



Application for limited registration as a Veterinarian in New Zealand

(Under section 14 of the Veterinarians Act 2005)

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Who should use this form?

This application form should be used by applicants who do not hold recognised qualifications (or a pass in a prescribed assessment or examination programme) and are seeking registration in one of the following limited scopes of practice:

- Academic scope
- Industry scope - laboratory diagnosis and pathology
- Biosecurity or other emergency scope
- Scope relating to particular skills for a restricted period

(refer to www.vetcouncil.org.nz/gainReg.php for information on recognised qualifications and www.vetcouncil.org.nz/limReg.php for further detail on the limited scopes)

All other applicants must:

- use the general registration application form; or
- (if they are new Massey graduates) use the Massey New Graduate Registration application form; or
- (if they are registered in Australia) use the TTMRA Registration application form

These are available at www.vetcouncil.org.nz/gainReg.php and on request from the Veterinary Council offices.

Requirements for registration in a limited scope of practice and the issue of a practising certificate

Before approving limited registration and the issue of a practising certificate the Council must be satisfied that:

- the applicant holds a primary veterinary science degree of not less than four years of study
- the applicant meets minimum fitness and recency of practice requirements (refer to www.vetcouncil.org.nz/pubs.php for Policy on Recency of Practice and Gazette Notice on Minimum Standards for Practising)
- the applicant can communicate in and understand English to the required standard
- the employer has made a submission supporting the application
- the applicant has relevant experience in the area in which they are seeking limited registration in

The Council must also be satisfied that the following specific individual scope requirements are met:

Academic scope

- there is an identifiable and specific need in an academic institution which cannot be met by the appointment of a veterinarian otherwise able to be registered in New Zealand
- the position is an academic position at a New Zealand tertiary institution acceptable to the Council
- the applicant holds an appropriate post graduation qualification

Industry scope - laboratory diagnosis and pathology

- there is an identifiable and specific need in a discipline of laboratory diagnosis and pathology which cannot be met by the appointment of a veterinarian otherwise able to be registered in New Zealand
- the applicant holds an appropriate and relevant post graduation qualification in laboratory diagnosis and/or pathology

Biosecurity or other emergency scope

- there is an identifiable biosecurity alert or urgent or emergency situation that requires a person to practise in New Zealand which cannot be met by a veterinarian otherwise able to be registered in New Zealand
- the period of limited registration will be limited to the period of time of the emergency or biosecurity situation

Scope relating to particular skills for a restricted period

- the person will be temporarily visiting New Zealand for a period not exceeding six months
- the person is appropriately qualified to practise within this scope of practice
- appropriate supervision arrangements will apply

Important notes

This application form is a legal document. Please print all answers clearly and **do not** use correction fluid or tape. Any error must be crossed out and initialled.

It is strongly recommended that applicants include with their application:

- a covering letter which expands on the information provided in the application form and addresses the specific individual scope requirements as detailed above
- a detailed curriculum vitae (CV)

Failure to do so can result in delays in processing the application.

Limited registration applications require individual consideration by the Council. Applicants therefore need to be aware that the limited registration process can take up to three months.

All applicants must complete the application carefully and honestly. If you provide false or misleading information your registration may be cancelled.

The information you give in this application is covered by a statutory declaration which must be declared in front of a person authorised to administer an oath for the purpose of statutory proceedings. Outside of New Zealand you must use a Notary Public or Commissioner of Oaths. In New Zealand Notaries Public and Justices of the Peace are listed in the Yellow Pages of the telephone directory and a list of other people eligible to certify documents is provided on page 8 of this document. The certification must state your full name, the date, and include the stamp of the certifying officer and their signature. Certification should be directly on the copied document and not on any attached sheet.

We prefer not to receive original documents as they require special care. All copies of your documents must be certified or notarised as true copies of the originals by the official who witnesses your statutory declaration. This person must also sight and certify a copy of the identification pages of your passport and certify, on the reverse of the required photograph, that it is a true likeness of you.

