



Application for registration as a Veterinary Specialist in New Zealand

(Under the Veterinarians Act 2005)

Specialist Registration Procedures

The Veterinary Council of New Zealand (VCNZ) considers and makes decisions on applications for specialist registration, following an assessment of the applicant's qualifications, training and experience conducted on its behalf by the Advisory Committee on the Registration of Veterinary Specialists (ACRVS).

There are two steps to the specialist registration application process:

- Apply direct to the Australasian Veterinary Board's Council (AVBC) for an assessment of your qualifications, training and experience by ACRVS. Refer to the [AVBC website](#) for the *Specialist Eligibility Assessment Applicant Guide*, application form and assessment fee
- After you've received the ACRVS assessment, apply direct to VCNZ for specialist registration using this form.

Who should use this form?

Only use this form if:

- You're already registered as a veterinarian in New Zealand; and
- ACRVS has sent you the outcome of its assessment of your qualifications, training and experience.

Veterinarians who are already registered as veterinary specialists in Australia can apply for both general and specialist registration in New Zealand under TTMRA, using the TTMRA Specialist Application form. You can request this form by emailing us at vet@vetcouncil.org.nz

Veterinarians who aren't already registered as a veterinarian in New Zealand, should first apply for registration here using the online [General Registration Application form](#)

Application Process

Email is our preferred form of communication and you will need to complete the attached application form and email it with your documents to VCNZ at vet@vetcouncil.org.nz. You will also need to deposit your fee into our bank account by internet banking.

Note that we can't process your application until we've received these items from AVBC:

- Copies of your assessment application, supporting documents and any other information requested and received by ACRVS
- Advice of the outcome of the ACRVS assessment

We will give careful consideration to the ACRVS assessment and recommendations, however the VCNZ makes the final decision on specialist registration.

In situations where ACRVS hasn't recommended specialist registration, you have the option of appealing this assessment by completing and forwarding this specialist registration application form to VCNZ. You should include reasons why you disagree with the ACRVS assessment.

The current specialist registration application fee is NZ\$361.00.

Important notes

This application form is a legal document. Please print all answers clearly, cross out or initial any errors and **don't** use correction fluid or tape.

Complete the application carefully and honestly; if you give false or misleading information, your registration may be cancelled.

Please email your completed application to:
vet@vetcouncil.org.nz

Please remove this cover page before
emailing your application.

Registration application – veterinary specialist

(Under the Veterinarians Act 2005)

Complete all parts.

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

<p>Name</p> <p>Forenames or given names:</p> <p>Family or last name:</p> <p>Other names:</p> <p>If names differ from those you are registered under as a veterinarian, please tick the box to show the reason and provide a certified copy of your name change document</p> <p>Marriage <input type="checkbox"/> Deed poll <input type="checkbox"/> Common use <input type="checkbox"/></p> <p>Other <input type="checkbox"/> (explain)</p>
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<p>Identification</p> <p>Please attach a certified copy of the photograph and identification page/s of your passport or NZ drivers license.</p> <p>Birthplace: Birth date (dd/mm/yyyy):</p> <p>Gender: Male <input type="checkbox"/> Female <input type="checkbox"/></p>

<p>Contact details</p> <p>Note that veterinarians have a legal obligation to update VCNZ about address changes within one month of the change.</p> <p>Contact address:</p> <p>.....</p> <p>..... Post code:</p> <p>Phone (bus): Phone (home):</p> <p>Email: Cell phone:</p>
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<p>Specialty</p> <p>Please state the name of the specialist branch you are applying for registration in.</p> <p>.....</p>
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Name and address of the veterinary clinic where you are/will be working

Under the Veterinarians Act 2005 veterinarians must provide the name of their practice.

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Address:

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Specialty training

Please note that in considering your application VCNZ will have access to the assessment application you provided to ACRVS, the supporting documents and any other information requested and received by ACRVS.

Name/s of specialist qualification/s:

Abbreviated name/s:

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Name of certifying body:

Date Awarded:

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Name and nature of supervised training programme:

Full or part time:

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Length of programme:

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Practice experience

Please attach an updated CV if your situation has changed since the assessment conducted by ACRVS.

