



National Board of Veterinary Medical Examiners

# 2014-2015

North American Veterinary Licensing Examination

# NAVLE<sup>®</sup>

## Bulletin of Information for Candidates

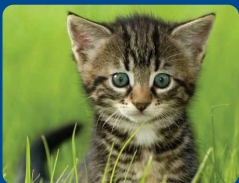
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Policies and Procedures for the NAVLE<sup>®</sup>

### Testing Windows

November 17 to December 13, 2014

April 13 to April 25, 2015



***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 application, testing, licensure and score transfer process.***

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## GENERAL NAVLE INFORMATION

### 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](http://www.nbvme.org)) as soon as they are determined. You should check this website for the most current information about NBVME policies and procedures.

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, territorial, 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 is administered on computer. CBT 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 many different content-parallel test forms created 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.

### 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 15%-20% of the NAVLE questions will include graphic or pictorial information (such as a photograph or radiograph). Pictorial information will be displayed in a viewer window that provides zoom, contrast adjustment, and panning capabilities. 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.

## APPLICATION AND APPROVAL PROCESS

### Assistance for NAVLE Candidates

The NBVME office stands ready to help answer your 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 applications or your Scheduling and Admission Permit.

To reduce the potential for misunderstandings and to ensure the privacy of candidate information, the NBVME office will correspond only with the candidate regarding NAVLE application, request for test accommodations, fee payment, registration, and score reporting questions, unless the candidate specifically authorizes the NBVME, in writing, to correspond with a third party. The NBVME may, however, correspond with the appropriate licensing board and/or veterinary school official regarding a candidate's status in the NAVLE program.

### Eligibility Requirements

The NAVLE is administered only to bona fide candidates for licensure to practice veterinary medicine. This includes candidates who:

- 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
- are enrolled in or hold certificates issued by the Educational Commission for Foreign Veterinary Graduates (ECFVG), or the Program for the Assessment of Veterinary Education Equivalence (PAVE). Candidates who are enrolled in 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 ten months from the last date of the applicable testing window. If your eligibility status changes after you are approved to take the examination, you must notify the organization that approved you for the NAVLE. Failure to do so may result in the cancellation of your NAVLE score results.

If you are a candidate who is repeating the NAVLE, please refer to the Retake Policy information on page 4.

### 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 through which you are seeking NAVLE approval (or its designated NAVLE processor) to obtain information regarding testing accommodations, application procedures, and documentation requirements before you apply for the NAVLE. All accommodations must be approved by the licensing board and the NBVME.

If your accommodation request requires that you have extended testing time for your examination, you must take the NAVLE over a two-day period.

It takes time to review the documentation necessary to approve test accommodations. If you do not submit the required documentation to your licensing board (or its processor) in time to allow the board and the NBVME to review it, you will not be eligible for accommodations.

All supporting documentation must be provided to the state or territorial licensing board (or its processor) prior to, or at the time of, submission of your NAVLE application.

If you take the NAVLE under standard conditions during the November-December testing window but want to request test accommodations for the April testing window, you may do so by submitting your request and supporting documentation to your licensing board (or its processor) no later than January 3. Note that this application deadline is before scores for the November-December testing window are reported.

### **Candidates with Pre-existing Medical Conditions**

If you have a pre-existing medical condition that could affect your ability to take the NAVLE on your scheduled test date, or if you have a medical condition that requires frequent use of the restroom, notify NBVME of your condition at the time you submit your NBVME NAVLE application.

### **Candidates who Require Personal Items in the Testing Room**

Unauthorized possession of personal items while you are in the secure areas of the testing center is prohibited. However, in certain limited circumstances, exceptions to this policy may be made for medical reasons, provided that permission is granted in advance of the test day. If you have a medical condition that requires you to use medication, an external appliance, or an electronic device in the secure areas of the test center, please submit a written request and documentation to the NBVME at the time of your NAVLE application. If the medical issue develops after you have submitted your application, please contact the NBVME immediately.

Examples of appliances and devices to which this policy applies include, but are not limited to, service animals, insulin pumps, inhalers, medications, TENS units, hearing aids, wheelchairs, canes, crutches, and casts. If you are unsure whether you should request an exception, please contact the NBVME.

You are not required to obtain advance permission to wear eyeglasses or contact lenses during testing, unless the eyeglasses have colored lenses. You are not required to obtain advance permission to consume food or take medication on authorized breaks. All personal items, including those permitted as an exception under this policy, are subject to inspection at the test center. If you bring an item, including an appliance or device, to your examination without obtaining permission in advance, you may not be permitted to test, you may be required to relinquish the item, and/or you may be investigated for irregular behavior.

### **NAVLE Application Process for Licensure in Canada**

If you are applying to take the NAVLE in order to obtain a license to practice veterinary medicine in Canada, you must contact the Canadian National Examining Board (NEB) in Ottawa and follow their NAVLE application procedures and requirements. NAVLE application and fee payment must be made directly to the NEB (not to the NBVME) by their application deadline date. NEB and provincial licensing board contact information can be found on page 23.

### **NAVLE Application Process for Licensure in the United States and U.S. Territories Application Procedures**

TWO APPLICATIONS must be submitted by NAVLE candidates.

- **Application #1: NBVME NAVLE application**  
The NBVME NAVLE application is located on the last two pages of this bulletin and is also available on the NBVME website during application periods. Application and payment can be submitted electronically. Refer to the NAVLE Application Information page of the NBVME website on how to apply for the NAVLE on-line and pay the fee by Visa or MasterCard.
- **Application #2: State or territorial NAVLE application**  
NAVLE candidates must apply for approval to take the NAVLE through one state or territorial licensing board. Each jurisdiction sets its own eligibility requirements for the examination, and you are responsible for obtaining the necessary NAVLE application materials from the jurisdiction in which you plan to seek licensure (or from their designated NAVLE application processor). Because the NAVLE application requirements, deadlines, and application fees vary among jurisdictions, contact your chosen board well in advance of the NBVME NAVLE application deadline. U.S. state and territorial licensing board contact information can be found on pages 19-22.

You can apply for NAVLE approval through one board only, and your score will be reported to that board. You may not change your licensing board after your eligibility file has been submitted to our test vendor. Once you pass the NAVLE, you may request score transfers to other jurisdictions through the VIVA program administered by the American Association of Veterinary State Boards. See the NAVLE Score Transfers section on page 15 for more information.

### **Application Fees**

The NAVLE fee is \$590, payable in U.S. funds. An additional overseas fee of \$275 will be assessed for candidates taking the NAVLE outside the U.S., U.S. territories, and Canada.