Please use the checklist at the back of this application to ensure you have enclosed the correct fees, all relevant documents and that you have **completed all sections**. Incomplete applications may be returned to you for completion.

Please forward your completed application to:

The Registrar
Veterinary Council of New Zealand
P O Box 10-563
Wellington, New Zealand

Please remove this cover page before submitting your application.

Limited Registration Application

(Under section 14, Veterinarians Act 2005)

Attach a passport sized photo here, which has been certified on the reverse.

Complete all parts.

The information you give in this application is covered by the statutory declaration. Please complete the application carefully and honestly. If you provide false or misleading information your registration may be cancelled.

1. Name

Forenames or given names:

Family or last name:

Other names:

If names differ from those on your primary veterinary qualification, please tick box to show the reason and provide documentary evidence of a name change.

Marriage Deed poll Common use

Other (explain)

2. Identification (in addition to the required photograph above, please attach a certified/notarised copy of the identification/photograph page/s of your passport)

Birthplace: Birth date (dd/mm/yyyy):

Gender: Male Female

3. Contact details (in the interim this need not be your current address but should be a contact address where we can send you mail. Note that veterinarians have a statutory obligation under Section 23(3)(a) of the Veterinarians Act 2005 to advise the Council of address changes within one month of the change)

Contact address:

.....

.....

.....

..... Post code:

Phone (bus): Phone (home):

Email: Cell phone:

4. Limited Scopes of Practice (please tick the scope in which you are applying for registration)

Academic scope Industry scope

Biosecurity scope Time restricted scope

5. Proposed New Zealand Employer

(please attach, or arrange to have sent directly to the Council, a letter from your proposed employer supporting your application and attesting to the identifiable and specific need for registration)

Employer:

Address:

.....

a) When do you propose to start practising in New Zealand?

b) If you are applying for the time restricted scope:
(i) when do you propose to cease practising in New Zealand?

(ii) who is your proposed New Zealand supervisor?

6. Public register information (your contact address, practice name, phone, fax and email details can only be included in the published online Register of Veterinarians if you agree)

Please tick either yes or no to all of these questions.

I agree to the following details being published in the online Register of Veterinarians:

Contact address: Yes No Phone (home): Yes No

Practice name: Yes No Cell phone: Yes No

Phone (bus): Yes No Email: Yes No

7. Previous registration application

Have you previously applied for registration with the Veterinary Council of New Zealand or to sit any part of the New Zealand National Veterinary Examination?

Yes No

If yes, please give details of the date of your application and examination candidate number if applicable.

.....

8. Qualifications - primary degree (please attach a certified copy of your qualification)

Your first veterinary qualification
(eg Bachelor of Veterinary Science)

Abbreviated name of this
qualification (eg BVSc)

.....

.....

Where you gained this qualification
(eg Belgrade University)

Year of graduation

.....

.....

Duration of course

Country of graduation

.....

.....

9. Post graduate qualifications and training (please attach certified copies of each qualification and on a separate sheet include the name and nature of any supervised training programme)

Name of qualification	Abbreviation	Date awarded	Full or part time	Length of course	Name of certifying body
.....
.....
.....

10. Practice experience (please provide details for the last 5 years and attach a detailed up to date CV)

Dates (from - to)	Area of practice	Employer or Practice Name	Full or Part Time
.....
.....
.....
.....

11. Licensing examinations (please provide details of any licensing or registration examinations or assessments you have sat and attach certified/notarised copies of the results and any certificates eg ECFVG)

Name of exam/assessment	Abbreviation	Year	Examining organisation	Result (pass/fail)
.....

12. Current and previous registrations excluding New Zealand (please provide details of current and previous registrations in other countries and arrange for a letter of good standing to be sent directly to the Council from every registration body you are currently registered with)

Country/state	Date registered	Registration status
.....
.....
.....

