<tr>
<td>Poultry</td>
<td>2%</td>
</tr>
<tr>
<td>Public Health and Food Security</td>
<td>3%</td>
</tr>
<tr>
<td>Non-Species Specific</td>
<td>1%</td>
</tr>
</tbody>
</table>
Test Question Format

The NAVLE includes only single questions with one best answer. They consist of a statement or question followed, in most cases, by five options arranged in alphabetical or logical order (a few items may have four or six or more options). The response options for all questions are lettered (e.g., A, B, C, D, E). Examinees are required to select the best answer to the question. Other options may be partially correct, but there is only ONE BEST answer.

Strategies for Answering Single One Best Answer Questions

- Read each question carefully. It is important to understand what is being asked.
- Try to generate an answer and then look for it in the list of options.
- Alternatively, read each option carefully and eliminate those that are clearly incorrect. Of the remaining options, select the one that is most correct.
- If unsure about an answer, it is better to guess because unanswered questions are automatically counted as wrong answers.

The following example* of a single one-best-answer question shows how this format may appear on the CBT screen:

*A 6-year-old Quarter Horse gelding has had a draining tract from a wound on the right elbow for the past five weeks. The horse was anesthetized at the clinic for wound exploration and was placed in left lateral recumbency. The procedure required a longer anesthetic time than expected. Upon recovery, the animal shows knuckling of the left carpus and digit with the appearance of a dropped elbow. All other limbs appear to function normally. Which of the following is the most likely diagnosis?

- A. Cerebral ischemia
- B. Deep venous thrombosis
- C. Fracture of the third phalanx
- D. Gluteal myositis
- E. Injury of the radial nerve

* Please note that the actual screen layout may be different when you take the NAVLE. This is intended as an example of how a screen might appear.
UNITED STATES VETERINARY LICENSING BOARDS

Alabama State Board of Veterinary Medical Examiners
2128 6th Avenue SE
P. O. Box 1968
Building Phase 5, Suite 501
Decatur, AL 35602-1968
(256) 353-3544
www.asbvme.us

Alaska Board of Veterinary Examiners
P. O. Box 110806
Juneau, AK 99811-0806
(907) 465-2542

Arizona State Veterinary Medical Examining Board
1400 West Washington, Room 240
Phoenix, AZ 85007
(602) 542-8166

Arkansas Veterinary Medical Examining Board
P. O. Box 8505
Little Rock, AR 72215
(501) 224-2836
www.arvetboard.com

**California Veterinary Medical Board
2005 Evergreen St, Suite 2250
Sacramento, CA 95815-3831
(916) 263-2610

*Colorado Veterinary Medicine Examining Board
1560 Broadway, Suite 1310
Denver, CO 80202-5146
(303) 894-7755

Connecticut Board of Veterinary Medicine
410 Capitol Avenue
P.O. Box 340308, MS #12APP
Hartford, CT 06134-0308
(860) 509-7648

Delaware Board of Veterinary Medicine
Cannon Building, Suite 203
861 Silver Lake Boulevard
Dover, DE 19904
(302) 744-4533
www.dpr.delaware.gov

District of Columbia Board of Veterinary Examiners
717 14th St, NW, Suite 600
Washington, DC 20005
(202) 535-2508

*Florida Board of Veterinary Medicine
1940 North Monroe Street
Tallahassee, FL 32399-0787
(850) 487-1395

Georgia State Examining Board
237 Coliseum Drive
Macon, GA 31217
(478) 207-2440

Hawaii Board of Veterinary Examiners
P. O. Box 3469
Honolulu, HI 96801
(808) 586-2711
www.hawaii.gov/dcca/pvl

Idaho Board of Veterinary Medicine
2270 Old Penitentiary Road
Boise, ID 83712
(208) 332-8588
www.bovm.state.id.us

***Illinois Veterinary Licensing and Disciplinary Board
320 West Washington
Springfield, IL 62786
(217) 782-8556
*Indiana Board of Veterinary Medical Examiners
402 West Washington Street, Room W072
Indianapolis, IN 46204
(317) 234-2054

*Iowa Board of Veterinary Medicine
Wallace Building, Second Floor
Des Moines, IA 50319
(515) 281-8617

Kansas Board of Veterinary Examiners
P. O. Box 242
Wamego, KS 66547
(785) 456-8781
www.kansas.gov/veterinary

Kentucky Board of Veterinary Examiners
P. O. Box 1360
Frankfort, KY 40602
(502) 564-3296 ext 230
www.bve.ky.gov

Louisiana Board of Veterinary Medicine
263 Third Street, Suite 104
Baton Rouge, LA 70801
(225) 342-2176
www.lsbvm.org

*Maine State Board of Veterinary Medicine
35 State House Station
Augusta, ME 04333
(207) 624-8621

*Maryland State Board of Veterinary Medical Examiners
50 Harry S Truman Parkway, Room 203
Annapolis, MD 21401
(410) 841-5862
www.mda.state.md.us/vetboard/index.php

Massachusetts Board of Veterinary Medicine
1000 Washington Street, Suite 710
Boston, MA 02118-6100
(617) 727-3063