Licensing board NAVLE application and approval fees vary. Contact your chosen board (or its processor) for accurate information on how to submit the application fee. You will not be permitted to take the NAVLE unless both the NAVLE application #1 fee and the licensing board application #2 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](http://www.gibill.va.gov) for more information.

The NAVLE fee is nonrefundable and nontransferable. If you do not take the examination during the testing window for which you were approved, 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.

### **Application Deadlines**

The deadline for receipt of your applications by the licensing board and the NBVME will be no later than August 1 for the November-December testing window and January 3 for the April testing window. You should contact your chosen board early, because some boards have an earlier deadline. Both the national application #1 and fee, and the licensing board NAVLE application #2 and fee, must be received by the designated offices by their respective deadlines.

If you fail the November-December examination and you are eligible under your licensing board's retake policy, you may reapply for testing during the subsequent April NAVLE testing window through the same licensing board. The NBVME application receipt deadline for these repeating candidates is February 15.

### **Change of Name or Contact Information**

You must notify the NBVME and your state licensing board (or its NAVLE processor) 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 Scheduling and Admission Permits and Identification Requirements section on page 12.

### **Retake Policy**

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 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. A table of licensing board policies on NAVLE retakes is available on the NBVME website. 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.

In order to implement the NAVLE Retake Policy stated above, the NBVME reserves the right to notify licensing boards of all previous attempts by a candidate in any jurisdiction. This notification will not include score information.



## **SCHEDULING**

### **Prometric Test Centers for Computer-Based Testing (CBT)**

The NAVLE is administered in Prometric Test Centers (PTCs). 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.

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.

The NAVLE is administered in the United States, U.S. Territories, and Canada, and at selected PTCs in 13 testing regions overseas, as listed on the NAVLE application. There is an additional fee of \$275 for overseas testing. Locations of PTCs available for the NAVLE can be found at the Prometric website ([www.prometric.com/NBVME](http://www.prometric.com/NBVME)).

Prometric test center locations are subject to change, and there is no guarantee that a center listed on the Prometric website at the time of application will be available for a future NAVLE administration. In the event a Prometric testing center closes, affected candidates will be advised on making alternate testing arrangements at another site.

### **Scheduling and Admission Permits**

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 your NAVLE Scheduling and Admission Permit on-line. Scheduling and Admission Permit information will also be posted on the NBVME's website as soon as permits are available.

If you fail the November-December examination and are re-approved for the subsequent April testing window you will receive your permit instruction e-mail message from the NBVME by early March.

You must print your Scheduling and Admission Permit before contacting Prometric. Your Scheduling and Admission Permit will contain a Scheduling Number and instructions for making a testing appointment at a PTC, and will specify your testing region and the testing window during which you are eligible to take the examination. Review your first and last names on your permit and compare them to your first and last names as listed on the government-issued, signed, photo identification you plan to use for entrance into the PTC. If your first and last names do not exactly match, contact the NBVME immediately so that a revised permit can be issued for you prior to the start of the testing window. (The only acceptable difference would be the presence of a middle name, middle initial or suffix on one document and its absence on the other.) If you anticipate a name change prior to your test date (e.g., due to a change in marital status), be aware that whatever name appears on your identification must be the same name that appears on your permit. You will not be admitted to the testing center if there is a name mismatch. For additional identification requirements refer to the Scheduling and Admission Permit and Identification Requirements section on page 12.

You must have your printed Scheduling and Admission Permit with you for entrance into the PTC. Save a copy of your permit to your computer for easy printing access. If you do not bring your Scheduling and Admission Permit to the test center, you will not be permitted to take the NAVLE. Your Scheduling and Admission 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. Prior to reporting to the PTC on your scheduled test date, you can log into the permit website to access and reprint your Scheduling and Admission Permit if necessary, but you cannot print a copy of your Scheduling and Admission Permit at the Prometric center, and the NBVME will not provide a faxed copy.

A sample Scheduling and Admission Permit is found on page 7.

## **Scheduling a Test Date**

The testing windows are November 17-December 13, 2014, and April 13-25, 2015. To obtain your preferred test center and date, contact Prometric as soon as possible after printing your Scheduling and Admission Permit. 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. 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. Please note that PTCs are closed on major holidays and some, but not all, centers are open on weekend days.

If you do not take the examination during the testing window for which you were approved, but wish to take it in the future, you must reapply and pay the fees again. A new Scheduling and Admission Permit is issued to approved candidates for each testing window.

When you contact Prometric, you will be asked for information from your Scheduling and Admission Permit and be given details regarding the test centers and dates available on or near the date and location you specify. Have alternate test locations and dates in mind, in case your first choices are not available. When scheduling, Prometric will issue you a Prometric Confirmation Number, which you should record in the designated space on the bottom of your Scheduling and Admission Permit. You will need this number to confirm, reschedule, and/or cancel your testing appointment with Prometric. The NBVME does not have access to your Prometric Confirmation Number.

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 your scheduled date or at your scheduled location, you may change your date or location within that testing window and within your chosen testing region using the Prometric contact information on your Scheduling and Admission Permit. You will need to provide your Prometric Confirmation Number (issued to you by Prometric when you make your original appointment) when you reschedule. A request to reschedule an appointment must be made by noon local time (of the region in which you are registered to test as noted on your permit) at least two business days before your 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 two business days' notice, you must contact the NBVME for further information. You will 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 or during any extension granted by the NBVME. Reset fees are non-refundable.

If you need to change your testing region at any point after your eligibility file has been submitted to our test vendor, your eligibility must be reset, and a new Scheduling and Admission Permit must be issued for you. You will be required to pay additional fees. Any changes in your testing region must be made at least 14 days prior to the start of the testing window.

## Sample Scheduling and Admission Permit

**IMPORTANT DOCUMENT - REQUIRED FOR ADMITTANCE TO TEST CENTER**

**National Board of Veterinary Medical Examiners (NBVME®)**  
 Telephone: 701-224-0332 Email: [mail@nbvme.org](mailto:mail@nbvme.org)  
**American Veterinary Licensing Examination (NAVLE®)**  
**Scheduling and Admission Permit**

**Name:**

**Program:**

**Exam:**

**Scheduling #:**  
(for appointment scheduling)

**Testing Region:**

**Eligibility Begins:**

**Eligibility Ends:**

**# of Test Days:**

**CIN (Candidate ID#)**  
(for use on test date only to access your exam)

**NAVLE testing window dates**

**Region you chose for testing**

**You must print and take this permit and your required identification to the test center in order to take your examination. Print your permit in advance because you cannot print your permit at the test center, and NBVME will not provide a faxed copy.**

**You must have your CIN to unlock your examination on test day**

This scheduling permit authorizes you to sit for the examination during the period noted above, **unless there is a change in your eligibility status. In the event of such a change, you must contact the NBVME.**

