

Application for Membership and Licensure

Policy for Application for Membership and Licensure

Every attempt is made by the PEIVMA to process applications for membership in a timely manner. **Application must be made at least three weeks prior to the date that licensure is required. If licensure or membership is required sooner than the allotted three weeks, a fee of \$150.00 plus GST (\$7.50) per application will be added to the application cost and will be due at the time the application is submitted.** Incomplete applications, including necessary forms and fees, will result in a delay in processing or rejection of application. For further information regarding membership and licensure in the PEIVMA, go to peivma.com. Post your application to The Registrar, PEIVMA, PO Box 21097, 465 University Avenue, Charlottetown, PE, Canada C1A 9H6 or submit it in person to Dr D Lister, Treasurer, Montague Veterinary Clinic, 285 Queen's Road, Montague, PE, Canada C0A 1R0

Section 1: Application for Membership
(ref: PEIVMA Bylaws: Sections 14 and 15)

PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS
Incomplete form will be returned and delay license approval

Last name _____ First name _____ Initial _____

Other names used _____

Date of birth (yyyy-mm-dd) _____ Place of birth _____

Social Insurance Number _____

Mailing address

Indicate preferred: Business _____ Home _____

Business

Home

Street address

Street address

City Province Postal code

City Province Postal code

Phone _____

Phone _____

Fax _____

Fax _____

Email _____

Email _____

EDUCATION Please provide proof of graduation (in veterinary medicine) from a university accredited by the CVMA at the time of your graduation, or a Certificate of Qualification from the CVMA National Examining Board.

Degree	School	Year graduated	Country
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Application for Membership *(continued)*

MEMBERSHIPS

Association

Dates

CONTINUING EDUCATION (a minimum of 20 hours of approved CE is required every 2 years to practice in PEI. Please list CE taken in the past 2 years.)

Program

Location

Date

Section 2: Application for License
(ref: PEIVMA Bylaws: Section 16)

PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS
Incomplete form will be returned and delay license approval

Last name _____ First name _____ Initial _____

Other names used _____

Date of birth (yyyy-mm-dd) _____ Place of birth _____

Social Insurance Number _____

LICENSE REQUESTED

General _____ Limited _____ Academic _____ Educational _____ Short term _____

CONTACT DETAILS

Indicate preferred: Business _____ Home _____

Business

Home

Street address

Street address

City Province Postal code

City Province Postal code

Phone _____

Phone _____

Fax _____

Fax _____

Email _____

Email _____

DESCRIBE

1. Nature of proposed practice of veterinary medicine

Section 2: Application for License *(continued)*

2. If limited to one or more disciplines - qualifications and training in the disciplines

3. Proposed emergency service provisions

4. Additional training

5. Experience in veterinary medicine

Section 3: Requirements for Membership and Licensure in Prince Edward Island

Veterinarians who wish to practice veterinary medicine in Prince Edward Island must be members in good standing with the PEIVMA and licensed to practice by the PEIVMA.

To be eligible for licensure, veterinarians must complete both:

1. The membership application form and
2. The application for license.

Applicants are responsible for providing ***all of the required documentation and associated fees listed below*** before the application will be considered.

Two (2) categories of membership may be applied for. Please review carefully and provide the required documentation and fees as listed below.

1. **Short-term membership** – any person eligible for a regular membership (see details below) may apply for a short-term membership for a specific period of time not to exceed four months. This member is not eligible to hold office.
2. **Regular membership** – A veterinarian who holds a
 - a. **Certificate of graduation** (i.e.: degree) in Veterinary Medicine from a university **accredited by the CVMA** at the time of graduation; or
 - b. **Certificate of qualification** from the National Examining Board of the CVMA; or
 - c. **Certificate of graduation** in veterinary medicine from a university that was **not accredited by the CVMA** at the time of graduation and proof of academic appointment with the Atlantic Veterinary College

Five (5) categories of licenses are available in PEI. Please review carefully and provide the required documentation and fees as listed below.

1. **General license** – veterinarians holding a Certificate of Qualification from the National examining board may apply for a general license.
2. **Academic license** – veterinarians contracted to work as **faculty at the Atlantic Veterinary College**. If the veterinarian is not a graduate from a CVMA accredited veterinary school, an indemnity agreement between the University of PEI and the PEIVMA is required. The applicant is limited to practice within the scope of the academic appointment and is not eligible for reciprocity with other provinces under the reciprocity agreement.
3. **Educational license** – veterinarians with an appointment as an **intern or resident at the Atlantic Veterinary College**. An indemnity agreement between the University of PEI and the PEIVMA is required if the applicant is from a non-accredited school. All applicants must have a letter of appointment from AVC. The applicant is limited to practice within the scope of the educational program and the license terminates when the internship or residency for which the license was granted is completed.
4. **Limited license** – veterinarians holding a general license who can prove to the satisfaction of the licensing board that they are members in good standing of the association **and** that the applicant is a recognized specialist in the discipline or species by which they agree to limit their practice of veterinary medicine (i.e.: board certification). The applicant is not eligible for reciprocity with other provinces under the reciprocity agreement.
5. **Short term license** – veterinarians with **temporary appointments at the Atlantic Veterinary College** or for a licensed member in general practice for a period of time not to exceed 4 months.

