

## New Graduate Licensing Information – 2024 Spring/Summer Grads

### Plan Ahead!

- The licensing process takes several weeks to complete and involves you passing the State Veterinary Exam --- plan ahead! If you hope to start work shortly after graduation, apply now (if you have passed the NAVLE).
- The Board has 1 Licensing Staff member to process all veterinary and CVT applications and the spring/summer is our busiest time of year. By law, the Board has 15 days in which to initially review your application to determine its completeness. Applications that are complete when they arrive move through the process faster.
- Once your application is determined to be complete, you will be notified by email and U.S. mail and the State Exam will be EMAILED to you within approximately 1-2 weeks. You will have 2 weeks to complete the “open book” exam and return it. Allow 1-2 weeks for grading.
- After you pass the State Exam, the next steps are to submit the \$100 license issuance fee (unless paid at time of initial application or you were issued a Fee Waiver), submit proof of graduation, and wait for the license to be issued.
- Use the “Regular” Veterinary License application packet on the Board’s website at [vetboard.az.gov/licensing](http://vetboard.az.gov/licensing) and read the instructions carefully. Your application will not be approved unless you have completely filled out the application and submitted proper documentation requested.

### FEES for New Grads

**\$400 application fee** – sent with application – payable ONLY by certified check, cashier’s check, or money order payable to: Arizona Veterinary Medical Board. If you are applying for a fee waiver, do not send this payment; if you are deemed ineligible for a fee waiver, we will follow-up later to ask for payment.

**\$100 licensing fee** – can be sent with application OR paid after you are notified that you passed the State Exam. This fee can be paid by personal check, business check, certified check, cashier’s check, or money order. We do NOT accept credit cards.

**TOTAL INITIAL LICENSING FEE: \$500**

**We encourage you to apply for a Fee Waiver, as many new grads may be eligible!**

If your household income does not exceed 200% of the 2024 Federal Poverty Guidelines, you may be eligible. For example, the annual income for a single filer under these guidelines is \$15,060; therefore, if your income was lower than \$30,120, you may meet the requirements.

Please contact Board staff for a Fee Waiver application at [licensing@vetboard.az.gov](mailto:licensing@vetboard.az.gov) or call 602-542-8166. DO NOT submit your license application UNTIL you get the fee waiver information. THE FEE WAIVER COMPLETED APPLICATION MUST BE SUBMITTED WITH YOUR REGULAR LICENSE APPLICATION. It will not be considered if it is sent separately! Do NOT send \$\$ with your application if you are applying for a fee waiver. If you are not eligible, we will ask for payment at that time.

### **Besides the application, what else do you need to submit with the application?**

**Please read the application instructions carefully, as everything you need to submit is explained there!** However, here's a quick list:

1. Application which includes your notarized signature (A notary is a person who confirms your identity and witness your signature on a legal document. Most banks have notaries who will assist you for free if you are a customer). Do NOT sign the application affidavit on Page 4 until the notary directs you to!
2. Current resume or typewritten letter summarizing your experience and qualifications.
3. Passport-sized photo taken of you within the past 6 months. Can be a selfie.
4. COPY/COPIES of documents that prove your lawful presence in the U.S. (there is a page in the application packet that explains what docs are acceptable—for example, U.S. passport or drivers license from most states).
5. COPY of a government issued ID that includes a photo (is in addition to requirement above if the document submitted for proof of lawful presence does not include a photo)
6. If you are applying for a Fee Waiver, the Fee Waiver application MUST be included with your license application to be considered.
7. If you are not applying for a Fee Waiver, include a cashier's check, certified check, or money order for \$400 (or \$500 if you want to go ahead and pay the license issuance fee all at the same time---which is a good idea and saves time).  
(You can get a cashier's/certified check at a bank and many convenience stores/grocery stores sell money orders. It should be made payable to the AZ Veterinary Medical Board)

### **What do you need to have sent to the Board office by an outside party?**

1. If you apply before you graduate: Letter from your veterinary college indicating your expected graduation date sent directly to the Board office (may be emailed to: [licensing@vetboard.az.gov](mailto:licensing@vetboard.az.gov)) (This is known as the "Dean's Letter"). If you are graduating from Midwestern University in Glendale, AZ or the University of Arizona, you can skip this because we already have the information or will get it soon.
2. If you selected Arizona as the state to receive your NAVLE score when you registered for the NAVLE with ICVA, you do *not* have to request a score transfer from the American Association of Veterinary State Boards (AAVSB), because we should already have your score unless you just recently took the NAVLE.
3. If you selected a state other than Arizona to receive your NAVLE score, YOU must request a score transfer from the AAVSB ([aavsb.org](http://aavsb.org)). There is a fee for the AAVSB to send it to us. You will need to ask the AAVSB how long their process takes.
4. **If you have graduated before you apply**, you must have your veterinary college send us an official FINAL transcript; may be emailed to: [licensing@vetboard.az.gov](mailto:licensing@vetboard.az.gov). Must be received in order for your application to be complete.

**If you apply before you graduate**, you must have your veterinary college send us an official FINAL transcript within 60 days of your graduation date. To issue your license however, we will accept a copy of your diploma – but still need the transcript later on.

### State Exam Info

- “Open Book” – 50 True/False questions
- Questions are about the Arizona Veterinary Practice Act (i.e., the statutes (laws) and administrative rules enforced by the Arizona Veterinary Medical Examining Board)
- Once your license application is complete, you will be MAILED a packet with hard copies of the Practice Act and Administrative Rules. However, they can be accessed any time at [vetboard.az.gov/statutes-and-rules](http://vetboard.az.gov/statutes-and-rules)
- The exam will be EMAILED to you as a pdf within approximately 1-2 weeks after you are notified that your application is complete. You will need to print out the exam.
- You have 2 weeks to complete the exam and return it to us, preferably by email. If you do not have access to a scanner, you can take a photo of each page and email it.
- Your exam will be graded in the order it was received in approximately 1-2 weeks and you will be notified by email and mail with your score and next steps to take.

### Going to work right away?

Do not expect to be licensed on the day you graduate! Therefore, **do not promise your new employer that you can start working as a veterinarian right away!** Dozens of applicants all graduate around the same time and while we work as quickly as possible, everyone can't be licensed right on top of graduation day. **The earlier you apply, pass the State Exam, pay your license issuance fee, and submit proof of graduation, the quicker you will be licensed.**

Many practices may want to get you going right away---they can hire you but you absolutely could **not** perform duties as a veterinarian, be called a doctor or veterinarian, or use “DVM” or “VMD” UNTIL YOU ARE LICENSED. (That's a law!) You cannot work “under” another vet's license or a premises license by performing duties that only a veterinarian is allowed to do.

Some practices have new grads in training or shadowing during the time they are awaiting licensure. You CAN perform duties that a vet tech/vet assistant are allowed to do.



**New grads are NOT eligible for Temporary Licenses!**



If you have a work start date soon after graduation, please let our Licensing Staff know and while we cannot guarantee that your license will be issued by that date, we will try to accommodate your request.

### **Applications and fees should be mailed to:**

Arizona Veterinary Medical Board  
1740 W. Adams St., Suite 4600  
Phoenix, AZ 85007  
Questions?

Email: [licensing@vetboard.az.gov](mailto:licensing@vetboard.az.gov)

Call: 602-542-8166