1. **SCHEDULE A TEST DATE:** Using the information above, schedule a test date via the Prometric website at [www.prometric.com/NBVME](http://www.prometric.com/NBVME), available 24 hours per day, 7 days per week, or call 877-291-4644 located in Baltimore, MD, available M-F 8AM-8PM (local time). When scheduling on-line, provide a valid telephone number and e-mail address so Prometric can e-mail you a Confirmation Notice and contact you in the event that your appointment must be rescheduled. The Confirmation Notice contains a Prometric Confirmation Number. You need this number to **confirm, reschedule, or cancel** your appointment. You should also record this Confirmation Number at the bottom of this form in the space provided. Prometric schedules testing appointments on a first-come, first-served basis. The earlier you schedule, the more likely you are to receive your preferred test date and location.
2. **CONFIRM, RESCHEDULE, OR CANCEL APPOINTMENT:** confirm your test date and center location using your Prometric Confirmation Number one week before your appointment at [www.prometric.com/NBVME](http://www.prometric.com/NBVME) or by calling the Prometric telephone number above. You may reschedule your appointment only within the testing period noted above. **To avoid a Prometric rescheduling fee, you must reschedule your appointment by noon local time (of the region you are registered to test in as noted on your permit) at least 2 business days before your appointment.** If you need to reschedule your appointment but cannot provide at least 2 business days' notice, you **must contact the NBVME for further information.**
3. **ADMISSION TO THE TEST CENTER:** **You will not be admitted to the testing room without this permit and an unexpired, government-issued form of identification (such as a driver's license or passport) that includes both your photograph and signature.** The name on your ID must match the name on this permit exactly. The only acceptable difference would be the presence of a middle name, middle initial or suffix on one document and its absence on the other. If your name is misspelled on this permit or differs from your name as it appears on your identification, contact the NBVME immediately. Name changes or corrections cannot be made within 7 business days of your scheduled testing date.
4. **TEST DAY:**
  - **ARRIVAL:** Report to the test center 30 minutes before your scheduled appointment. You must sign in and your photograph will be taken. If you arrive later than your scheduled appointment, you **may not** be admitted. If you arrive **more than 30 minutes after your scheduled appointment**, you **will not** be admitted to the testing center.
  - **PERSONAL ITEM STORAGE:** You must place all of your personal items, including cell phones, pagers, watches, wallets, food and beverages in a small locker outside of the testing room. Pagers and cell phones must be turned off.
  - **TESTING:** The Test Center Administrator (TCA) will instruct you to write your name and CIN listed above on the laminated writing surface provided for making notes. The TCA will then collect the permit and escort you to the testing room. You will enter your CIN into the computer at your workstation to initiate your exam and to resume testing after breaks. **Do not erase your name and CIN** from the laminated writing surface until the end of your test day. If you are receiving test accommodations and are scheduled to take a two-day examination, **ask the TCA to return this permit** to you at the end of your test day since you will need to repeat this process on the following test day.

**Record your Prometric Confirmation # here when you schedule your appointment:** \_\_\_\_\_

Read all instructions carefully. Follow them exactly.

Record your confirmation number here. Use it to confirm, reschedule, and/or cancel your appointment

## PREPARING FOR THE NAVLE

### 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 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.

### Sample Questions

Sixty sample test questions and an answer key are available on the NBVME website.

### Practice Examination and Tutorial

The NBVME website has a practice examination with 20 additional sample items, formatted as a practice test with the same tutorial and general software interface 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. The tutorial does not include the calculator function available on the NAVLE. You will also be able to practice using the zoom, contrast adjustment, and panning capabilities for pictorial information. 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.

### Self-Assessments

NAVLE Self-Assessments are available for purchase through the NBVME website. Each 200-item assessment costs \$50 and the fee is non-refundable. English versions and French versions are offered, and a score report is available immediately after completion of a self-assessment. The score report shows the percentage of items answered correctly for the total assessment, and for each of the main topic areas. It indicates the performance of a comparison group of candidates on the same items, and it includes a projected NAVLE score based on the participant's performance on the assessment. Answers to individual questions are not provided. See the NAVLE Self-Assessments page on the NBVME website for more information.

### 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 you are unsure about an answer, it is better to **g u e s s**, because unanswered questions are counted as wrong.

The following example of a single one-best-answer question shows how the question may appear on the CBT screen. The actual screen layout may be slightly different when you take the NAVLE.

The screenshot shows a question interface with the following elements:

- Item:** 1 of 10
- Block:** 2 of 2
- Navigation icons: Mark, Previous, Next, Notes.
- Question Text:** 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?
- Options:**
  - A. Cerebral ischemia
  - B. Deep venous thrombosis
  - C. Fracture of the third phalanx
  - D. Gluteal myositis
  - E. Injury of the radial nerve
- Footer:**
  - Block Time Remaining: 10:05
  - Day Time Remaining: 0:30:58
  - Lock icon
  - End Block icon

## **SECURITY**

### **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.

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 room, including, but not limited to mechanical or electronic devices, outerwear, brimmed hats, book bags, backpacks, purses, 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.

There may be test takers from other professions taking examinations during your test administration. Their examination formats and schedules will differ from your schedule. There may be low levels of background activity audible as they arrive, take their examinations, and depart. Candidates are allowed to bring cordless 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.

### **Rules of Conduct**

All NAVLE candidates will see the screen on the following page as they begin their examination.


NAVLE Rules  
Block: 1 of 1
Mark
Previous
Next
Notes




**Rules of Conduct for the NAVLE**

The purpose of this screen is to remind you of the Rules of Conduct that you agreed to follow when you registered to take the computer-based North American Veterinary Licensing Examination® (NAVLE®).

1. You are the person named on the Scheduling and Admission Permit for the examination.
2. You will not give, receive, or obtain any form of unauthorized assistance during the examination or breaks.
3. You should not bring to the testing center, and you may not have in your possession or access at any time during the examination administration, including breaks, any reference materials.
4. Before entering the testing room, you will place in a locker all personal belongings, including cellular phones, your purse and/or wallet, watches, pagers, personal digital assistants, notes, papers, and, if you inadvertently brought them with you to the testing center, any reference materials.
5. You will not leave your testing station for breaks unless the break screen is visible on your monitor. It is a violation of the Rules of Conduct if you indicate on the center log that your break screen is visible when it is not.
6. You will not use a telephone or other communication device at any point during the examination, including breaks, for any purpose related to test content.
7. You will not remove materials in any form (written, printed, recorded, or any other type) from the testing center.
8. All examination materials remain the property of the NBVME, and you will maintain confidentiality of the materials. You will not reproduce or attempt to reproduce examination materials through memorization or any other means. Also, you will not provide information relating to examination content that may give or attempt to give unfair advantage to individuals who may be taking the examination. This includes postings regarding examination content and/or answers on the Internet.