*Michigan State Board of Veterinary Medicine
P. O. Box 30670
Lansing, MI 48909
(517) 335-0918

*Minnesota Board of Veterinary Medicine
2829 University Avenue SE #540
Minneapolis, MN 55414-3250
(651) 201-2844
www.vetmed.state.mn.us

Mississippi Board of Veterinary Medicine
209 South Lafayette Street
Starkville, MS 39759
(662) 324-9380

Missouri Veterinary Medical Board
P. O. Box 633
Jefferson City, MO 65102
(573) 751-0031

Montana Board of Veterinary Medicine
P. O. Box 200513
301 South Park
Helena, MT 59620
(406) 841-2394
www.vet.mt.gov

*Nebraska Board of Examiners in Veterinary Medicine & Surgery
301 Centennial Mall South
P. O. Box 94986
Lincoln, NE 68509-4986
(402) 471-2118

*Nevada State Board of Veterinary Medical Examiners
4600 Kietzke Lane, Bldg. O, #265
Reno, NV 89502
(775) 688-1788
www.nvvetboard.us
*New Hampshire Board of Veterinary Medicine
P. O. Box 2042
Concord, NH 03302
(603) 271-3706
www.nh.gov/veterinary

*New Jersey State Board of Veterinary Medical Examiners
P. O. Box 45020
Newark, NJ 07101
(973) 504-6500

New Mexico Board of Veterinary Medicine
7301 Jefferson Street NE, Suite H
Albuquerque, NM 87109
(505) 553-7021
www.nmbvm.org

*New York State Board of Veterinary Medical Examiners
Office of Professions
89 Washington Ave
State Education Building, 2nd Floor
Albany, NY 12234
(518) 474-3817 ext 210

*North Carolina Veterinary Board
P. O. Box 37549
Raleigh, NC 27627
(919) 854-5601
www.ncvmb.org

North Dakota Board of Veterinary Medical Examiners
P. O. Box 5001
Bismarck, ND 58502
(701) 328-9540
www.ndbvme.org

Ohio Veterinary Medical Examining Board
77 South High Street - 16th Floor
Columbus, OH 43215-6108
(614) 644-5281
www.ovmlb.ohio.gov

Oklahoma State Board of Veterinary Medical Examiners
201 NE 38th Terrace, Suite 1
Oklahoma City, OK 73105
(405) 524-9006
www.okvetboard.com

*Oregon Veterinary Medical Examining Board
800 N.E. Oregon Street, Suite 407
Portland, OR 97232
(971) 673-0224
www.oregon.gov/ovmeb

*Pennsylvania State Board of Veterinary Medicine
Box 2649
Harrisburg, PA 17105-2649
(717) 783-7134

Puerto Rico Board of Veterinary Medical Examiners
P.O. Box 10200
Santurce, PR 00908-0200
(787) 722-1742

Rhode Island Board of Examiners in Veterinary Medicine
3 Capitol Hill, Room 104
Providence, RI 02908
(401) 222-2828
www.health.ri.gov

*South Carolina Board of Veterinary Medical Examiners
P. O. Box 11329
Columbia, SC 29211-1329
(803) 896-4665
www.llr.state.sc.us/pol/veterinary

South Dakota Board of Veterinary Medical Examiners
411 South 4th Street
Pierre, SD 57501-4503
(605) 773-3321
www.state.sd.us/doa/veterinary
*Texas Board of Veterinary Medical Examiners
333 Guadalupe, Tower 3, Suite 810
Austin, TX 78701
(512) 305-7555
www.tbvme.state.tx.us

*Utah Veterinary Board
Division of Occupational & Professional Licensing
P. O. Box 146741
Salt Lake City, UT 84114-6741
(801) 530-6254

*Vermont Board of Veterinary Medicine
National Life Bldg.
North, Fl. 2
Montpelier, VT 05620-3402
(802) 828-2373

Virgin Islands Board of Veterinary Medicine
Department of Health
1303 Hospital Grounds, Suite 10
St. Thomas, VI 00802
(340) 776-8311

*Virginia Board of Veterinary Medicine
Perimeter Center
9960 Mayland Dr. Suite 300
Richmond, VA 23230
(804) 367-4468

Washington Veterinary Board of Governors
P.O. Box 47868
Olympia, WA 98504-8767
(360) 236-4838

West Virginia Veterinary Board
5509 Big Tyler Road
Cross Lanes, WV 25313
(304) 776-8032
www.wvbvm.org

Wisconsin Veterinary Examining Board
P. O. Box 8935
Madison, WI 53708
(608) 266-2112

Wyoming Board of Veterinary Medicine
2020 Carey Avenue, Suite 201
Cheyenne, WY 82002
(307) 777-3507

*For the 2010-11 testing cycle, NAVLE candidates applying through these jurisdictions will submit their state applications to, and will be approved by, the NBVME office. Please go to www.nbvme.org or call 1-701-224-0332 for more information.

**For the 2010-11 testing cycle, NAVLE candidates applying through California will submit their state application to, and be approved by, the AAVSB office. Please go to www.aavsb.org or call 1-877-698-8482 for more information.

