

Professional Licensing Agency  
402 West Washington Street  
Room W072  
Indianapolis, Indiana 46204



Michael R. Pence  
Governor of Indiana  
Nicholas W. Rhoad  
PLA Executive Director

## INDIANA BOARD OF VETERINARY MEDICAL EXAMINERS VETERINARY LICENSURE INFORMATION AND INSTRUCTIONS

***Before completing and submitting your application to our office, please read all materials and information included.***

### CONTENTS OF APPLICATION PACKET

Applicants must download the following documents from the Board's Website at: [www.pla.in.gov](http://www.pla.in.gov):

1. Application for License to Practice Veterinary Medicine
2. Information and Instruction Sheet
3. Criminal Background Check Information
4. AAVSB Score Reporting Form
5. Statutes and Administrative Rules which pertain to the practice of veterinary medicine and veterinary technicians
6. State Application for Indiana Controlled Substances Registration
7. Instructions for Indiana Controlled Substances Registration Application

### IPLA ADDRESS/TELEPHONE NUMBER/FAX/EMAIL/WEBSITE

Indiana Professional Licensing Agency  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204  
Staff Phone: (317) 234-2054  
FAX # (317) 233-4236  
Staff Email: [pla8@pla.IN.gov](mailto:pla8@pla.IN.gov)  
Website: [www.pla.IN.gov](http://www.pla.IN.gov)

### CRIMINAL BACKGROUND CHECK REQUIRED

An individual applying for a veterinary license shall submit to a national criminal history background check at the cost of the individual. Please see the step-by-step directions on how to complete the fingerprinting process in order to process your criminal background check. <http://www.in.gov/pla/3241.htm>.

**Criminal background checks must be obtained after you apply for your veterinary license with the Board and prior to the issuance of a license.**

### BASIS FOR LICENSURE

**EXAMINATION** – Based upon passing the North American Veterinary Licensing Examination (NAVLE) or the National Board Examination (NBE) and Clinical Competency Test (CCT).

**ENDORSEMENT** – If the applicant has not taken both the NBE and CCT or the NAVLE examination but has taken a state constructed examination, the applicant must provide proof that for the five (5) years immediately preceding filing an application with this Board that he/she has been a practicing veterinarian licensed in a state, territory, or district of the United States having license requirements, which are substantially equivalent.

The applicant who applies for licensure under this section bears the burden of proving the requirements of the state in which the applicant is currently licensed are equivalent to those requirements of the Board. The applicant shall submit

any documentation, required by the Board, to determine whether the requirements of the other state are equivalent to the Board's.

### **JURISPRUDENCE EXAMINATION**

All applicants for veterinary licensure are required to pass a jurisprudence examination. No applicant is exempt from this requirement.

After the approval of your application by the Board, you will be notified by email that you are eligible to take the jurisprudence examination. Upon notification from the applicant that they are ready to take the jurisprudence examination, the examination and instructions will be emailed to you. You will have fourteen (14) days from the date the email is sent to you with the Jurisprudence Examination and Instructions in order to complete the examination and return the required information to our office.

All applicants will be examined on the statutes and rules of Indiana related to the practice of veterinary medicine. This is a 30 question true-false and multiple-choice examination. Passing criteria is 75%. Statutes and Administrative Rules are available to download at [www.pla.IN.gov](http://www.pla.IN.gov).

### **TRANSCRIPTS, LETTERS OF COMPLETION, EXAMINATION SCORE REPORTS, ECFVG LETTERS & STATE VERIFICATIONS MUST BE SENT DIRECTLY FROM EACH ENTITY**

The Board will not be able to accept any transcripts, letters of completion, examination score reports, ECFVG letters, PAVE Certificates or state verifications directly from the applicant. All transcripts, letters of completion, examination score reports, ECFVG letters, PAVE certificates and state verifications must be sent directly from those entities.

### **FOREIGN VETERINARY GRADUATES**

Applicant's, who have not graduated from an accredited college of veterinary medicine, must submit satisfactory proof that they hold an Educational Commission for Foreign Veterinary Graduates (ECFVG) certificate issued by the American Veterinary Medical Association (AVMA) or Program for the Assessment of Veterinary Education Equivalence (PAVE) issued by the American Association of Veterinary State Boards (AAVSB). Applicants are not eligible for licensure until they submit satisfactory proof that they hold an ECFVG certificate issued by the AVMA or PAVE certificate issued by the AAVSB. Please contact ECFVG or PAVE on how to obtain certification. A list of accredited colleges of veterinary medicine is also available on the AVMA website.