**If you violate these Rules of Conduct, you may be directed to leave the testing center before you complete the examination. Also, evidence of violation of any test administration rule, including these Rules of Conduct, will result in actions being taken under NBVME policies and procedures on irregular behavior. If you are found to have engaged in irregular behavior, your score report and transcripts will include this finding, and you may be barred from taking the NAVLE in the future.** See the *NAVLE Candidate Bulletin* for further information regarding irregular behavior.

To continue to the next screen, click the "Next" button  on the toolbar at the top of the screen. Alternatively, press the Tab key until the "Next" button is enabled and then press Enter.

Block Time Remaining: **untimed**  
Day Time Remaining: 8 : 14 : 24 
Lock 
End Block 

## 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 instructions of PTC staff or 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 another candidate’s computer monitor 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 the 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 prosecution 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 the 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.

## **EXAMINATION DAY**

### **Arrival Instructions**

You should arrive at the test center 30 minutes before your scheduled test time. If you arrive late, you may not be admitted, and if you arrive more than 30 minutes late, you will not be admitted.

After you present the required identification, you will sign a test center log, be photographed, and store your personal belongings in your assigned locker. You may be scanned with a handheld metal detector and asked to empty and turn your pockets inside out before entering the testing room to confirm that you have no prohibited items. You may be asked to repeat this process prior to every entry into the testing room after a break.

### **Scheduling and Admission Permit and Identification Requirements**

Upon arrival at the test center, you must present your Scheduling and Admission 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 and Admission Permit. The only acceptable difference would be the presence of a middle name, middle initial or suffix on one document and its absence on the other. 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 and Admission Permit. If you cannot take the NAVLE due to the circumstances described above, you must contact the NBVME for further information. You will be charged a non-refundable rescheduling fee and will have to wait to reschedule your appointment until your eligibility has been reset and the issue with your identification resolved. Having your eligibility reset does not guarantee an opening will be available within the testing window or during any extension granted by the NBVME.

### **General Instructions for Taking the Examination**

You will be provided with laminated writing surfaces and markers. You will be instructed to write your name and Candidate Identification Number (CIN) on one of the laminated writing surfaces provided. Test center staff will collect your Scheduling and Admission Permit and it will be retained at the Test Center Administrator's station. You may request access to the permit during the examination if it becomes necessary for you to rewrite the CIN on the laminated writing surface.

Test center staff will escort you to your assigned testing station and provide brief instructions on use of the computer equipment. Laminated writing surfaces and markers issued are to be used for making notes and/or calculations during the testing session. They should only be used at your assigned testing station, and only after you have begun your examination by entering your CIN. You must enter your CIN to start the examination, which begins with a brief tutorial prior to the first test block. Depending on the type of markers provided, you may also be provided an eraser. Otherwise, if you have filled the laminated writing surfaces and need additional space for making notes, you will need to notify test center staff and a replacement will be provided. Laminated writing surfaces must be returned to test center staff at the end of the testing session.

An on-screen calculator will be available for use during your 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.

## **Break Time**

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.

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 answer some survey questions about your testing experience.

## **SCORING AND SCORE REPORTS**

### **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 scoring key 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 to take the NAVLE. The information that may be included on your score report is outlined in the table on the following page.

Score reports will show a pass or fail designation and either one or both of the score categories described.

<b>Performance Information</b>	<b>Explanation</b>
Pass or Fail Designation	The NBVME recommends to licensing boards that an individual candidate's passing status on the NAVLE be determined based on the criterion-referenced passing score 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.
Three-Digit Scaled Score	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.
Two-Digit Scaled Score	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 criterion-referenced passing point recommended by the NBVME. 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. These scaled scores are neither percent correct scores nor percentile ranks.

### Scoring Process, Score Reports, and Diagnostic Reports

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 National Board of Medical Examiners for scoring. The NAVLE score report shows your score and a pass/fail designation. Your score report is sent to the licensing board through which you were approved. The licensing board (or its processor) will report your NAVLE score to you. Scores for the November-December examination will be reported to licensing boards in mid-January and scores for the April examination will be reported in 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 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.

### Examination Scores

Uniform and precise procedures ensure that the score reported for each candidate to the licensing board is an accurate reflection of the responses recorded by the computer, and the validity of scores has been historically verified. You may confirm with the NBVME that the score reported to you by your licensing board is the identical score as reported to the NBVME by the testing vendor.

NAVLE candidates are not permitted to review their examinations.

## **School Score Reports by Candidate Consent**

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.

## **Grievances**

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. Such requests must be received by the NBVME within 10 days following your test date. Indicate the date and location of the administration and describe the event in as much detail as possible. Filing a complaint with Prometric staff or reporting the situation in the post test survey, although advised, is not sufficient in and of itself.

Each grievance filed with the NBVME 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.

## **NAVLE Score Transfers**

Your initial NAVLE score will be reported to the licensing board through which you received NAVLE approval and to the American Association of Veterinary State Boards (AAVSB). These initial score reports are included in your examination fee. All subsequent requests for NAVLE score reports must be directed to the Veterinary Information Verifying Agency (VIVA), operated by the AAVSB. The NBVME does not process score transfers. 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.

To transfer your scores to additional licensing 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 Transfer Application form is available on the AAVSB website. Your scores cannot be transferred until after they have been reported to the initial licensing board.

For information regarding VIVA or the score transfer process, please visit the AAVSB website ([www.aavsb.org](http://www.aavsb.org)) or call (877) 698-VIVA.

## DEVELOPMENT AND CONTENT

### Examination Development

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.

### Examination Content

The NAVLE is constructed according to the following examination blueprint, which was derived from a job analysis conducted by the NBVME in 2009 and approved in 2010. There are two dimensions to the blueprint: activities and animal species.

Activities are tasks that veterinarians perform in practice, and 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 numbers listed below represent targets for the number of items for each category out of the 300 scored items on each form of the NAVLE.

For additional information on the blueprint and the NAVLE job analysis, see the NBVME's website.

