

Instructions for Applicants Seeking a Maryland Veterinary License

NOTE: All information requested is on-going in nature. Failure to provide the Board with any changes to the information supplied can result in denial or revocation of your license and/or registration. If the application for licensure has not been successfully completed within one year from the date of initial submission, a new application and fee will be required. Type or print clearly all information except personal signature. Please follow instructions provided.

1. All applicants must read and comprehend the laws and regulations governing the practice of veterinary medicine in Maryland.

A. Submit the following if your NAVLE score is **less** than five years old:

- 1.) A completed and notarized Application for a Maryland Veterinary License.
- 2.) A school authenticated, or notarized, copy of your veterinary medical school diploma or transcript, which must come directly from your school and, if applicable, an English translation.
- 3.) One (1) photograph taken within the past six months (approximately 2" X 3" in size) with your **complete signature on the back of the photograph.**
- 4.) A non-refundable application fee of \$225.00 (make checks payable to the State Board of Veterinary Medical Examiners).
- 5.) Scores for the National Board Examination and the Clinical Competency Test or the NAVLE must be transferred by the Veterinary Information Verifying Agency, 380 West 22nd Street, Suite 101, Kansas City, MO 64108 (Website-http://www.aavsb.org) (Telephone: 877-698-8482). To qualify for the transferral of scores, scores on the National Board Examination and Clinical Competency Test, or the NAVLE, must have been obtained no more than five years preceding the date of application.
 - a) If you have applied through the Maryland Licensing Board to take the NAVLE, your scores will be transferred **automatically** from the National Board of Veterinary Medical Examiners (NBVME). If you applied through another State Board to take the NAVLE, you must have your scores transferred by the Veterinary Information Verifying Agency, 380 West 22nd Street, Suite 101, Kansas City, MO 64108 (Telephone: 877-698-8482) to the Maryland Licensing Board.

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6.) ***If you are licensed by other State Boards***, the Maryland Board will need letters of good standing from all Board(s) with which you are now licensed or ever have been licensed. These letters must come directly from the other State Boards to this office.

B. If you have:

1.) Engaged in the clinical practice of veterinary medicine continuously for the 5 years preceding application;
2.) Taught clinical veterinary medicine for the 5 years preceding application at an institution accredited by the American Veterinary Medical Association;
or

1.) Relocated outside the United States because either you or your spouse served the government, submit the following if your NBE and CCT test scores are, or your NAVLE test score is, ***more than*** five years old:

- a.) A completed and notarized Application for a Maryland Veterinary License.
- b.) Resume of professional activity.
- c.) Letters of good standing from all Board(s) with which you now are licensed or have ever been licensed. These letters must come directly from the other State Boards to this office.
- d.) Veterinary medical school diploma or transcript, as explained in A(2).
- e.) Photographs as explained in A(3).
- f.) Application fee as explained in A(4).

PLEASE NOTE: Any applicant who has graduated, or will graduate, from a school not approved or accredited by the American Veterinary Medical Association must also submit a certificate from either the Educational Commission for Foreign Veterinary Graduates (ECFVG) or the Program for the Assessment of Veterinary Education Equivalence (PAVE). Information on obtaining an ECFVG certificate may be reviewed at www.avma.org Questions regarding the ECFVG program shall be directed to the AVMA. Information on obtaining a PAVE certificate may be reviewed at www.aavsb.org

2. Passing scores for both the NBE and the CCT, or the NAVLE, are as determined by the American Association of Veterinary State Boards.

3. It may be necessary for you to meet with the Board to discuss your application.

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4. Once you have received your license, along with an Application for Registration, you must register and pay the registration fee, which is required before you may begin to practice veterinary medicine in the State of Maryland.

5. **Your application cannot be processed unless all of the information requested has been supplied. The information you supply notifies the Board of your interest in obtaining a license and how you may be contacted. Additionally, some of this information is used by the Board in its determination of whether to issue you a license. You have a right to inspect, amend, or correct this information. Under State Government Article, Section 10-617, Annotated Code of Maryland, this information would be generally available for public inspection. This information is not routinely shared with state, federal, or local government agencies.**

6. **Applications shall be mailed to:**

State Board of Veterinary Medical Examiners
50 Harry S. Truman Parkway, Room 102
Annapolis, Maryland 21401

7. **If additional information is needed, contact:**

State Board of Veterinary Medical Examiners
Phone Number: 410.841.5862