#### **American Veterinary Medical Association**

ATTN: ECFVG

1931 N. Meacham Road, Suite 100

Schaumburg, Illinois 60173-4360

(847) 925-8070

Toll Free: (800) 248-2862

FAX: (847) 925-9329

Email: [Mbarbosa@AVMA.org](mailto:Mbarbosa@AVMA.org)

Website: [www.avma.org](http://www.avma.org)

#### **American Association of Veterinary State Boards**

ATTN: PAVE

380 W. 22nd Street, Suite 101

Kansas City, MO 64108

(816) 931-1504

Toll Free: (877) 698-8482

FAX: (816) 931-1604

Email: [pave@aavsb.org](mailto:pave@aavsb.org)

Website: [www.aavsb.org](http://www.aavsb.org)

### **CONTROLLED SUBSTANCE REGISTRATION (CSR)**

The application for a CSR and instructions are available on the Board's website at [www.pla.IN.gov](http://www.pla.IN.gov). Please read the CSR instructions on how to complete the form and the fee required.

Applicants must have an active Indiana veterinary license before they can obtain an Indiana CSR. Veterinarians must hold one CSR in order to prescribe controlled substances in the State of Indiana. An additional, separate registration is required for each practice address at which a veterinarian physically possesses controlled substances to administer or dispense. A separate registration is NOT required for each place where a veterinarian merely prescribes controlled substances. One valid CSR is sufficient for a veterinarian to prescribe controlled substances throughout the State.

Applicants must use an Indiana practice address when applying for a CSR. The CSR can only be mailed to the address submitted on the application. A CSR will only be issued to a street address; post office boxes will not be acceptable unless accompanied by a street address. An application with an incomplete or out of state address will be returned. Veterinarians must notify the Indiana Professional Licensing Agency in writing of any change of address.

Applicants may apply for a CSR at the same time they apply for their veterinary license. However a CSR will not be issued until the applicant has met all criteria as listed within the CSR Instructions.

### **DRUG ENFORCEMENT ADMINISTRATION (DEA)**

After your CSR has been approved, you must also apply for a federal **Drug Enforcement Administration (DEA)** registration by going to their website (<http://www.deadiversion.usdoj.gov/>). If you have further questions, you may contact the DEA at (317) 226-7977.

### **THE FAIR INFORMATION PRACTICE ACT**

In compliance with Ind. Code 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

### **MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBER**

Your social security number is being requested by this state agency in accordance with Ind. Code 4-1-8-1 and Ind. Code 25-1-5-11(a). Disclosure is mandatory, and this record cannot be processed without it.

Failure to disclose your U.S. social security number will result in the denial of your application. Application fees are not refundable.

### **ABANDON APPLICATIONS**

If an applicant does not submit all requirements within one (1) year after the date on which the application is filed, the application for licensure is abandoned without any action of the Board. An application submitted subsequent to an abandoned application shall be treated as a new application.

### **ISSUANCE OF LICENSE**

Upon issuance of your license by the Board, you will be sent an email notifying you that your license has been issued. There will be instructions on how to purchase a blue license card to be mailed to you or how to download a free license card for immediate printing.

This service is available on our website at [www.in.gov/pla/license.htm](http://www.in.gov/pla/license.htm).

### **LICENSE EXPIRATION AND CONTINUING EDUCATION**

All veterinary licenses expire on October 15<sup>th</sup> of odd numbered years. Practitioners are required to have completed forty (40) hours of continuing education acquired after October 15 of odd numbered years.

Continuing education is not required for the year in which the initial license was issued. Therefore, a person who was issued an original veterinary license between the date of October 15<sup>th</sup> odd numbered years and October 15<sup>th</sup> of even numbered years is only required to submit twenty (20) hours of continuing education. A person who is issued an original license after October 15<sup>th</sup> of even numbered year is not required to submit continuing education for the next renewal.

Information regarding the continuing education requirement is available at the Board's website at [www.pla.IN.gov](http://www.pla.IN.gov). Or you may contact our office by calling (317) 234-2054 or by email at [pla8@pla.IN.gov](mailto:pla8@pla.IN.gov).

# VETERINARIAN APPLICATION FOR LICENSURE INSTRUCTIONS

**All applicants must submit an application and supporting documentation to:**

Indiana Professional Licensing Agency  
Attn: Indiana Board of Veterinary Medical Examiners  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204

## **AFFIDAVIT**

If you answer “yes” to any of the six (6) questions on the application, the applicant must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date and disposition. If you have a malpractice action, provide name(s) of plaintiff(s). Letters from attorneys or insurance companies are not accepted in lieu of your statement; however, they may accompany your affidavit.