### ACTIVITIES

#### **I. Data Gathering and Interpretation (140 items)**

- A. Obtain history, perform physical examination, and evaluate the environment (35 items)
  1. Gather information from client, trainer, herd manager, etc., by asking appropriate questions and using interpersonal skills to
    - a) clarify concerns, presenting problems, and expectations
    - b) identify possible epidemiological problems and public health concerns
    - c) analyze previous medical history and/or production record
- B. Determine the status (normal/abnormal) of the animal(s) and/or environment by (24 items)
  1. Observation and physical examination
  2. Medical or production record evaluation
- C. Record pertinent information in a legible and orderly system of medical records to promote retrieval and sharing of information (11 items)
- D. Develop a problem list, and a differential diagnosis list (47 items)
  1. Correlate clinical signs or abnormalities with organ systems
  2. Formulate a complete problem list and differential diagnosis list(s), to determine the need to collect additional information
  3. Recommend relevant procedures to the client, trainer, herd manager, etc., to obtain specific information about the problem(s)
  4. Order or perform diagnostic procedures to further define the problem(s)
- E. Interpret collected information and establish a working or final diagnosis or conclusion (23 items)

**II. Health Maintenance and Problem Management (140 items)**

- A. Identify and evaluate prevention, treatment, and management options (64 items)
  - 1. Develop a plan of action by assessing the following
    - a) expected outcome
    - b) feasibility
    - c) urgency
    - d) client expectations
    - e) economic considerations (e.g., ability to pay, value of animal)
    - f) humane considerations including pain management
    - g) ethical and legal implications
    - h) environmental and public health implications
    - 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 (47 items)
  - 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 indicated tests
    - b) apply epidemiological principles
    - c) comply with regulations (e.g., government, show, legal transport, drug use and withdrawals, organic vs. conventional)
  - 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, public health)
- C. Assess outcome (29 items)
  - 1. Evaluate interventions by
    - a) reviewing existing data
    - b) collecting additional information
    - c) assessing client compliance
    - d) validating working diagnoses
  - 2. Modify therapeutic and preventative plans as needed

**III. Professional Behavior, Communication, and Practice Management (20 items)**

- A. Conduct oneself in a professional, ethical, and legal manner
- B. Adhere to regulations regarding the veterinarian client patient relationship
- C. Pursue educational opportunities to enhance continued personal and professional development
- D. Communicate and work effectively with colleagues and staff
- E. Evaluate practice methods to enhance productivity and knowledge (e.g., task delegation, time management)
- F. Educate staff and public in proper animal care and health
- G. Ensure safety (e.g., occupational hazards, handling/ restraint, drug interactions, food safety)
- H. Address client concerns in an empathetic and understandable manner (e.g., crises, grief management, economic restraints, compliance issues)
- I. Preserve and protect the human animal bond

<u>Species</u>	<u>SPECIES</u>	<u>Number of Items</u>
Canine		70
Feline		68
Pet Birds		10
Other Small Animals		10
Bovine		45
Porcine		17
Ovine/Caprine		10
Cervidae		2
Equine		47
Camelidae		2
Poultry		6
Public Health		10
Non-Species Specific		<u>3</u>
Total		300

## VETERINARY LICENSING BOARDS

*\*For the 2014-2015 testing cycle, NAVLE candidates applying through these jurisdictions will submit their state NAVLE applications to, and will be approved by, the NBVME office. Please go to [www.nbvme.org](http://www.nbvme.org) or call 701-224-0332 for more information.*

*\*\*For the 2014-2015 testing cycle, NAVLE candidates applying through California will submit their state NAVLE application to, and be approved by, the AAVSB office. Please go to [www.aavsb.org](http://www.aavsb.org) or call 877-698-8482 for more information.*

*\*\*\*For the 2014-2015 testing cycle, NAVLE candidates applying through Illinois will submit their state NAVLE application to, and be approved by, the CTS office. Please go to [www.continentaltesting.net](http://www.continentaltesting.net) or call 708-354-9911 for more information.*

### United States

**Alabama State Board of Veterinary Medical Examiners**

8 Commerce Street, Suite 910  
Montgomery, AL 36130-5330  
(334) 262-8068  
[asbvme.alabama.gov](http://asbvme.alabama.gov)

**Alaska Board of Veterinary Examiners**

P. O. Box 110806  
Juneau, AK 99811-0806  
(907) 465-2542  
[commerce.state.ak.us/occ/pvet.htm](http://commerce.state.ak.us/occ/pvet.htm)

**\*Arizona State Veterinary Medical Examining Board**

9535 E Doubletree Ranch Rd, Suite 100  
Scottsdale, AZ 85258  
(602) 364-1738  
[www.vetboard.az.gov](http://www.vetboard.az.gov)

**Arkansas Veterinary Medical Examining Board**

P. O. Box 8505  
Little Rock, AR 72215  
(501) 224-2836  
[www.arvetboard.com](http://www.arvetboard.com)

**\*\*California Veterinary Medical Board**

1747 N Market Blvd, Suite 230  
Sacramento, CA 95834  
(916) 515-5220  
[www.vmb.ca.gov](http://www.vmb.ca.gov)

**\*Colorado State Board of Veterinary Medicine**

1560 Broadway, Suite 1350  
Denver, CO 80202-5146  
(303) 894-7800  
[dora.colorado.gov/professions/veterinarians](http://dora.colorado.gov/professions/veterinarians)

**\*Connecticut State Board of Veterinary Medicine**

410 Capitol Avenue, MS #12APP  
P.O. Box 340308  
Hartford, CT 06134-0308  
(860) 509-7648  
[www.ct.gov/dph](http://www.ct.gov/dph)

**Delaware Board of Veterinary Medicine**

Cannon Building, Suite 203  
861 Silver Lake Boulevard  
Dover, DE 19904  
(302) 744-4500  
[www.dpr.delaware.gov](http://www.dpr.delaware.gov)

**District of Columbia Board of Veterinary Examiners**

899 North Capitol Street NE, 2nd Floor  
Washington, DC 20002  
(202) 535-2323  
[www.doh.dc.gov](http://www.doh.dc.gov)

**\*Florida Board of Veterinary Medicine**

1940 North Monroe Street  
Tallahassee, FL 32399-0787  
(850) 487-1395  
[www.myfloridalicense.com](http://www.myfloridalicense.com)

**\*Georgia State Board of Veterinary Medicine**

237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440  
[sos.ga.gov/index.php/licensing/plb/53](http://sos.ga.gov/index.php/licensing/plb/53)

**Hawaii Board of Veterinary Examiners**

P. O. Box 3469  
Honolulu, HI 96801  
(808) 586-3000  
[www.hawaii.gov/dcca/pvl/boards/veterinary](http://www.hawaii.gov/dcca/pvl/boards/veterinary)

**\*Idaho Board of Veterinary Medicine**

2230 Old Penitentiary Road  
 PO Box 7249  
 Boise, ID 83707  
 (208) 332-8588  
[www.bovm.idaho.gov](http://www.bovm.idaho.gov)

**\*\*\*Illinois Veterinary Licensing and Disciplinary Board**

320 West Washington  
 Springfield, IL 62786  
 800-560-6420  
[www.idfpr.com/dpr/WHO/vet.asp](http://www.idfpr.com/dpr/WHO/vet.asp)