13. Immigration status in New Zealand

Visitor (work visa) Resident Application for residence No status

14. Competence in English

Is English your first language? No Yes

If no, please provide evidence of having passed an approved English test to the required level within the last two years (refer to www.vetcouncil.org.nz for details of approved tests and for situations where a test older than 2 years may be accepted). Please arrange for your English test result to be sent directly from the examination body to the Council or (for IELTS) advise the date and venue of the test if electronic downloading facilities for test results are available.

15. Fitness for registration

Please tick yes or no to all of the questions below.

a) Mental and physical condition

Have you ever been or are you now affected by a mental or physical condition with the potential to affect your fitness to practise? These include neurological, psychiatric or addictive (drugs or alcohol) conditions including physical deterioration due to injury, disease or degeneration.

Yes No If no, go to question b)

If yes, please provide full details of condition/s, duration of any treatment, hospital discharge report and name and contact details of treating health practitioner.

If yes, can the Council's Registrar contact your treating practitioner for further information?

Yes If yes, please attach contact details No If no, this may delay the processing of your registration application

b) Convictions

Have you ever been convicted by any court in any overseas country or New Zealand of any offence punishable by imprisonment for a term of 3 months or longer?

Yes No

If yes, please provide a certified copy of your conviction history.

c) Conduct/character

Are you now (or have you ever been) the subject of an investigation by an employer or registration or professional body or educational institution in respect of any matter that was or may be the subject of professional disciplinary proceedings?

Yes No

If yes, please provide full details on a separate sheet. Include (if applicable) conditions on your registration/employment.

d) Professional competence

i) Are you now (or have you ever been) the subject of a competence enquiry by an employer or registration body?

Yes No

ii) Have you now (or have you ever had) conditions on your registration or practising certificate or employment?

Yes No

(continued on next page)

iii) Have you ever had your employment or registration or practising certificate terminated or suspended?

Yes No

If you have answered yes to any of the 3 questions above please provide full details on a separate sheet.

iv) Have you worked as a veterinarian during the last five years?

Yes No If no, please provide full details on your previous practice experience and what you have done to maintain or update your competence to practise

v) Are you seeking to resume work in an area you have not practised for five or more years?

No Yes If yes, please provide full details on your previous practice experience and what you have done to maintain or update your competence to practise

16. Payment advice

Attached is my cheque for NZ\$ _____ or;

Please charge: Visa MasterCard

Name on card:

Card number:

Expiry date:

(Ensure you complete s17 statutory declaration on the next page)

17. Statutory declaration

a) Applicant to complete this section

I understand that under the Veterinarians Act 2005 my registration may be cancelled if I make a false or misleading representation or declaration or I was not entitled to be registered.

I agree to the Council obtaining further information from me or any person or organisation concerning this application and consent to the collection of such information by the Council or its agents.

I solemnly and sincerely declare that I am the person who is applying for limited veterinary registration in New Zealand, that I am the person named in the attached documents, that the information I have given is true and correct and that I have read the Code of Professional Conduct available at www.vetcouncil.org.nz and agree to uphold it.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declaration Amendment Act 2001 and in the presence of the person below who is authorised to administer oaths for the purpose of judicial proceedings.

Signed: (applicant’s signature)

Declared at on this day in the year of

b) Notary Public, Commissioner of Oaths or anyone authorised in New Zealand to administer oaths under the Oaths and Declarations Amendment Act 2001 to complete this section

I certify that I have witnessed the applicant’s above statutory declaration.

I certify that I have compared the photograph attached to this form and the photograph in

Passport No: Issued by:

with the applicant before me and that in my opinion both are a true and faithful likeness and I am satisfied that the applicant before me is the person to whom the identification relates. As such I have certified the photograph attached to this form as a true and faithful likeness of the person before me.

I have sighted the applicant’s documentation and have certified the copies as true copies of the original documents.

Signed: Date:
(Notary Public, Commissioner of Oaths or any person authorised in New Zealand to administer oaths)

Please place stamp/seal below

Date:

Official title:
(eg Notary Public, JP)

Name:

Address:

.....

