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- **Foreign Graduates** *For graduates of non-AVMA accredited veterinary schools.*
- **Regular Licensure Process** *for newly graduated DVMs and veterinarians who do not qualify for licensure by endorsement.*
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Policy is subject to change without prior notice.

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The Process

AN OVERVIEW OF THE APPLICATION AND EXAMINATION PROCESS TO BECOME A LICENSED VETERINARIAN IN THE STATE OF NEW MEXICIO

A Brief Overview

Thank you for your interest in practicing veterinary medicine in the Land of Enchantment. We hope you will find this booklet useful and informative.

There are three application methods for becoming a licensed veterinarian in New Mexico: **1) Regular Licensure Process**, **2) Licensure by Endorsement**, and **3) 60-Day Temporary Permit**. Please read the entire section for each application method before you decide which one is right for you.

Foreign graduates, those who have graduated from a non-AVMA-accredited school, must complete the Education Commission for Foreign Veterinary Graduates **(ECFVG)** program and submit proof of completion before applying for licensure in addition to other documentation as prescribed by regulation. The Program for the Assessment of Veterinary Education Equivalence **(PAVE)** is not accepted.

New Mexico Veterinary State Examinations (NMVSE) are scheduled in January and June of each year, in Albuquerque, for an examination fee of $300 (*see Note below*.) Please call the Board office or refer to the web site for the latest dates, times and locations.

To qualify to take the NMVSE on either of the regularly scheduled examination dates, you must provide the following documentation no later than 30 days prior to the date of examination:

- ❑ Current completed, signed, dated, and notarized application with desired examination date
- ❑ Passport-type photo *(head and shoulders)*
- ❑ Notarized photocopy of your diploma (or letter from the Dean for 4th year students)
- ❑ Application/examination fee (cash is not accepted; personal check, cashier's check or money order payable to *New Mexico Board of Veterinary Medicine*). This fee cannot be refunded once your application has been accepted. Additionally, the application/examination fee or a portion thereof cannot be applied toward your prorated *first partial year* licensure fee. *(See First Partial Year under Other Considerations.)*

NOTE: *An applicant who want to obtain licensure as soon as possible may request a special examination date for a fee of $500. This option is provided for those applicants who want to take the NMVSE before the next regularly scheduled examination date in January or May.*

When downloading this file from the web site, please be sure to download all items listed in table A as well.

We look forward to a professional association with you as you provide quality veterinary care to the residents and animals of New Mexico.

The Board of Veterinary Medicine

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Foreign Graduates

Documentation submitted by foreign graduates must be reviewed and verified on a case-by-case basis. The Board understands that not all foreign graduate credentials will fall within the normal standard for qualifying applicants to become licensed in New Mexico. To apply for licensure in the state, the ECFVG certificate indicating you have graduated the program must accompany the application.

If submitting original documentation that is in another language, documentation must accompany a certified/notarized English translation of the documents stating that the accompanying translations are exact language translations.

The diploma and final official transcripts are the primary means by which a candidate is deemed fit to apply for licensure to practice veterinary medicine in New Mexico. In cases where such documentation does not conform to the normal appearance, description, or content of a standard diploma or transcript, the applicant must obtain a letter from the AVMA/ECFVG program stating that the accompanying documentation is in fact equivalent to a standard diploma and transcript commonly held in the United States.

Regular Licensure Process

If applicant has received the degree of Doctor of Veterinary Medicine (DVM) or its equivalent in the last five years, and is a veterinarian who has less than 6000 hours of clinical practice experience in this same period of time, applicant qualifies for licensure by *Regular Licensure Process*. To become licensed, the following is required:

1. Pass the NMVSE with a score of 75% or higher. The examination may be taken in the Board office or at a Board designated testing site. Testing via computer, Internet, or mail is not supported.

- **a)** The examination covers jurisprudence or the laws and regulations pertaining to the practice of veterinary medicine in this state *(See Examination Materials)*. Examinees are allotted two hours to complete the examination.
- **b)** To take the NMVSE, applicant must be a graduate DVM or senior student of a veterinary school accredited by the American Veterinary Medical Association (AVMA) as well as qualifying under Board Rules and Regulations.

2. Submit all of the following documentation (as prescribed in part 2 of Board regulations).

- **a)** current completed, signed, dated, and notarized application;
- **b)** notarized photocopy of your diploma from an AVMA accredited veterinary school (or for 4th year students, a letter from the Dean stating that you are in good academic standing and will graduate in the spring/summer);
- **c)** final official transcripts sent directly from the school of veterinary medicine to the Board office;
- **d)** national examination scores, either the NBE/CCT[1] or North American Veterinary Licensing Examination (NAVLE)[2];
- **e)** letters of good standing from all states or jurisdictions in which applicant has been licensed (if applicable), even if licensure has long since expired or applicant did not practice there;
- **f)** one personal and one professional recommendation (on Board provided forms).

