

Advice to applicants

General	<p>Use this form to apply for first time registration as a veterinary practitioner/specialist in the ACT. Under National Recognition of Veterinary Registration (NRVR) veterinarians who are registered in another Australian state or territory in which they reside have deemed registration in the ACT. Veterinarians from other Australian states and territories should register in the ACT within 3 months of the ACT becoming their primary place of residence.</p>
Consideration of applications by the Board	<p>The ACT Veterinary Practitioners Board (the Board) considers applications at its monthly meeting (usually the last Friday of the month). It is the applicant's responsibility to ensure that their application is correctly completed, accompanied by the necessary supporting documentation, and is received at least 10 days prior to the Board meeting. Applications that are incomplete or do not have the required supporting documentation will not be considered by the Board.</p> <p>Applicants may request their application be considered by the Board out-of-session. Applicants should allow up to 10 working days for the Board to consider out-of-session applications. An additional fee applies for this service.</p> <p>In considering applications the Board is bound by the <i>Veterinary Practice Act 2018</i> (the Act). The Board will assess the applicant's suitability and grant registration to individuals who meet the criteria established in the Act.</p>
Continuous Professional Development (CPD)	<p>CPD is a requirement of veterinary registration under the Act, and is designed to ensure practitioners maintain their skills and knowledge to maintain a standard of professional knowledge and expertise at a level that is accepted to their peers. New graduates are exempt from having to keep a record of their CPD for the first 12 months following their graduation.</p> <p>See the form <i>VP04 CPD Statement and Plan</i> for more information on CPD requirements.</p>
Conditional Registration	<p>After considering an application for registration, the Board may register the applicant unconditionally or with conditions. The Board may impose conditions on a registrant if satisfied on reasonable grounds that it is in the public interest to do so, or if the applicant's registration is subject to conditions in another jurisdiction. If the Board registers an applicant with conditions, these will be notified to the applicant in writing and will appear on the registration database.</p>
Refusal of Registration	<p>The Board may refuse to register an applicant as a veterinary practitioner/specialist if the individual's registration has been suspended or cancelled in another jurisdiction, whether before or after the person applies for registration in the ACT.</p>
Change of details	<p>Applicants must notify the Board in writing within 30 days of a change of information provided in this application. Form <i>VP03 Notification of Change of Details - Veterinary Practitioner</i> is to be used to update details held on the Register.</p>
Annual renewal of registration	<p>Veterinarians who remain on the ACT Veterinary Practitioner Register are required to renew their registration annually using the Access Canberra Smart Form or the form <i>VP02 Annual Renewal - Veterinary Practitioner</i> and pay the prescribed fee outlined in the 'Board Fee Schedule' that is located on the Board website and updated annually.</p> <p>Applications for renewal should be made between 1 May and 30 June each year. An <i>out of time</i> fee applies to renewal applications received by the Board between 1 July and 30 September.</p>
Privacy	<p>Your privacy is important to us. The Board will only retain information about you that is required under the Act to maintain the Register of Veterinary Practitioners or the Register of Veterinary Premises. Credit card details provided with your application will be destroyed after the relevant transaction has been made.</p> <p>The Act requires elements of the Register to be made available to the public. The Board Secretariat will provide information relating to your employment that would ordinarily be publicly available.</p>

- Payment of Registration Fee** Fees apply to registration and are outlined in the 'Board Fee Schedule' that is located on the Board website and updated annually.
- The registration fee for first time registration is made up of an application fee and the applicable initial registration fee depending if the applicant is requesting to be registered as a veterinary practitioner or a veterinary practitioner specialist (detailed in the Fee Schedule on the Board website).
- Payment Options** Payment of the relevant registration fee can be made online by credit card. Following the Board's approval of your application, you will be provided with a link to allow you to process your payment online. Payment must be made in Australian currency and the correct amount must be specified. Once your payment is received, your Certificate of Registration will be prepared and sent to you via email from TCCS.vetboard@act.gov.au
- Certifying documents** Supporting documentation will be retained by the Board. Only use certified copies when providing supporting documentation
- A veterinary practitioner registered in Australia can certify your documents (please include registration number and relevant jurisdiction). For a full list of people authorised to certify documents in Australia and overseas please visit this [Attorney General's website](#).
- Do not send original documents unless specified. Each and every certified document must:
- Be in English. If original documents are not in English you must provide certified copies of the original document and translation by an accredited translator;
 - Be initialled on every page by the authorised officer;
 - Be annotated on the last page as appropriate e.g. 'I have sighted the original document and certify this to be a true copy of the original' and signed by the authorised officer; and
 - Include the name, contact number, position (if relevant) and the stamp or seal of the authorised officer (if relevant) and date of certification.
- Other Instructions** Other instructions relating to your application:
- Where a question is not applicable, write 'N/A'.
 - If there is insufficient space to complete your answer, please provide the details on a separate sheet of paper, sign and date it, and attach it with your application.
 - The information provided in this application will be used by the Board to determine whether the applicant meets the legislative requirements for registration as a veterinary practitioner or veterinary specialist in the ACT.
 - If you need assistance completing this form, please contact the Board Secretariat via email tccs.vetboard@act.gov.au or telephone (02) 6207 0012.

