

October 2008

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.

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 attached 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 academic qualifications other than a veterinary degree and you wish these to be listed in the Register of Veterinarians please supply a certified copy of this 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 should be supplied.

Payment of fees - You are required to pay a one off registration application fee of **\$247.50**. In addition to this there is a charge of **\$52.03** 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 2009. The payment of \$299.53 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 Certificate (APC) must be renewed annually - The practising year runs from 1 April to 31 March each year. You will be invoiced for the full APC fee for the practising year of 1 April 2009 to 31 March 2010 in January of 2009. 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 2009.

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 2009 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 – You can access these documents via the Council's website at www.vetcouncil.org.nz. These define the principles of expertise, performance, behaviour, integrity and accountability that are expected of veterinarians in New Zealand.

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 registration@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



Janet Eden
Registrar