**\*Indiana Board of Veterinary Medical Examiners**

402 West Washington Street, Room W072  
 Indianapolis, IN 46204  
 (317) 234-2054  
[www.pla.in.gov](http://www.pla.in.gov)

**\*Iowa Board of Veterinary Medicine**

Wallace State Office Building  
 502 E. 9th Street  
 Des Moines, IA 50319  
 (515) 281-8617  
[www.iowaagriculture.gov/animalindustry/iowavetboard.asp](http://www.iowaagriculture.gov/animalindustry/iowavetboard.asp)

**Kansas Board of Veterinary Examiners**

P. O. Box 242  
 Wamego, KS 66547-0242  
 (785) 456-8781  
[www.kansas.gov/veterinary](http://www.kansas.gov/veterinary)

**Kentucky Board of Veterinary Examiners**

P. O. Box 1360  
 Frankfort, KY 40602-1360  
 (502) 564-3296 ext 230  
[bve.ky.gov](http://bve.ky.gov)

**Louisiana Board of Veterinary Medicine**

263 Third Street, Suite 104  
 Baton Rouge, LA 70801  
 (225) 342-2176  
[www.lsbvm.org](http://www.lsbvm.org)

**\*Maine State Board of Veterinary Medicine**

35 State House Station  
 Augusta, ME 04333  
 (207) 624-8603  
[www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)

**\*Maryland State Board of Veterinary Medical Examiners**

50 Harry S. Truman Parkway, Room 102  
 Annapolis, MD 21401  
 (410) 841-5862  
<http://mda.maryland.gov/vetboard/Pages/homepage.aspx>

**Massachusetts Board of Veterinary Medicine**

1000 Washington Street, Suite 710  
 Boston, MA 02118-6100  
 (617) 727-3080  
[www.mass.gov/dpl/vt](http://www.mass.gov/dpl/vt)

**\*Michigan State Board of Veterinary Medicine**

P. O. Box 30670  
 Lansing, MI 48909  
 (517) 335-0918  
[www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense)

**\*Minnesota Board of Veterinary Medicine**

2829 University Avenue SE #401  
 Minneapolis, MN 55414-4202  
 (651) 201-2844  
[www.vetmed.state.mn.us](http://www.vetmed.state.mn.us)

**Mississippi Board of Veterinary Medicine**

1089 D Stark Road  
 Starkville, MS 39759  
 (662) 324-9380  
[www.mississippivetboard.org](http://www.mississippivetboard.org)

**Missouri Veterinary Medical Board**

P. O. Box 633  
 Jefferson City, MO 65102  
 (573) 751-0031  
[www.pr.mo.gov/veterinarian.asp](http://www.pr.mo.gov/veterinarian.asp)

**\*Montana Board of Veterinary Medicine**

P. O. Box 200513  
 301 South Park  
 Helena, MT 59620  
 (406) 841-2394  
[www.vet.mt.gov](http://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  
[dhhs.ne.gov/publichealth/Pages/crl\\_medical\\_vet\\_vet\\_board.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_medical_vet_vet_board.aspx)

**\*Nevada State Board of Veterinary Medical Examiners**

4600 Kietzke Lane, Bldg. O, #265  
 Reno, NV 89502  
 (775) 688-1788  
[www.nvvetboard.us](http://www.nvvetboard.us)

**\*New Hampshire Board of Veterinary Medicine**

P. O. Box 2042  
 Concord, NH 03302-2042  
 (603) 271-3706  
[www.nh.gov/veterinary](http://www.nh.gov/veterinary)



**\*New Jersey State Board of Veterinary Medical Examiners**

P. O. Box 45020  
Newark, NJ 07101  
(973) 504-6500  
[www.njconsumeraffairs.gov/vetmed](http://www.njconsumeraffairs.gov/vetmed)

**New Mexico Board of Veterinary Medicine**

7301 Jefferson Street NE, Suite H  
Albuquerque, NM 87109  
(505) 553-7021  
[www.nmbvm.org](http://www.nmbvm.org)

**\*New York State Board of Veterinary Medical Examiners**

Office of Professions  
89 Washington Ave  
State Education Building, 2nd Fl, West Wing  
Albany, NY 12234-1000  
(518) 474-3817 ext 210  
[www.op.nysed.gov/prof/vetmed](http://www.op.nysed.gov/prof/vetmed)

**\*North Carolina Veterinary Board**

1611 Jones Franklin Road-Suite 106  
Raleigh, NC 27606  
(919) 854-5601  
[www.ncvmb.org](http://www.ncvmb.org)

**\*North Dakota Board of Veterinary Medical Examiners**

P. O. Box 5001  
Bismarck, ND 58502  
(701) 328-9540  
[www.ndbvme.org](http://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](http://www.ovmlb.ohio.gov)

**Oklahoma State Board of Veterinary Medical Examiners**

2920 N Lincoln Blvd, Suite C  
Oklahoma City, OK 73105  
(405) 522-8831  
[www.okvetboard.com](http://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](http://www.oregon.gov/ovmeb)

**\*Pennsylvania State Board of Veterinary Medicine**

Box 2649  
Harrisburg, PA 17105-2649  
(717) 783-7134  
[www.dos.state.pa.us/vet](http://www.dos.state.pa.us/vet)

**Puerto Rico Board of Veterinary Medical Examiners**

P.O. Box 10200  
San Juan, PR 00908-0200  
(787) 999-8989 x6585  
[www.salud.gov.pr](http://www.salud.gov.pr)

**\*Rhode Island Board of Examiners in Veterinary Medicine**

3 Capitol Hill, Room 205  
Providence, RI 02908  
(401) 222-2837  
[www.health.ri.gov/programs/healthprofessionalsregulation](http://www.health.ri.gov/programs/healthprofessionalsregulation)

**\*South Carolina Board of Veterinary Medical Examiners**

P. O. Box 11329  
Columbia, SC 29211-1329  
(803) 896-4598  
[www.llr.state.sc.us/pol/veterinary](http://www.llr.state.sc.us/pol/veterinary)

**\*South Dakota Board of Veterinary Medical Examiners**

411 South Fort Street  
Pierre, SD 57501-4503  
(605) 773-3321  
[sdda.sd.gov/veterinary](http://sdda.sd.gov/veterinary)

**Tennessee Health Related Boards**

665 Mainstream Drive  
Nashville, TN 37343  
(615) 532-5090  
[www.tn.gov/health](http://www.tn.gov/health)

**\*Texas Board of Veterinary Medical Examiners**

333 Guadalupe, Suite 3-810  
Austin, TX 78701  
(512) 305-7555  
[www.tbvme.state.tx.us](http://www.tbvme.state.tx.us)

**\*Utah Veterinary Board Division of Occupational & Professional Licensing**

P. O. Box 146741  
Salt Lake City, UT 84114-6741  
(801) 530-6159  
[www.dopl.utah.gov/licensing/veterinary.html](http://www.dopl.utah.gov/licensing/veterinary.html)

