



## American Association of Veterinary State Boards **Policies & Procedures: Transcripts**

### **Purpose**

This policy has been developed to outline requirements for transcripts included in the AAVSB's records pertaining to an individual in the Veterinary Information Verifying Agency (VIVA) database.

### **Scope**

This policy will apply to all candidate transcripts used in AAVSB programs and services.

### **Transcript Requirements**

To ensure all transcripts are reviewed in a fair and consistent manner, before accepting a transcript, AAVSB Staff must be able to verify:

1. The authenticity of the transcript by either:
  - a. Receiving the transcript directly from the school or transcript service; or
  - b. Confirming the transcript authenticity with the school or transcript service via:
    - i. Communication with the school or transcript service; or
    - ii. Verification systems developed by the school or transcript service.
2. That the transcript includes:
  - a. School Name
  - b. Candidate Name
  - c. Graduation Semester/Month and Year at a minimum (exact date preferred)
  - d. Degree Conferred

### Notes:

- Transcripts accepted into the AAVSB systems are considered primary source documents, but it does not guarantee board acceptance.
- A translation may be required to enable staff to verify the authenticity of a transcript. Please see the [AAVSB Translated Documents Policy](#) for translation requirements.

### **Requesting Transcripts Be Sent to the AAVSB**

When transcripts are included in a service a candidate has paid for (such as the VAULT Premium Service), AAVSB staff may request transcripts on behalf of a candidate using an ID-verified affidavit for release of information signed by the candidate within the past two years. Some programs may not allow third party requests even with the affidavit and may require transcript requests to be made by the alumnus only.

To add transcripts to the AAVSB's records pertaining to a candidate where the AAVSB is unable to or the addition of transcripts is not included as part of a service, candidates must request or purchase transcripts sent from the school or transcript issuer directly to the email or postal address below. Transcripts accessed by AAVSB Staff via online transcript services (such as Parchment, National Student Clearinghouse, My

eQuals, etc.) are accepted only from the service directly. Candidate copies are not accepted without an approved exception.

#### Electronic Delivery:

For PAVE: [pave@aavsb.org](mailto:pave@aavsb.org)

For VAULT: [viva@aavsb.org](mailto:viva@aavsb.org)

For VTNE: [vettech@aavsb.org](mailto:vettech@aavsb.org)

#### Postal Delivery:

AAVSB

Attn: (PAVE/VAULT/VTNE)

12101 W 110th St, Suite 300

Overland Park, KS, 66210 USA

Note: Documents received by mail will not be returned.

#### **Exceptions and Extenuating Circumstances**

In some situations, when a transcript does not meet the requirements outlined above, an exception may be requested to the relevant email above. When an exception is approved, a Notice of Exception will be included for jurisdiction review.

Examples of possible extenuating circumstances may include, but are not limited to, war, terrorism, riots, civil disorder, or natural disaster.

Exceptions are intended for extenuating circumstances only. An exception is *NOT* assurance that any allied organization receiving access to a transcript where an exception has been made will also accept the transcript.

#### **Document Storage**

Verified documents will be stamped by AAVSB staff to indicate the authenticity has been reviewed as a primary source document, and to indicate the date reviewed. Steps required to add documents to the Veterinary Information Verifying Agency (VIVA) database, such as scanning or printing, may cause watermarks to display. Documents in the VIVA database are for use by AAVSB staff, Committees, and Member Boards, and cannot be made available to candidates, employers, or other organizations. Permanent digital storage of documents in the VIVA Database is governed by the AAVSB Record Retention Policy.

#### **Related Links**

[AVMA Accredited Veterinary Colleges](#)

[CVMA Accredited Veterinary Colleges](#)

[AVMA Accredited Veterinary Technology Programs](#)

[CVMA Accredited AHT/VT Programs](#)

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