



Completing your APC application or choosing another practising status

1. When you're ready, click on the "Apply for APC to" button on the left-hand side of the page.
 - a. Please note questions need to be answered in one application.

The screenshot shows the MyVC user dashboard for Dr Joe Bloggs. The left sidebar contains a profile summary and a list of action buttons. The 'Apply for APC to 31/03/2025' button is highlighted with a red oval. The main content area shows 'My contact details' and 'My addresses'.

My contact details

Practice	Practice Unknown	Preferred Name	Joe
Company	Practice Unknown	Publish Mobile Phone	No
Mobile Phone	(027) 653-8774	Publish Business Phone	No
Work Phone		Publish E mail	No
Email	Testadmin@vetcouncil.org.nzTest	Publish Mobile Phone	No
Home Phone		Publish Home Address	No
Region/Province		Share Information	No

My addresses

Address	+
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VCNZ Test Person
2018-19 Test Changed
36 Brandon St Bayleys
Wellington 6143
[Show map](#)
04 473 9600
Testadmin@vetcouncil.org.nzTest

2. You will be taken to the next page where you will click on "Start Renewal".

The screenshot shows the 'Annual practising certificate' page for Dr Joe Bloggs. The 'Start renewal' button is highlighted with a red oval. The page displays the user's details and a section for 'Previously submitted APCs'.

Annual practising certificate

Dr Joe Bloggs
Practice Unknown

Preferred Mailing
VCNZ Test Person
2018-19 Test Changed
36 Brandon St Bayleys
Wellington 6143

Previously submitted APCs



3. Select the year you are practising, and your practising intention from 1 April.
 - a. Please note if you are Retired but want to still receive updates, select Non-Practising to pay the Annual Maintenance fee.

Annual practising certificate

Refer to our [APC guidance](#) to help you complete this form. If you have any questions or need assistance, you can contact us at vet@vetcouncil.org.nz.

Your practising intentions

Please indicate your practising intent for the upcoming year.

- Practising
 - Choose this option if you intend to practise as a veterinarian and wish to apply for an Annual Practising Certificate.
- Retired
 - Choose this option if you have recently retired, or are about to do so, and no longer wish to practice as a veterinarian but wish to remain on the Register as a Retired Veterinarian.
- Non-practising
 - Choose this option if you are not intending to practice as a veterinarian and wish to remain on the Register as a non practising Veterinarian.
- Applied to be removed
 - Choose this option if you no longer wish to practice as a veterinarian in New Zealand and wish to be removed from the register entirely (if you do this, you will need to apply for registration again if you ever want to work as a veterinarian in New Zealand again).

APC Year, starting 1 April

2024

* Practising Intent

(None)

4. You will be taken to the first page of the APC renewal form which starts with the Public register and information sharing and Recency of Practice information. Proceed through the form and answer the questions. If a question has a red asterisk (*) by it, it must be answered before you can proceed. Depending on your answers, you may be asked to provide more information. If you're unsure what information to provide, refer to the [Guidance Notes](#). At the end of each page, click Continue. You will then answer the Fitness to practice and Workforce Survey questions.

1.1 Public register and information sharing

We will publish your name, practice/employer name, qualifications, practising status, registration date and APC commencement date on our public register. The register will also show any details of any conditions on your practice or suspension, if applicable

By completing this application, you are indicating that you consent to the above information being published. If you have any concerns about this, please contact us. For more information about how we handle personal information, see our [Privacy Policy](#).

If you request it, we can also publish other contact information for you. You can change what optional information we show on the public register in your profile on MyVC.

1.2 Recency of practice information

* Are you a new Graduate (i.e. completed the course requirements for your primary veterinary qualification within the last 12 months)?

(None) Required field

* Have you worked as a veterinarian during the last three years?

(None) Required field

* During the previous year did you work in a field of activity you've never practised in or haven't practised in during the last three years?

(None) Required field

* Are you seeking to work in a field of activity you've never practised in or haven't practised in during the last three years?

(None) Required field

* Have you practised outside NZ since you were last issued with an APC?

(None) Required field

Continue - Step 2 Practising



[Edit source form](#)

Fitness to practice

Please answer the questions below. They help us understand if there are any issues that could affect your ability to practise. If you declare anything, we will contact you to talk about it. If you are in doubt about telling us about an issue, it's best to let us know. For more information, see our [Guidance page](#).

During the last year (or before if you haven't told us previously), have you been subject to:

- *Any investigations that we aren't aware of in New Zealand or overseas, by an employer, or registration or professional body or educational institution or other authority (e.g. racing authority)?
- *A formal competence enquiry by an employer or registration body that we aren't aware of?
- *An adverse finding in any disciplinary actions by an employer, registration, professional body or other authority (e.g. racing authority) that we aren't aware of?
- *A police investigation, charge, summons or guilty finding in any criminal proceeding (including traffic offences involving alcohol or drugs) that we aren't aware of?
- *Any new or continuing mental or physical condition with the potential to affect your fitness to practise such as neurological, psychiatric, depressive or addictive (drugs or alcohol) disorders including physical deterioration due to injury, disease or degeneration?

[Continue - Workforce survey](#)

[Edit source form](#)

Workforce Survey

The following information will be used for statistical and research purposes and will not be published in a form that could identify any individual.

Please answer the questions below and check our [Guidance page](#) if you are unsure about any questions.

Were you engaged in veterinary practice (which includes non-clinical work) in New Zealand during the year ended 31 December 2022?

What was your main (primary) role type?

Do you have secondary employment?

Do you have another employment?

Which ethnic group do you belong to?

Second ethnic group ?

What is your gender?

Do you consider yourself transgender?

[Continue - Declaration](#)

5. Once you're finished with the form, you will be asked to make a declaration that the information you provided is true and correct. It's important that you are happy with your form before you click Next because you won't be able to change it after this point. Click Pay APC.

[Edit source form](#)

Annual practising certificate declarations

- *I confirm that I have read and understand the Code of Professional Conduct for Veterinarians and the CPD Information for Veterinarians document
- *I confirm that I am complying with the expectations set out in those documents
- *The information I have given in this application is true and correct

By submitting this application and making payment, you are indicating you accept our [Refunds and cancellations policy](#).

[Pay APC](#)



- Once you have completed the form, you will be taken to the payment screen. **First click on Add to Cart, and then select View Cart.**

APC

Term dates 1/04/2024 to 31/03/2025

Membership Fees

Item	Unit Price	Quantity	Amount
Annual Practising Fee	532.00	1	532.00
Subtotal			532.00

[View Cart](#) [Update Cart](#)

- From this page you can select your payment method, Visa, Mastercard, Debit card or Account to Account. *Please note your payment will be processed through our payment gateway, **Ezidebit**.*

Shopping cart

Items

APC (includes 69.39 GST) (1/04/2024 - 31/03/2025)	1	532.00	532.00	Remove
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[Update](#)

Cart charges

Item total	532.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	532.00

Promotional code [Apply](#)

Payment details

Payment amount 532.00

Payment method

Check number

If you have chosen to pay by Credit or Debit card, your statement will show the payment taken by Ezidebit

[Submit Order](#)

- Once payment is successful, you will be taken to an order confirmation screen and confirmation will also be sent to your email. You can close your browser if you wish.

Your application will be processed, and you will receive another email letting you know once it's approved, or we will contact you if we need more information.