The veterinarian must be sponsored by a licensed member of the association who undertakes, prior to the commencement of the short-term practice, to execute an agreement in favor of the association agreeing to liability for the short-term licensee.

Checklist for membership application

- A completed membership application form
- Certificate of educational qualification
 - copy of degree or official transcript indicating date of graduation from an accredited veterinary school or
 - a certificate of qualification (C of Q) from the National Examining Board or
 - a certificate of graduation in veterinary medicine from a Canadian university that was not accredited by the CVMA at the time of graduation *and* produce evidence of academic appointment with AVC
- Letter of good standing from other licensing jurisdictions if transferring from another province/state/country (contact the registrar(s) from your past and current association(s))
- Signed declaration of applicant
- The required fee (see below for fee structure)

For more information on obtaining a copy of your C of Q contact:

Canadian Veterinary Medical Association

339 Booth Street

Ottawa, ON K1R 7K1

Tel: (613) 236-1162 Fax: (613) 236-9681

Email: admin@cvma-acmv.org

Link: http://canadianveterinarians.net/Documents/Resources/Files/1510_NEBwebsiteinfoE.pdf

Checklist for license application

- Completed membership application or proof of current membership with the PEIVMA
- Completed license application
- Certificate of qualification from the CVMA National Examining Board (*general, limited or short-term license application*)
- Proof of academic appointment to the AVC (*academic license application only*)
- Indemnity agreement if you are a graduate of a non-accredited veterinary school (*academic, educational and short-term license applications only*)
- Proof of acceptance in an internship or residency at AVC under the direction and supervision of a licensed employee of AVC (*educational license application only*)
- Proof of temporary appointment and sponsorship by AVC or by a licensed member (*short-term application only*) according to Bylaw 16.5(5)A
- Signed declaration of applicant
- The required license fee (see below for fee structure)

Membership, License and Application Fees

License type	Application fee (\$)	Membership fee* (\$)	License fee (\$)	GST (5%) (\$)	Total payable to PEIVMA (\$)
General (full year)	25.00	550.00	100.00	27.50	677.50
General (after May 1)	25.00	275.00	100.00	13.75	388.75
Academic (full year)	25.00	550.00	100.00	27.50	677.50
Academic (after May 1)	25.00	275.00	100.00	13.75	388.75
Educational (full year)	25.00	550.00	25.00	27.50	602.50
Educational (after May 1)	25.00	275.00	25.00	13.75	313.75
Limited (full year)	25.00	550.00	100.00	27.50	677.50
Limited (after May 1)	25.00	275.00	100.00	13.75	388.75
Short term	25.00	85.00 appointments with a 4-month period	100.00	10.50	220.50

An additional rush fee of \$150.00+GST(\$7.50) will be applied to applications requiring approval less than 3 weeks prior to start date.

A minimum of five business days must be given for processing.

Failure to provide all required documentation and fees will delay approval of application.

***Full-year memberships run from October 1–September 30 each year. Membership applications after May 1 are subject to a pro-rated amount (as listed above) and run from May-September 30.**

***Applicants for membership only (*not eligible to practice veterinary medicine in PEI*) must pay the corresponding application fee and membership fee as listed above plus 5% GST.**

***Applicants for license only (*already PEIVMA members*) must pay the corresponding license fee plus application fee as above plus 5% GST.**

Fees are due in October of each year. An invoice will be sent to each member annually. Delinquent accounts will result in termination of membership and license to practice veterinary medicine in PEI.

Forward complete application package with associated fees to
Registrar, PEIVMA, Box 21097, 465 University Avenue, Charlottetown, PE, C1A 9H6

Please provide written notice to the registrar of resignation from the PEIVMA .

DECLARATION OF APPLICANT

I am familiar with the Prince Edward Island Veterinary Medical Association (PEIVMA) Act and Bylaws and do solemnly declare my willingness to uphold the honour and dignity of the profession, that I will undertake to practice veterinary medicine in a professional and becoming manner and in accordance with the Act and Bylaws of the PEIVMA including any and all restrictions imposed by said Act and Bylaws and that my name has not been removed from the register of any veterinary association by reason of an indictable offence. The information in this application is correct to the best of my knowledge, information and belief, and I understand and agree that, in the event that any information provided above is incorrect, the PEIVMA may suspend or cancel any registration or license granted by it.

Dated this _____ day of _____ 20_____ at _____.

Signature _____

Addendum to the application form

I hereby authorize the Prince Edward Island Veterinary Medical Association (PEIVMA) to make those inquiries that it deems relevant to my application for membership and/or licensure in the PEIVMA from those educational institutions that I have attended and those professional associations of which I am or have been a member. I also hereby authorize those educational institutions and professional associations to provide to the PEIVMA all such information requested by it.

Date _____ Signature _____