If the applicant has been ***arrested; entered into a prosecutorial diversion or deferment agreement; convicted; pled guilty to or pled nolo contendere to any offense, misdemeanor, or felony in any state***, except for minor violation of traffic law resulting in fines, and arrests or convictions that have been expunged by a court, the applicant shall submit a notarized statement detailing all criminal offenses, excluding minor traffic violations. The notarized statement must include the following information:

- (1) The date(s), location(s), court, and cause number.
- (2) The offense, misdemeanor or felony of which the applicant was arrested for, entered into a prosecutorial diversion or deferment agreement; convicted, pled guilty to or pled nolo contendere to.
- (3) The penalty imposed.

**Also, included with your notarized statement, you will need to provide copies of any and all court documentation regarding each offense listed.**

## **CRIMINAL BACKGROUND CHECK REQUIRED**

All applicants applying for a veterinary license shall submit to a national criminal history background check at the cost of the individual. Please see the step-by-step directions on how to complete the fingerprinting process in order to process your criminal background check on the Board’s website at <http://www.in.gov/pla/3241.htm>.

**A criminal background check completed prior to the submission of your application for licensure will not be considered valid. If an application is not received by IPLA before scheduling a criminal background check, the applicant will be required to submit to another check resulting in additional fees.**

## **FEE INFORMATION**

Applicants must submit a **one hundred and fifty dollar (\$150.00)** application fee, made payable to the Indiana Professional Licensing Agency. Checks or Money orders are acceptable. **All fees are non-refundable and nontransferable.**

## **PHOTOGRAPH**

Applicants must submit one (1) acceptable photograph, taken not earlier than one (1) year prior to the date of application. The photograph should be approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No “Polaroid” type photographs, laminated photographs, laminated identification cards or group photographs will be accepted.

## **PROOF OF GRADUATION**

Applicants must submit one of the following documents, **sent directly to the Board from the school**, as proof of graduation from an accredited college of veterinary medicine:

- An official transcript with degree conferred.
- An original letter from the dean, certified by the school or college, recording the degree earned in a school or college of veterinary medicine.

## **OFFICIAL SCORE REPORT**

Applicants must submit an official score report of their North American Veterinary Licensing Examination (NAVLE) or the National Board Examination (NBE) and the Clinical Competency Test (CCT), **directly to the Board from the American Association of Veterinary State Boards' (AAVSB) Veterinary Information Verifying Agency**. Please contact the AAVSB for a "Score Reporting Service" form at the address listed below. You may also download this form from their website. This will explain how to obtain your scores and fee information.

American Association of Veterinary State Boards  
Veterinary Information Verifying Agency (VIVA)  
380 W. 22<sup>nd</sup> Street, Suite 101  
Kansas City, MO 64108  
Telephone: (816) 931-1504  
Toll Free: (877) 698-8482  
FAX: (816) 931-1604  
E-mail: [info@aavsb.org](mailto:info@aavsb.org)  
Website: [www.aavsb.org/viva.html](http://www.aavsb.org/viva.html)

## **VERIFICATION OF LICENSURE**

Applicants must provide a "Verification of Veterinary State Licensure" form which is included with your application for licensure, from each state in which you currently are, or have ever been, licensed, certified or registered in any regulated health profession or occupation. This information must be **sent directly to the Board by the state** that issued the license.

If a state examination was administered, please have the state board attach the examination subjects and scores to the verification of licensure form. The information must be sent by the state or province that issued the license.

The top portion of this form should be completed by the applicant and sent to the appropriate state licensing board for their submission to the Indiana Professional Licensing Agency. The form may be duplicated if necessary. Other jurisdictions may charge a fee to verify licensure. You may wish to contact the state boards prior to your request for verification.

## **EDUCATION COMMISSION FOR FOREIGN VETERINARY GRADUATES (ECFVG)**

Applicant's, who have not graduated from an accredited college of veterinary medicine, must submit satisfactory proof that they hold an Educational Commission for Foreign Veterinary Graduates (ECFVG) certificate issued by the American Veterinary Medical Association (AVMA) or a Program for the Assessment of Veterinary Education Equivalence (PAVE) certificate issued by the American Association of Veterinary State Boards (AAVSB). Applicants are not eligible for licensure until they submit satisfactory proof that they hold an ECFVG certificate issued by the AVMA or a PAVE certificate issued by the AAVSB. Please contact ECFVG or PAVE on how to obtain certification. A list of accredited colleges of veterinary medicine is available on the AVMA website.

