



NEW MEXICO BOARD OF VETERINARY MEDICINE

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- ❖ **Foreign Graduates**
For graduates of non-AVMA accredited veterinary schools.
- ❖ **Regular Licensure Process**
for newly graduated veterinarians and veterinarians who do not qualify for licensure by endorsement.
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for veterinarians who have been licensed, practicing veterinarians for the five (5) years immediately preceding application and who have acquired at least 6000 hours of clinical practice experience in that time.
- ❖ **60-Day Temporary Permit**
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Policy is subject to change without prior notice.

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The Licensing Process

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

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.

The New Mexico Veterinary State Examination (NMVSE) at a reduced fee is scheduled in January and May annually, in Albuquerque, for an examination fee of \$300 (*see Note below.*) Please call the Executive Director or refer to the website 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 14 calendar 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.*) **DO NOT INCLUDE THE LICENSE FEE; A PRORATED AMOUNT TO APPLICANT'S BIRTH MONTH WILL BE PROVIDED WHEN THE LICENSURE PROCESS HAS BEEN COMPLETED.**

NOTE: *An applicant who wants 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 website, 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 the animals of New Mexico.

The Board of Veterinary Medicine

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 the veterinary school is accredited by the AVMA, the ECFVG certificate is not required.

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 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 veterinarian or senior student of a veterinary school accredited by the American Veterinary Medical Association (AVMA) and qualifying under Board rules.
2. Submit all of the following documentation (as prescribed in part 2 of Board rules).
 - 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 expected graduation date;

- c) final official transcripts sent directly from the school of veterinary medicine to the Board office;
- d) national examination scores i.e., North American Veterinary Licensing Examination (NAVLE)²;
- e) verifications of licensure 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 \$500 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.*

¹AAVSB Score Transfer form is available at www.aavsb.org.
²NAVLE 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.

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 in January or May.

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*. See Board rule 16.25.2.14

No examination is required; the application fee is \$250. See matrix on page four for documentation required.

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. A temporary permit may not be renewed within a 12-month period from issuance without approval from the Board. 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 is testable material. Allow ample time to download the material 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	Study Materials
<input type="checkbox"/> Application for License to Practice Veterinary Medicine	<input type="checkbox"/> All statutes and rules contained in the NMVSE are available to view or download at the Board's website: www.NMBVM.org .
<input type="checkbox"/> Notarized copy of diploma or letter of good standing from dean	
<input type="checkbox"/> Head and shoulders 2" x 2" color photograph	

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 Executive Director will provide the exact proration amount.

Pocket Cards and Licenses – Pocket cards and licenses are processed and mailed the day of licensure. Licenses must be publicly displayed at all places of employment in New Mexico along with the license certificate signed by the full Board. Additional copies will be provided at no charge at licensee's request. License certificates signed by the Board will be mailed within 90 days; however, certificate is valid until signed license certificate is received by licensee.

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. There is no grace period.

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 Website – Access everything you need at www.NMBVM.org to become a licensed veterinarian in New Mexico including all study materials for the NMSVE.

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

Table B. Requirements.

Documentation		Regular Licensure Process	Licensure by Endorsement	60-Day Temporary Permit ⁶
*Application for License to Practice Veterinary Medicine¹ <i>(must be notarized)</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Graduates: ECFVG credential <i>(Graduates of non-AVMA-accredited veterinary schools must have completed the ECFVG program. More information can be found at www.avma.org.) PAVE is not accepted.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
Certification of Experience <i>(must be notarized)</i> <i>(Five years and 6000 hours of clinical practice experience currently or immediately preceding application.)</i>		not applicable	<input type="checkbox"/>	not applicable
National Examination Scores <i>(requested by applicant, sent from AAVSB to Board)</i>		<input type="checkbox"/>	not applicable	not applicable
New Mexico State Examination	Jurisprudence <i>(state laws and Board rules)</i>	<input type="checkbox"/>	<input type="checkbox"/>	not applicable
*Diploma <i>(notarized copy)</i> or letter from dean ¹		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final, Official Transcript <i>(sent from veterinary school to Board)</i>		<input type="checkbox"/>	<input type="checkbox"/>	not applicable
Verification of Licensure² <i>(If applicant currently licensed or licensed in the past in another jurisdiction(s). (Request by applicant to veterinary medical board in other jurisdiction(s) sent directly to New Mexico Board by jurisdiction(s).)</i>		<input type="checkbox"/> (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Recommendations <i>(must be notarized)</i>	Personal <i>(by non-veterinarian)</i>	<input type="checkbox"/>	<input type="checkbox"/>	not applicable
	Professional <i>(by veterinarian)</i>	<input type="checkbox"/>	<input type="checkbox"/>	not applicable
Fees Check, money order or cashier's check only <i>(Do not submit any other fees with application)</i>	*Examinations	<input type="checkbox"/> \$300 for Board-set examination date ³ or <input type="checkbox"/> \$500 for non-Board-set examination date ⁴	<input type="checkbox"/> \$500 ⁵	<input type="checkbox"/> \$250 ⁶ (permit fee)

¹If 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 or summer semester is required. **For licensure, a notarized copy of your diploma is required in addition to the letter from the dean..**

²**60-Day Temporary Permits Only** – only a verification of licensure from the jurisdiction where the applicant is currently licensed is required.

³**Board-set examination dates** – administered in January and May. Date changes annually; check Board web site for current date.

⁴**Non-Board-set examination date** – Examination administered in the Board office at a date and time chosen by the applicant. Contact Executive Director to schedule.

⁵The examination fee for licensure by endorsement is the same whether the examination is taken on a Board-set examination date or in the Board office. Contact the Executive Director to schedule the examination.

⁶**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.

*These documents allow applicant to sit for the state veterinary examination **only**; all documents required for licensure must be received by Board prior to issuance of license.