**\*Vermont Board of Veterinary Medicine**

Office of Professional Regulation  
89 Main Street, 3rd Floor  
Montpelier, VT 05620-3402  
(802) 828-2373  
[www.sec.state.vt.us/professional-regulation/professions/veterinary-medicine.aspx](http://www.sec.state.vt.us/professional-regulation/professions/veterinary-medicine.aspx)

**Virgin Islands Board of Veterinary  
Medicine**

Department of Health  
1303 Hospital Grounds, Suite 10  
St. Thomas, VI 00802  
(340) 774-7477 ex. 5074

**\*Virginia Board of Veterinary Medicine**

Perimeter Center  
9960 Mayland Dr., Suite 300  
Henrico, VA 23230  
(804) 367-4497  
[www.dhp.virginia.gov/vet](http://www.dhp.virginia.gov/vet)

**Washington Veterinary Board of Governors**

P.O. Box 47852  
Olympia, WA 98504-7852  
(360) 236-4700  
[www.doh.wa.gov/  
LicensesPermitsandCertificates/  
ProfessionsNewReneworUpdate/  
Veterinarian.aspx](http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/Veterinarian.aspx)

**West Virginia Veterinary Board**

5509 Big Tyler Road, Suite 3  
Cross Lanes, WV 25313  
(304) 776-8032  
[www.wvbvm.org](http://www.wvbvm.org)

**Wisconsin Veterinary Examining Board**

Department of Safety and Professional  
Services  
P. O. Box 8935  
Madison, WI 53708-8935  
(608) 261-2378  
[dsps.wi.gov](http://dsps.wi.gov)

**Wyoming Board of Veterinary Medicine**

Emerson Building, Room 104  
2001 Capitol Ave.  
Cheyenne, WY 82002  
(307) 777-5403  
[plboards.state.wy.us/vetboard/index.asp](http://plboards.state.wy.us/vetboard/index.asp)

## Canada

### Canadian National Examining Board (NEB)

339 Booth Street  
Ottawa, ON K1R 7K1  
(613) 236-1162 ext. 116  
[www.canadianveterinarians.net](http://www.canadianveterinarians.net)

*All Canadian NAVLE candidates apply through the NEB office.*

#### **Alberta Veterinary Medical Association**

950 Weber Centre  
5555 Calgary Trail South  
Edmonton, AB T6H 5P9  
(780) 489-5007  
[www.abvma.ca](http://www.abvma.ca)

#### **College of Veterinarians of British Columbia**

107-828 Harbourside Dr  
North Vancouver, BC V7P 3R9  
(604) 929-7090  
[www.cvbc.ca](http://www.cvbc.ca)

#### **Manitoba Veterinary Medical Association**

1590 Inkster Blvd.  
Winnipeg, MB R2X 2W4  
(204) 832-1276  
[www.mvma.ca](http://www.mvma.ca)

#### **New Brunswick Veterinary Medical Association**

1700 Manawagonish Rd  
Saint John, NB E2M 3Y5  
(506) 635-8100  
[www.nbvma-amvnb.ca](http://www.nbvma-amvnb.ca)

#### **Newfoundland and Labrador College of Veterinarians**

P.O. Box 718  
Carbonear, NL A1Y 1C2  
(709) 597-4117  
[sites.google.com/site/nlvetcollege](http://sites.google.com/site/nlvetcollege)

#### **Government of the Northwest Territories Department of Health and Social Services**

P.O. Box 1320  
Yellowknife, NT X1A 2L9  
(867) 920-8058  
[www.hss.gov.nt.ca](http://www.hss.gov.nt.ca)

#### **Nova Scotia Veterinary Medical Association**

15 Cobequid Rd  
Lower Sackville, NS B4C 2M9  
(902) 865-1876  
[www.nsvma.ca](http://www.nsvma.ca)

#### **Government of Nunavut Department of Health and Social Services**

Box 390  
Kugluktuk, NU X0B 0E0  
(867) 982-7672  
[www/hss.gov.nu.ca](http://www/hss.gov.nu.ca)

#### **College of Veterinarians of Ontario**

2106 Gordon Street  
Guelph, ON N1L 1G6  
(519) 824-5600 or 800-424-2856  
[www.cvo.org](http://www.cvo.org)

#### **Prince Edward Island Veterinary Medical Association**

Box 21097  
465 University Ave.  
Charlottetown, PE C1A 9H6  
(902) 367-3757  
[www.peivma.com](http://www.peivma.com)

#### **L'Ordre des Médecins Vétérinaires du Québec**

800 avenue Sainte-Anne, bureau 200  
St-Hyacinthe, QC J2S 5G7  
(514) 774-1427  
[www.omvq.qc.ca](http://www.omvq.qc.ca)

#### **Saskatchewan Veterinary Medical Association**

202 - 224 Pacific Ave.  
Saskatoon, SK S7K 1N9  
(306) 955-7862  
[www.svma.sk.ca](http://www.svma.sk.ca)

**Candidate Notes**



# NATIONAL BOARD OF VETERINARY MEDICAL EXAMINERS

Post Office Box 1356 Bismarck, North Dakota 58502  
 Phone: (701) 224-0332 Fax: (701) 224-0435 www.nbvme.org

## NORTH AMERICAN VETERINARY LICENSING EXAMINATION

# NAVLE® APPLICATION

Type or print legibly.