Overseas Practice

Please provide details of any current or previous registrations in other countries. If you've been practising outside New Zealand since you were last issued with an annual practising certificate, please arrange for a letter of good standing to be sent directly to VCNZ from **every** jurisdiction you've practised in.

Country/state	Date registered	Type of specialist registration (state specialty branch)	Registration status
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Fitness for specialist registration

Please tick Yes or No to all of the questions below.

Mental and physical condition

Since you were last issued with an annual practising certificate in New Zealand have you been affected by any new or continuing mental or physical condition with the potential to affect your fitness to practise?

Yes No

If yes, please provide full details on a separate sheet.

Police investigations and convictions

Since you were last issued with an annual practising certificate in New Zealand have you been, or are you now, subject to a police investigation and/or guilty finding in any criminal proceedings (including traffic offences involving alcohol and/or drugs)?

Yes No

If yes, please provide full details on a separate sheet and attach a certified copy of a current criminal record report.

Conduct/character

Since you were last issued with an annual practising certificate in New Zealand have you been, or are you now the subject of, any investigation by an employer or registration or professional body or educational institution or any other authority in respect of any matter that was or may be the subject of disciplinary proceedings?

Yes No

If yes, please provide full details on a separate sheet.

Professional competence

Since you were last issued with an annual practising certificate in New Zealand have you been or are you now subject to a competence enquiry by an employer or registration body?

Yes No

If yes, please provide full details on a separate sheet.

Payment advice

Please pay your fee by direct credit and record the details below

Deposit to Council's bank account 02-0506-0072992-00 and use your **registration number** and **name** as the reference.

Date of direct credit _____ Direct Credit amount _____

Declaration

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

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

I declare that I am the person who is applying for registration as a veterinary specialist in New Zealand, that I am the person named in the documents provided to inform the ACRVS assessment of my qualifications, training and experience and that the information I have given to ACVRS and VCNZ is true and correct.

Signed: (applicant's signature)

Declared at on this day of in the year of

Applicant's checklist

Please use this checklist to make sure you've attached or have arranged for your documents to be emailed to VCNZ, and that you've paid the application fee. **We may return incomplete applications to you for completion.**

Pay your specialist registration application fee

Please include with this application:

- a certified a copy of the identification/photograph page/s of your passport or NZ drivers license

And if relevant:

- a certified copy of any change of name document
- a curriculum vitae (only needed if your situation has changed since the assessment conducted by ACRVS)
- copies of letters of good standing, from the registration body in every jurisdiction you've practised in since you were last issued with a NZ practising certificate, the originals of which you've arranged to be emailed direct to VCNZ at vet@vetcouncil.org.nz
- details on any mental or physical condition or impairment, police investigations, convictions, disciplinary proceedings and competency enquiries.

Certified documents

If you're outside New Zealand you need to use a Notary Public or Commissioner of Oaths to certify that the copies of any documents you send us are true copies of the original documents. In New Zealand Notaries Public and Justices of the Peace are listed in the Yellow Pages of the phone directory. Other individuals authorised to certify documents in New Zealand include:

- a barrister or solicitor of the High Court
- a Registrar or Deputy Registrar of the High or District Court
- the Registrar or a Deputy Registrar of the Supreme Court
- the Registrar or a Deputy Registrar of the Court of Appeal
- an officer in the service of the Crown, or of a local authority (Regional Council, City Council or District Council) who has been authorised by the Minister of Justice by notice in the Gazette
- a Member of Parliament
- an employee of the Land Transport Safety Authority
- an employee of the Public Trust
- a fellow of the former NZ Institute of Legal Executives who is employed by a practising barrister or solicitor of the High Court

Certified copies of documents must:

- include the name, contact details, designation (eg justice of the peace), and address of the certifier
- be a colour scan of the original document – in 600dpi resolution
- have all text visible and include security features (seal etc)
- be in pdf format

Translations

If you're including an English translation of any document with your application, it needs to be a certified copy of the original translation. You also need to include a certified copy of the original document in the original language.