**Required
documentation/
submission checklist**

The following documents must accompany your submission:

- Passport sized photograph. Your passport sized photograph must be signed on the back by an authorised person.
- Proof of your academic/tertiary/specialist qualification. A certified copy of your academic award or testamur (only applicable if you have not registered before in any Australian jurisdiction).
- Documents to meet the Proof of Identity Requirements on page 7.

In addition, please ensure you have:

- Completed all sections of the application.
- Correctly certified supporting documents.
- Signed the declaration on page 8.
- if applicable, requested that a Letter of Professional Standing (LOPS), Letter of Good Standing (LOGS) or equivalent be sent directly from your current or most recent veterinary regulatory authority or Board to the ACT Veterinary Practitioners Board (this requirement applies to applicants who have been previously registered as a veterinarian in another state, territory or country).

Do not submit your application unless all information has been provided and the required supporting documents are available and have been attached to this application.

**Submitting your
application**

Submit your application in one of the following ways:

Mail:

ACT Registrar
ACT Veterinary Practitioners Board
GPO Box 158
CANBERRA ACT 2601

Email: TCCS.vetboard@act.gov.au Note: there is a 10MB limit for each email received at this address. You may wish to split up documents that go over this limit into several emails or use a Dropbox. The Secretariat will confirm receipt of your application.

REGISTRATION CATEGORY	General	<input type="checkbox"/>	Specialist	<input type="checkbox"/>
	Veterinary Practitioner		Veterinary Practitioner	

APPLICANT DETAILS
Name

Title	<input type="text"/>
Given name (s)	<input type="text"/>
Family name	<input type="text"/>
Previous name (if applicable)	<input type="text"/>

Personal details

Date of birth	<input type="text"/>	Gender	<input type="text"/>
Place of birth	<input type="text"/>	Country of birth	<input type="text"/>



Please provide a recent (within 12 months) passport size photo of yourself with your application. Back of photo must be signed by an authorised person.

Principal place of residence

Street no and name	<input type="text"/>
Suburb	<input type="text"/>
State or Territory	<input type="text"/>
Post code	<input type="text"/>
Country	<input type="text"/>

Intended place of employment

Business name	<input type="text"/>
Street no and name	<input type="text"/>
Suburb	<input type="text"/>
State or Territory	<input type="text"/>
Post code	<input type="text"/>
Intended start date	<input type="text"/>

If you intend to undertake employment at a number of different premises (including locum work), please provide the name of the business where you complete the bulk of your work on this form and attach a list of other businesses on a separate piece of paper and submit with this form.

Personal mailing address

Residential address	<input type="text"/>	Work address	<input type="text"/>	Mailing address (use section below)	<input type="text"/>
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Street no and name	<input type="text"/>
Suburb	<input type="text"/>
State or Territory	<input type="text"/>
Post code	<input type="text"/>
Country	<input type="text"/>

Phone

Mobile	<input type="text"/>	Work	<input type="text"/>	Home	<input type="text"/>
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Email

***Email will be the primary method of contact. We recommend nominating a personal email address.**

Qualification

Degree	
University	
Institution Country	

Please attach certified copies of documents that support your academic qualification.

Specialty qualifications

Only required if you are applying for registration as a veterinary specialist (as recognised by the Australasian Veterinary Boards Council). An additional fee applies for registration as a veterinary specialist.

Specialty	Specialty Registration Number	Date of award

Please attach certified copies of documents that support your specialist qualifications.

Current Registration (if held outside Australia or New Zealand)

Please ensure that you request a Letter of Professional Standing (LOPS), Letter of Good Standing (LOGS) or equivalent to be sent directly from your current or most recent veterinary regulatory authority or Board to the ACT Veterinary Practitioners Board (this requirement applies to applicants who have been previously registered as a veterinarian in another state, territory or country).