<b>1. TESTING WINDOW</b> Check testing window during which you wish to take the exam. <b>Check one box only.</b>	<input type="checkbox"/> November 17 - December 13, 2014 (Application receipt deadline: August 1, 2014)		<input type="checkbox"/> April 13-25, 2015 (Application receipt deadline: January 3, 2015)		
	Have you applied to take the NAVLE before? <input type="checkbox"/> No <input type="checkbox"/> Yes				
<b>2. NAME</b> Spell your name <b>exactly</b> as it appears on the identification you plan to present at the test center.	Last		First		
	Middle		If you have been known by any other name, you must print the name(s) below:		
<b>3. CONTACT INFORMATION</b> For communication about this application, and e-mail communications from the NBVME about the NAVLE and your Scheduling and Admission Permit.	Address Line 1				
	Address Line 2 (list apartment or suite number here, if applicable)				
	Address Line 3				
	City		State/Province	Zip/Postal Code	Country
	Daytime Telephone No.		E-mail Address		
<b>4. U.S. SOCIAL SECURITY AND NATIONAL IDENTIFICATION NUMBERS</b> Enter your SSN or an official government-issued identification number.	The requested information is used for NBVME identification purposes only. Failure to provide your requested identification number will be considered an intentional omission of information and may invalidate your NAVLE application.				
	Social Security Number				
	If you have a U.S. Social Security number (SSN) you are required to provide it. If you do not have a U.S. SSN you must provide an official government-issued National Identification Number (such as a passport number, national insurance number, national tax ID number, or driver's license number) and the name of the issuing country.				
<b>5. DATE OF BIRTH AND GENDER</b>	Month of Birth	Day of Birth	Year of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	<b>6. ACCOMMODATIONS FOR DOCUMENTED DISABILITY</b> Check this box if you plan to request test accommodations.				
<input type="checkbox"/> Yes, I have a documented disability covered under the Americans with Disabilities Act and will be requesting test accommodations through a licensing board.  <i>Checking this box does not constitute an official request. You must apply for accommodations through your chosen licensing board (or its designated NAVLE processor) prior to submitting this application. The licensing board (or processor) will provide you information on what documentation they require.</i>					
<b>7. TESTING REGION LOCATION (additional \$275 fee for overseas testing)</b>	<input type="checkbox"/> I will take the NAVLE in the U.S., the U.S. Territories, or Canada <input type="checkbox"/> I request to take the NAVLE at one of the selected overseas Prometric Testing Centers in the testing region marked below, and have enclosed the additional overseas fee of \$275 USD.				
	For additional information on available testing centers within these listed regions, go to <a href="http://www.prometric.com/NBVME">www.prometric.com/NBVME</a> . Overseas locations are subject to change, and you should check the Prometric website for the most current availability information. Select your region carefully, because if you want to change your testing region in the future, there may be an additional fee to do so.				
<input type="checkbox"/> Australia/New Zealand  <input type="checkbox"/> Europe: UK, Ireland, Netherlands, Armenia, Croatia, Finland, France, Germany, Greece, Hungary, Israel, Italy, Lithuania, Portugal, Spain, Switzerland, Turkey  <input type="checkbox"/> Latin America: Mexico, Argentina, Bolivia, Brazil, Chile, Colombia, Dominican Republic, Guatemala, Peru, Venezuela		<input type="checkbox"/> Indonesia  <input type="checkbox"/> India  <input type="checkbox"/> Japan  <input type="checkbox"/> Korea  <input type="checkbox"/> Thailand  <input type="checkbox"/> Taiwan		<input type="checkbox"/> Asia: Hong Kong, Pakistan, Bangladesh, Malaysia, Nepal, Philippines, Singapore  <input type="checkbox"/> China (excluding Hong Kong - see Asia)  <input type="checkbox"/> Middle East: Egypt, Jordan, Kuwait, Lebanon, United Arab Emirates (excluding Israel - see Europe)  <input type="checkbox"/> Africa: Ghana, Kenya, South Africa, Uganda (excluding Egypt - see Middle East)	

Over - continue on the next page. Applicant signature required.



## NAVLE PROCESS SUMMARIZED for U.S./U.S. Territorial Licensure

- **Two applications are required.** It is your responsibility to make sure both the licensing board office (or their designated NAVLE processor) and the NBVME have all the required paperwork and fees by their respective application receipt deadlines in order for you to be registered and approved for the NAVLE.
- **Application 1:** Apply for the NAVLE.
  - Complete the NBVME NAVLE application and pay the corresponding fee by the application receipt deadline of August 1 for the November-December testing window and January 3 for the April testing window. – During the application periods, you can apply on-line ([www.nbvme.org](http://www.nbvme.org)), or you can fill out the paper application and send it to the NBVME to be received by the deadline.
  - Enter your name on the NAVLE application exactly as it appears on the non-expired, government-issued, signed photo identification you plan on presenting at the testing center on the day of your examination. Name changes or corrections cannot be made within seven business days of your scheduled testing date. If the first and last names on your identification and Scheduling and Admission Permit do not match exactly, you will not be allowed to take the NAVLE.
  - The NBVME NAVLE fee is \$590. There is an additional fee of \$275 for overseas testing. For applications submitted on-line, fees can be paid with MasterCard or Visa. For applications submitted by paper, fees can be paid by personal check, cashier's check, or money order (payable in U.S. funds).
- **Application 2:** Apply through one licensing board for approval to take the NAVLE.
  - All NAVLE candidates must apply for NAVLE approval through one state or territorial 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 (or its designated NAVLE processor) well in advance of the application deadline. Contact information can be found under the Veterinary Licensing Boards section on pages 19-22 of this bulletin.
  - Request a NAVLE application packet from the licensing board office where you want a license to practice veterinary medicine (or from its designated NAVLE processor). Return all required paperwork and fees to the licensing board office (or its processor) by their deadline, so the board can approve you to take the NAVLE. If you are applying through Arizona, Colorado, Connecticut, Florida, Georgia, Idaho, Indiana, Iowa, Maine, Maryland, Michigan, Minnesota, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Utah, Vermont or Virginia, contact the NBVME office. The NBVME is handling NAVLE application #2 on behalf of the aforementioned states.
  - If you are a candidate with a documented disability wanting to test with accommodations, contact your licensing board (or its processor) early to obtain information on the requirements and submit your documentation to that board (or its processor). Do this before submitting the NBVME NAVLE application (application # 1).
  - If you are approved by a licensing board to take the NAVLE, a Scheduling and Admission 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. (November-December failing candidates taking the April NAVLE will have permits available by early March.) If you have not received an e-mail from the NBVME with the on-line link by the permit availability dates, contact the NBVME office. Make your testing appointment as soon as you access and print your Scheduling and Admission Permit in order to get the date and testing center you prefer. You can find available testing center locations at [www.prometric.com/NBVME](http://www.prometric.com/NBVME).
  - When scheduling your testing appointment, Prometric will provide you with a Confirmation Number. Record this number in the space provided on the bottom of your printed Scheduling and Admission Permit.
  - Contact Prometric (not the NBVME) to confirm your testing appointment one week prior to your testing date, using the Prometric Confirmation Number provided to you by Prometric at the time you scheduled. NBVME does not have access to confirmation numbers.
  - Arrive at the test center 30 minutes prior to your appointment with your non-expired, government-issued, signed photo ID and your Scheduling and Admission Permit. Permits cannot be printed at the Prometric testing center.
  - Scores will be reported to the board through which you applied approximately four weeks after the close of the testing window. Boards report scores to their approved candidates. If you want to have your scores transferred to another licensing board, contact AAVSB at 877-698-8482, or [www.aavsb.org](http://www.aavsb.org).