NOTE: *Notarized application, fee and diploma are required to schedule an examination. Remaining documentation must be submitted within one year after passing the NMVSE. A license will not be issued prior to receiving all documentation to complete file, and first partial year payment.*

Bring two forms of identification when you arrive to take the NMVSE, one must be a picture i.d.

Examination Scoring & Reporting – Within two weeks after examination, results will be sent to applicant by mail; examination results will not be discussed over the phone. If an applicant fails the examination, applicant will have 20 days from receipt of notification to review the examination and answer sheet in the Board office. Examinations may be retaken (for an additional application/examination fee of $300 for a regularly scheduled examination, or $500 for endorsement or special examination) no sooner than 30 days after review by applicant.

Post Examination & Completion of the Licensure Process – A license number will be issued upon successful passing of the examination, submittal of all required documentation and the prorated first partial year fee. It is applicant's responsibility to ensure that the Board receives all required documents within twelve (12) months after passing the NMVSE. It is unlawful to practice veterinary medicine in the state of New Mexico, if not licensed by the State of New Mexico.

Controlled Substances Registration – To prescribe or dispense drugs in New Mexico, a Practitioners Controlled Substance Registration number as well as a DEA license must be obtained. Prior to applying for this number, an active state veterinary license is required. The form can be obtained from the NM Board of Pharmacy; the form is also available at the Board of Veterinary Medicine's web site. Once completed, send to the NM Board of Pharmacy address at the top of the form. If you have questions regarding this requirement, call that office at 800-565-9102.

NOTE: *Regular Licensure Process applicants must have their national examination scores transferred to the NMBVM. Contact the AAVSB to request a copy of their Score Reporting Service application or download the application from their web site at www.aavsb.org.*

[1]*AAVSB Score Transfer form is available at www.aavsb.org.*
[2]*NAVLE scores are automatically sent to the Board office if you obtained New Mexico sponsorship to take the examination. Otherwise, contact AAVSB to transfer your scores to the New Mexico Board.*

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Licensure by Endorsement

An applicant may qualify for *Licensure by Endorsement* if:

> **1)** applicant has been a licensed, practicing veterinarian for five (5) years immediately preceding application; and
> **2)** applicant has acquired at least 6000 hours of clinical practice experience in that time, in another state or recognized jurisdiction.

The fee for *Licensure by Endorsement* is $500. An examination on jurisprudence, or the New Mexico laws and regulations pertaining to the practice of veterinary medicine, is also required, but national examination (NBE/CCT or NAVLE) scores are not.

Examinations will be scheduled no sooner than fourteen (14) calendar days after receiving your application and fee; this provides the necessary time to review and validate application information. Aside from these few differences, all other application/examination requirements and documentation are the same as *Regular Licensure Process*.

There will be no reduction in application/examination fee if an applicant opts to take the NMVSE on one of the Board's regularly scheduled examination dates and times in January or June.

60-Day Temporary Permit

If an applicant needs to practice veterinary medicine for a short time in New Mexico, applicant may apply for a *60-Day Temporary Permit*. Only applicants who qualify for *Licensure by Endorsement* may apply for a *60-Day Temporary Permit*.

Unlike *Licensure by Endorsement,* no examination is required; the application fee is $250. All other requirements for a *60-Day Temporary Permit* are the same as *Licensure by Endorsement*.

An applicant may want to seriously consider the benefits and constraints of applying for a *60-Day Temporary Permit*. *Sixty* days is a very short period of time in which to practice, and there are no extensions or renewals to permit holders. Should an applicant realize that there is a need to work in New Mexico for an indefinite period of time; applicant will have to undergo the entire application process again and pay a new application fee. No portion of the *60-Day Temporary Permit* fee can be applied to subsequent application for full veterinary licensure.

NOTE: *Only one 60-Day Temporary Permit will be issued per calendar year.*

Application/Examination Materials

IN addition to passing the state jurisprudence examination, Table A lists required documentation that are required to apply for licensure. Please read, fill out, and study the materials set out on the list; all information contained in the statutes and rules booklets is testable material. Afford ample time to download or request these materials be sent to you via standard mail, so there is plenty of time for study. It is applicant's responsibility to obtain these materials prior to examination. The latest version of Adobe® Acrobat® Reader is required to download the materials.