Registration History (if applicable)

- Has your registration as a veterinary practitioner/specialist ever been suspended or cancelled in Australia or overseas?
- Have you ever been refused registration as a veterinary practitioner/specialist in Australia or overseas?
- Have you ever had conditions or restrictions placed on your registration as a veterinary practitioner/specialist in Australia or overseas?
- Are you currently subject to an investigation or any regulatory action?

Y/N
Y/N
Y/N
Y/N

If yes to any of the above please provide details.

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Specific Requirements

- Do you have any physical or mental impairment, disability, condition or disorder which has impaired, or likely to impair, your efficiency and competence as a veterinary practitioner/specialist?

If yes, please provide details of reasonable adjustments to allow you to work efficiently and competently as a veterinary practitioner.

Y/N

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- Professional Insurance is mandatory for all veterinary practitioners/specialists in the ACT. Insurance may be obtained as an individual or provided by your employer. Please provide details of your own or intended employer's insurance.

Insurance Provider	Date of expiry

3. Have you undertaken Continuing Professional Development activities to maintain your level of competence in the last three years? This requirement applies to applicants who have previously registered as a veterinarian in another state, territory or country.

If yes, you are required to maintain a statement of your activities and provide them to the Board each year with your renewal application, or if requested at any time. If no, please provide details below as to how you have maintained your level of competence.

4. Have you ever been convicted of a criminal or civil offence (excluding traffic offences)?

If yes, please provide details below.

5. Have you ever been or are you currently addicted to a substance (including alcohol, a medicine, a prohibited substance or another substance)?

If yes, please provide details below.

6. In the last five years, have you claimed personal bankruptcy or been involved in the management of a corporation when the corporation was insolvent?

If yes, please provide details below.

7. Have you been vaccinated against the rabies virus? Your information may be shared with the Department of Agriculture, Fisheries and Forestry on the occasion the AUSTVETPLAN is activated.

Employment History

Please provide your employment history for the last five years including details of maternity leave, study or other leave, employment in an unrelated field or locum work. This requirement applies to applicants who have previously registered as a veterinarian in another state, territory or country.

Employer	State/Country	From (MM/YY)	To (MM/YY)	Position held

If you require more space, please fill out relevant information on a separate piece of paper and attach with your application.

Proof of identity

Applicants are required to provide 100 points of current identification, as defined by the *Financial Transaction Reports Regulations 1990* (Cth), for general verification. In addition, change of name must be evidenced. This may be established through the inclusion of certified copies of the following documents (totalling 100 points).

<input type="checkbox"/>	Passport (75 points)	<input type="checkbox"/>	Social Security Card (40 points)
<input type="checkbox"/>	Birth Certificate (70 points)	<input type="checkbox"/>	Tertiary Education ID (40 points)
<input type="checkbox"/>	Australian Citizenship Certificate (70 points)	<input type="checkbox"/>	Credit or Debit card (25 points)
<input type="checkbox"/>	Australian Driver's Licence (40 points)	<input type="checkbox"/>	Medicare card (25 points)
<input type="checkbox"/>	Public Service Identification (40 points)	<input type="checkbox"/>	Marriage Certificate (change of name)

Declaration

It is an offence to make a false or misleading statement, give false or misleading information or produce a false or misleading document (See *Criminal Code 2002* pt 3.4).

I declare that:

- a) The information provided on this form is true and correct.
- b) I am the person named in this form and in the documents accompanying this application.
- c) There is no current veterinary disciplinary action against me under another jurisdiction or outside Australia.
- d) There is no criminal offence outstanding against me.
- e) I will pursue the work of my profession with diligence.
- f) In practising veterinary science:
 - a. I will promote the welfare of animals, and
 - b. I will observe the veterinary practitioners code of professional conduct established under section 42 of the *Veterinary Practice Act 2018*, and
 - c. I will maintain a standard of professional knowledge and expertise at a level that is accepted by my professional colleagues who are of good standing, and
 - d. Unless approved by the Board, I will not practise veterinary science if I am aware that I am impaired by a physical or mental illness or disorder that detrimentally affects or is likely to detrimentally affect my capacity to practise.

Signature**Date**

Payment details

Total registration fee to be paid: \$

Following the Board's approval of your application, you will be provided with a link to allow you to process your payment online. Payment must be made in Australian currency and the correct amount must be specified. Once your payment is received, your Certificate of Registration will be prepared and sent to you via email from TCCS.vetboard@act.gov.au