



September 2011

Dear Massey BVSc student

In order to work as a veterinarian in New Zealand and to use the title 'veterinarian' you must register with the Veterinary Council of New Zealand and hold a current practising certificate. This letter and the enclosed application form set out the requirements for registration as a veterinarian in New Zealand.

If you register with the VCNZ now the process is easier than applying for registration later. Some overseas jurisdictions will also require you to be registered here before they will consider registration. Once registered in New Zealand the process of applying for registration in Australia is much easier under Trans Tasman Mutual Recognition provisions.

Registration application form - A registration application form is enclosed. To ensure your application is processed quickly, please supply all requested details and ensure that the application and all the accompanying documents, are witnessed or certified as true copies of the original by a person authorised to do so under the Oaths and Declarations Amendment Act 2001. 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 5 of the application form.

Fitness to Practise - You are required to declare any medical or physical conditions, investigations into conduct or competence, disciplinary findings and convictions. Please feel free to contact me if you have any queries in this area.

Confirmation of BVSc degree - The Programme Director, Veterinary Science of the College of Sciences will notify the Council of the final examination results directly after the examiners' meeting. If you register within the next few months you do not have to provide us with proof that you have completed your degree.

Other academic qualifications - If you hold an academic qualification in addition to your veterinary degree, and this has relevance to veterinary practice, you can have it listed in the Register of Veterinarians. If you wish to have an additional qualification included on your public register record please supply a certified copy of the qualification.

Change of name - In the event that the name on the degree parchment or any other document required for registration is different from that in which you wish to be registered, please provide proof of the name change eg a certified copy of your marriage certificate or deed poll certificate.

Payment of fees - You are required to pay a one off registration application fee of **\$314.00**. In addition to this there is a charge of **\$105.00** for your Annual Practising Certificate (APC). As a Massey University graduate, the Annual Practising Certificate charge is reduced and this payment entitles you to practise until 31 March 2012. The payment of \$419.00 for the application fee and the APC must be included with your application. It is your responsibility, and not that of your employer, to ensure that your professional fees are paid. If your future employer has agreed to pay your fees, we will issue you with a receipt, so that you can be reimbursed by your employer.

Annual Practising Certificates (APC) must be renewed annually - The practising year runs from 1 April to 31 March each year. You will receive an APC application for the practising year commencing 1 April 2012 early in the New Year. The amount of the APC fee will be posted on the Council's website when confirmed in early December. There is a rebate option if you pay your practising fee before the end of February 2012.

Before issuing practising certificates VCNZ must be satisfied that veterinarians have met the practising standards of the Act. These include participation in appropriate CPD activities.

For the issue of a practising certificate in 2014 and every year thereafter, you will be required to declare, and if necessary demonstrate, your level of involvement, over the previous three years, in activities aimed at maintaining and enhancing your competence and performance.

For further information please refer to the CPD Information and Recording Tab on our website www.vetcouncil.org.nz under Publications.

Recency of Practise Requirements for New Graduates – Your right to practise in New Zealand is recertified each year through the practising certificate renewal process. To be issued with a practising certificate the Council must be satisfied that you meet the practising requirements of the Veterinarians Act, which include recency of practise requirements.

New graduates have particular needs for support and oversight in making the transition from the university. Sufficient measures need to be in place to protect the public interest and support those who do not commence practice upon graduation.

If you have not commenced veterinary practice by February 2013 (or later) your application for a practising certificate will need to be considered on an individual basis by Council.

For further information please refer to the Recency of Practice Policy available at www.vetcouncil.org.nz under publications/VCNZ policies.

Contact details - Please include on your application form an address where you can be contacted once you have left the university. Registered veterinarians are required under the Act to inform the Council of change of address details and of their current employer.

Provisional Registration - The Registration Committee will meet in mid February 2012 to consider all registration applications but before that date provisional registration can be arranged. **You are not eligible to practise until you receive verification from the Council office that you have provisional registration or that your application for full registration has been approved.**

Code of Professional Conduct and Competency Standards – These documents define the principles of expertise, performance, behaviour, integrity and accountability that are expected of veterinarians in New Zealand. You can access them at www.vetcouncil.org.nz under Publications.

If you have any queries or require any assistance with your application please feel free to contact the Council offices on 04 473 9600 or vet@vetcouncil.org.nz. I wish you well in your study and look forward to receiving your registration application.

All the very best in your career as a veterinarian!

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Eden', written in a cursive style.

Janet Eden
Registrar