Table A. Application/Examination Materials

Forms	Statutes & Rules
❑ Application for License to Practice Veterinary Medicine	❑ Veterinary Practice Act
❑ NAVLE Sponsorship Form	❑ Board Rules
❑ Personal & Professional Recommendations	❑ Livestock Code
❑ Practitioners Controlled Substance Registration Application	❑ Criminal Offenses against Animals
	❑ Department of Health Rules on Animal Control

Final Considerations

Stay in Touch – Inform the Board office of any changes of address or contact information; failing to do so may cause unnecessary delay.

Application/Examination Process Duration – Do not submit documentation prior to submitting the completed application and fee.

The period of time from initial application to licensure varies in length, and depends on the amount of time it takes for the contacts, agencies, and institutions to send the required documentation.

First Partial-Year Fees – Prior to issuing a license, the prorated, first partial year licensure fee, which is based on month of licensure to birth month of licensee, must be paid. The Board office can provide the exact proration amount.

Pocket Cards & Wall Certificates – Pocket cards and wall licenses are issued and mailed the day of licensure. Wall licenses are to be displayed at all places of employment in New Mexico. Duplicates or reprints will be provided at no charge. License certificates signed by the Board will be mailed within 90 days.

Annual Renewal – To continue working in the state, the license must be renewed annually on or before the last day of licensee's birth month. It is licensee's responsibility to renew on time; failure to do so will result in late penalties.

NAVLE Sponsorship – The Board provides sponsorship for the NAVLE for a fee of $65. Applicant must complete and submit to the Board, the *Application for NAVLE Sponsorship* form along with the sponsorship fee.

Board Web Site – Access everything you need at www.NMBVM.com to become a licensed veterinarian in New Mexico.

A Final Note – If you have questions, do not hesitate to contact the Executive Director.

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Table B. Requirements.

Documentation		Regular Licensure Process	Licensure by Endorsement	60-Day Temporary Permit[5]
***Application for License to Practice Veterinary Medicine**[1] *(must be notarized)*		☐	☐	☐
Foreign Graduates: ECFVG credential *(Graduates of non-AVMA-accredited veterinary schools must have completed the ECFVG program. More information can be found at www.avma.org.)*		☐ Yes ☐ No ☐ n/a	☐ Yes ☐ No ☐ n/a	☐ Yes ☐ No ☐ n/a
Certification of Experience *(must be notarized)* *(5 years and 6000 hours of clinical practice experience immediately preceding application)*		not applicable	☐	not applicable
National Database Verification (AAVSB) *(office action only – 816-931-1504)*		☐ Okay	☐ Okay	☐ Okay
National Examination Scores *(sent from AAVSB)*		☐	not applicable	not applicable
New Mexico State Examination	**Jurisprudence** *(state laws and regulations)*	☐	☐	not applicable
***Diploma** *(notarized copy)* or Letter from Dean[1]		☐	☐	☐
Final, Official Transcript *(sent from veterinary school to Board office)*		☐	☐	☐
Verification of Licensure *(if applicant is currently or has been licensed in other jurisdiction(s))*		☐ (if applicable)	☐	☐
Recommendations *(must be notarized)*	**Personal** *(by non-veterinarian)*	☐	☐	☐
	Professional *(by veterinarian)*	☐	☐	☐
Fees **Check, money order or cashier's check only** ***(Do not submit any other fees with application)***	***Examinations**	☐ $300 for Board set examination dates[2] or ☐ $500 for special date[3]	☐ $500[4]	☐ $250[5] (permit fee)
	Annual licensure	☐ $200[6]	☐ $200[6]	N/A

[1]If you have not graduated or received your diploma, a letter from the Dean of your school stating that you are a 4th-year student in good academic standing, graduating in the spring/summer is required. **For licensure, a notarized copy of your diploma is required**.

[2]**Board scheduled examination date** - administered twice annually in January and May.

[3]**Special date –** administered in the Board office at a date and time chosen by the applicant.

[4]The examination fee for licensure by endorsement is the same as for a "special date" examination within the regular licensure process, endorsement applicants may choose to take the NMVSE (statutes & rules) earlier than it is regularly scheduled, by making arrangements with the Board office.

[5]**60-Day Temporary Permits** are limited to one per calendar year, and no more than two per individual, in accordance with 61-14-10 of the Veterinary Practice Act. Section 61-14-10 of the Veterinary Practice Act and 16.25.2.14 of the Board Rules are not consistent with one another. In cases where the Practice Act and the Board Rules contradict one another, the Practice Act shall be the authority.

[6]Newly licensed DVMs will pay a prorated fee for their first partial year *ranging* from one (1) to eleven (11) months.

***These items allow applicant to sit for the state DVM examination only and must be submitted and on file in the Board office 30 days prior to the date of a regularly scheduled examination. All required documents must be received by Board office for licensure.

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