



September 2017

Dear Massey BVSc student

To practise as a veterinarian in New Zealand and use the title 'veterinarian' you must register with the Veterinary Council of New Zealand (VCNZ) and hold a current practising certificate. We've set out the registration requirements in this letter and enclosed application form.

If you register with us now, the process is easier than applying for registration later. Some overseas jurisdictions 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

We've enclosed a registration application form. To ensure we process your application quickly, please supply all requested details and make sure that your application and all the accompanying documents, are witnessed or certified as true copies by the same person. Notaries Public and Justices of the Peace are listed in the Yellow Pages of the telephone directory and we've included a list of other people eligible to certify documents on page 5 of the application form.

Fitness to Practise

You need to declare any medical or physical conditions, investigations into conduct or competence, disciplinary findings and convictions. Please feel free to contact Despina Arathimos (Deputy Registrar) Despina.arathimos@vetcouncil.org.nz if you have any queries in this area.

Confirmation of BVSc degree

Massey University will notify us of the final examination results soon after the examiners' meeting. If you register within the next few months you won't have to provide us with proof that you've 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 send us a certified copy of the qualification.

Change of name

If the name on your degree parchment or any other document required for registration, is different from that in which you wish to be registered, please send us proof of your name change e.g. a certified copy of your marriage certificate or deed poll certificate.

Payment of fees

You need to pay a one-off registration application fee of **\$361.00**. In addition to this there's a charge of **\$139.75** for your Annual Practising Certificate (APC). As a Massey University graduate, the APC fee is reduced, and this payment entitles you to practise

until 31 March 2018. If you intend practising before 31 March you need to include the total payment of \$500.75 for your registration and APC with your application.

It's your responsibility, not your employer's, to ensure that your professional fees are paid. If your future employer has agreed to pay your fees, we'll issue you with a receipt, so that your employer can reimburse you.

You must renew your APC annually

The practising year runs from 1 April to 31 March each year. You'll receive an email in late January/early February about renewing your practising certificate online. The amount of the 2018/19 APC fee will be posted on the VCNZ website when it's confirmed in early December. There is a rebate option if you pay your practising fee before the end of February 2018.

Before issuing practising certificates we must be satisfied that veterinarians have met the practising standards of the Act. These include participation in appropriate continuing professional development (CPD) activities.

For the issue of a practising certificate in 2018 and every year after that, you'll need to declare, and if necessary demonstrate, your level of involvement in activities aimed at maintaining and enhancing your competence and performance.

For further information please refer to the Continuing Professional Development Tab on our website www.vetcouncil.org.nz under veterinarians.

Recency of Practise Requirements for New Graduates

To be issued with a practising certificate VCNZ must be satisfied that you meet the practising requirements of the Veterinarians Act (see above); these also 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 don't start practising on graduation.

If you haven't started practising as a veterinarian within a year of graduation (or later) we'll need to consider your application on an individual basis.

For more 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've left university. Registered veterinarians are legally required to inform VCNZ of change of address details and of their current employer.

You aren't eligible to practise until we've written to you and confirmed that we've approved your application for registration.

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 need any assistance with your application please feel free to contact us 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 blue ink, appearing to read 'Iain McLachlan', written in a cursive style.

Iain McLachlan
Registrar