.....

Phone No:

Email:

Registration application fee

All those applying for limited registration must pay the one off registration application fee. This covers the costs of assessing your application.

Fee for Application for Limited Registration: NZ\$743.00

Other requirements and fees

If you wish to practise in New Zealand before the start of the next practising year on 1 April you must also hold a current annual practising certificate (APC). It is illegal to practise in New Zealand without being registered and holding a current APC. This registration application also acts as your application for an APC.

Fee for Annual Practising Certificate for those registering between April and June: NZ\$320.00
(This covers the period to 31 March and is refundable if registration is not approved)

Fee for Annual Practising Certificate for those registering between July and September: NZ\$296.00
(This covers the period to 31 March and is refundable if registration is not approved)

Fee for Annual Practising Certificate for those registering between October and December: NZ\$216.00
(This covers the period to 31 March and is refundable if registration is not approved)

Fee for Annual Practising Certificate for those registering between January and March: NZ\$136.00
(This covers the period to 31 March and is refundable if registration is not approved)

If you do not wish to practise in New Zealand until after the start of the next practising year on 1 April, we require you to pay a non practising fee to cover the costs of maintaining your name on the Register of Veterinarians

Non Practising Fee (covers the period to 31 March): NZ\$56.25
(refundable if registration is not approved)

Applicant's checklist

Please use the checklist below to ensure you have enclosed, or arranged for the provision of, all the required documents and fees. **Incomplete applications may be returned you for completion.**

Please arrange for:

- a letter of good standing to be sent directly to the Veterinary Council from all the registration bodies you are currently registered with
- your IELTS or OET English test results sheet, to be sent directly to the Veterinary Council or (in the case of sitting the test at an IELTS centre using the latest version of ESOL software which allows the Council to download electronic results) advise the Council of the date and venue of the English test sat (if applicable).

Please include with this application:

- a passport size photograph notarised or certified, on the reverse, by a person authorised to do so
- certified/notarised copy of the identification/photograph page/s of your passport
- certified/notarised copies of your primary degree/diploma parchments
- copies of letters of good standing, from every registration body you are currently registered with, the originals of which you have arranged to be sent directly to the Council
- a copy of your IELTS/OET English test results sheet, the original of which you have arranged to be sent directly to the Council (if applicable)
- a letter of support from your proposed employer
- a covering letter (strongly recommended, but not compulsory)
- a detailed curriculum vitae (strongly recommended, but not compulsory)
- one off registration application fee of NZ\$743.00 (to process your application)
- annual practising certificate fee of NZ\$320.00 or prorated fee as set out above (if you wish to practise in New Zealand prior to 1 April).
- non practising fee of \$56.25 (if you do not wish to practise in New Zealand until after 1 April).

And if relevant:

- documentary evidence of name change

- certified/notarised copies of any post graduate qualifications
- details of any supervised post graduate training programmes
- certified/notarised copies of any additional qualifications
- certified evidence of any licensing or registration examinations sat
- details on any mental or physical condition or impairment
- conviction notice/s
- details of any professional disciplinary proceedings, competency enquiries, conditions on employment or registration and termination or suspension of registration or employment
- details on upskilling undertaken if you have not practised during the last 5 years or are seeking to resume practice in an area you have not practised for 5 years or more

Persons authorised to witness oaths and declarations under the Oaths and Declarations Amendment Act 2001 (for registration applications made within New Zealand)

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| • A barrister or solicitor of the High Court | • A Justice of the Peace |
| • A Registrar or Deputy Registrar of the High or District Court | • A notary public |
| • The Registrar or a Deputy Registrar of the Court of Appeal | • A Member of Parliament |
| • Some other person authorised by law to administer an oath | • An employee of the Land Transport Safety Authority |
| • An officer in the service of the Crown, or of a local authority who has been authorised by the Minister of Justice by notice in the Gazette | • A fellow of the former NZ Institute of Legal Executives who is employed by a practising barrister or solicitor of the High Court |