***For the 2010-11 testing cycle, NAVLE candidates applying through Illinois will submit their state application to, and be approved by, the CTS office. Please go to www.continentaltesting.net or call 1-708-354-9911 for more information.
Canadian Veterinary Licensing Boards

Canadian National Examining Board (NEB)
339 Booth Street
Ottawa, ON K1R 7K1
(613) 236-1162 ext. 116
All Canadian NAVLE candidates apply through the NEB office.

Alberta Veterinary Medical Board
950 Weber Centre
5555 Calgary Trail South
Edmonton, AB T6H 5P9
(780) 489-5007
www.avma.ab.ca

British Columbia Veterinary Medical Association
107-828 Harbourside Dr
North Vancouver, BC V7P 3R9
(604) 929-7090
www.bcvma.org

Veterinary Medical Board of Manitoba
6014 Robin Blvd
Winnipeg, MB R3R OH4
(204) 832-1276
www.mvma.ca

New Brunswick Veterinary Medical Association
1700 Manawagonish Rd
Saint John, NB E2M 3Y5
(506) 635-8100
www.nbvma-amvnb.ca

Nova Scotia Veterinary Medical Association
15 Cobequid Road
Lower Sackville, NS B4C 2M9
(902) 865-1876
www.nsvma.ca

College of Veterinarians of Ontario
2106 Gordon Street
Guelph, ON N1H 1G6
(519) 824-5600
www.cvo.org

Prince Edward Island Veterinary Medical Association
Kensington Veterinary Clinic
P. O. Box 1206
Charlottetown, PE C1A 7M8
(902) 566-0866
www.peivma.com

Ordre des Médecins Vétérinaires du Québec
800, ave Sainte-Anne bureau 200
St-Hyacinthe, QU J2S 5G7
(514) 774-1427
www.omvq.qc.ca

Newfoundland Labrador College of Veterinarians
P.O. Box 718
Carbonear, NF A1Y 1C2
(709) 597-4117

Saskatchewan Veterinary Medical Association
102-108 Research Drive
Saskatoon, SK S7N 3R3
(306) 955-7862
www.svma.sk.ca

Government of the Northwest Territories Department of Health and Social Services
P.O. Box 1320
Yellowknife, NWT X1A 2L9
(867) 920-8058

Government of Nunavut Department of Health and Social Services
P.O. Box 390
Kugluktuk, NT X0B 0E0
(867) 982-7668
Process to apply to take the NAVLE

- Two applications are required. It is your responsibility to make sure both the licensing board office and the NBVME have all the necessary paperwork and fees by the deadline date in order for you to be registered for the NAVLE.

- Application 1: Apply through NBVME.
  - Complete the NBVME NAVLE application and pay the corresponding fee by the application deadline. Depending on the application preferences of the licensing board through which you are applying, you can apply on-line (www.nbvme.org) by August 1 for the November-December testing window and January 3 for the April testing window, or fill out the paper application and send it to the NBVME to be received by that deadline or to the licensing board office through which you are applying by whatever their deadline may be. Applications will not be accepted after the deadline.
  - Enter your name on the NAVLE application exactly as it appears on the non-expired government issued photo identification you plan on presenting at the testing center on the day of your exam. **Name changes or corrections cannot be made within 7 business days of your scheduled testing date.** If the first and last names on your identification and Scheduling Permit do not match exactly, you **will not** be allowed to take the NAVLE.
  - The $550 NAVLE fee can be paid by personal check, cashier's check, or money order (payable in US funds) for paper applications. On-line applications can be paid with MasterCard or Visa.

- Application 2: Apply through a licensing board for approval to take the NAVLE.
  - Contact the licensing board office where you want a license to practice veterinary medicine, and request their NAVLE application packet. Return all required paperwork and fees to the licensing board office by their deadline, so the board can approve you to take the NAVLE. If you are applying through Colorado, Florida, Indiana, Iowa, Maine, Maryland, Michigan, Minnesota, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina, Oregon, Pennsylvania, South Carolina, Texas, Utah, Vermont or Virginia, contact the NBVME office. The NBVME is handling applications on behalf of the aforementioned states.
  - If you are a candidate with a documented disability wanting to test with special accommodations, contact your licensing board **early** to get the necessary paperwork so that it can be submitted along with your disability documentation **before** the deadline to apply for the NAVLE.

- If you are approved to take the NAVLE, a Scheduling Permit will be available for you to print on-line no later than September 25 for the November-December testing window and February 27 for the April testing window. If you have not received your e-mail with the on-line link, you can find the link on the NBVME website. Make your testing appointment as soon as you have your Scheduling Permit in order to get the date and center you prefer. You can locate a testing center at www.prometric.com.

- Contact Prometric to **confirm** your testing appointment 1 week prior to your testing date, using the confirmation number provided to you by Prometric at the time you scheduled your testing appointment.

- **Scores** will be reported to the board through which you applied approximately 4 weeks after the close of the testing window. If you want to have your scores transferred to another licensing board, contact AAVSB at 877-698-8482, or www.aavsb.org.