### **American Veterinary Medical Association**

ATTN: ECFVG  
1931 N. Meacham Road, Suite 100  
Schaumburg, Illinois 60173-4360  
(847) 925-8070  
Toll Free: (800) 248-2862  
FAX: (847) 925-9329

Email: [Mbarbosa@AVMA.org](mailto:Mbarbosa@AVMA.org)

Website: [www.avma.org](http://www.avma.org)

### **American Association of Veterinary State Boards**

ATTN: PAVE

380 W. 22nd Street, Suite 101

Kansas City, MO 64108

(816) 931-1504

Toll Free: (877) 698-8482

FAX: (816) 931-1604

Email: [pave@aavsb.org](mailto:pave@aavsb.org)

Website: [www.aavsb.org](http://www.aavsb.org)

### **PROOF OF 5 YEARS OF PRACTICING AS A VETERINARIAN**

If you have not completed the NBE and/or CCT Examination or the NAVLE you must submit five (5) years of experience of practicing as a veterinarian. The Board may issue a license without an examination to a qualified applicant who for the five (5) years immediately preceding filing an application has been a practicing veterinarian licensed in a state, territory, or district of the United States having license requirements which are substantially equivalent to the requirements of this chapter. Documentation of your employment record for the past five (5) years may include such evidence as:

- A letter from your employer, including dates of practice and the name and location of the practice.
- Dated yellow-pages listings from your local telephone directory for the past five (5) years.
- Letters from colleagues which include the dates you have practiced and the name and location of your practice.
- Or any other information to prove to the Board's satisfaction that you have been engaged in active practice of veterinary medicine for the past five (5) years.

### **NAME CHANGE**

An official affidavit indicating any legal name change or a notarized copy of a marriage certificate, divorce decree, social security card or court papers is acceptable if your name differs from that on any of your documents.

## CRIMINAL BACKGROUND CHECK INSTRUCTIONS

**Please wait for the Email notice.** Do not submit to a criminal background check until you receive an email notifying you that the board has received your application. A criminal background check (CBC) completed prior to the submission of an application for licensure will not be considered valid. An application is not considered “received” until it is manually entered into the IPLA licensing system by board staff. An email is sent out notifying you that the application is in our system and you are eligible for the CBC. If an application is not received before scheduling a CBC, the applicant will be required to submit to another check resulting in additional fees. As stated, you will receive an email from your board notifying you that you are eligible for the CBC.

**Fingerprint rejections may lead to delay.** If your fingerprints are rejected two (2) times by the FBI, you will be required to submit a written verification to complete your criminal background check. This written verification process can take up to six (6) weeks or longer to complete once the written verification form is received. Fingerprint rejections occur for different reasons including the prolonged use of hand sanitizer and the wearing of latex gloves. IPLA does not conduct or administer the criminal background checks and cannot assist you with expediting the process.

**Applicants who reside out of state, or are physically unable to go to a location to be fingerprinted may use MorphoTrust Card Scan Processing Program. To view step-by-step instructions, please go to <http://www.i1enrollment.com/state/forms/in/53110e81122f7.pdf>.**

**Follow the simple steps outlined below to complete the fingerprinting process:**

1. Once you receive the email from the board notifying you that your application has been received, go to <http://www.identogo.com> and choose Indiana.
2. If you do not have access to the internet, you may call MorphoTrust toll-free at (877) 472-6917 to schedule an appointment. If you call, you will be asked for demographic and personal information instead of completing these steps yourself.
3. Click on Indiana.
4. Click Online Scheduling and choose the language you wish to use for scheduling (English or Spanish).
5. Enter your first and last name and click “go”.
6. Choose your Agency Name Professional Licensing Agency and click “go”.
7. Choose the correct Applicant Category for your license type and click “go”.
8. Select the location where you want to be fingerprinted. You may choose a region of the state, by clicking on the map, or entering a zip code to view a list of locations in a specific area. Press “go”.
9. Click on the words “Click to Schedule” across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the “Next Week>>” link to display more dates. Once you select the location/date combination, select the time for your appointment and click “go”.
10. Complete the demographic information page. Required fields are indicated by a red asterisk (\*). When complete, click “Send Information”.
11. Confirm the information by following the on screen directions to make any changes necessary. Once you review and verify the data is correct, click “Send Information”.
12. Complete your payment process and click “Send Payment Information”.
13. Print your confirmation page. If you provided an email address, you will receive an email confirmation as well.
14. Bring one (1) of the following with you to your fingerprinting appointment:
  - valid driver license;
  - valid state issued identification card;
  - valid passport;

- student identification card with picture and date of birth (DOB);
- work identification card with picture and DOB; or
- valid alien identification card with picture and DOB.

If you do not have the above identification, you will need **both** a valid birth certificate and a social security card.

15. Arrive at the facility at your appointed date and time.
16. The enrollment officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
17. You will receive a signed receipt at the end of your fingerprinting session, which can be provided to your agency for proof of fingerprinting, if needed.
18. All results will be processed and delivered to the Indiana Professional Licensing Agency. MorphoTrust is never in possession of criminal record data results.