



DOUGLAS A. DUCEY  
GOVERNOR

## ARIZONA STATE VETERINARY MEDICAL EXAMINING BOARD

1740 W. ADAMS ST., SUITE 4600, PHOENIX, ARIZONA 85007  
PHONE: 602-364-1PET(1738) ♦ FAX: 602-364-1039  
VETBOARD.AZ.GOV

VICTORIA WHITMORE, EXECUTIVE DIRECTOR

Dear Veterinary Faculty Member License Applicant:

Thank you for your request for an application and information regarding Arizona's veterinarian licensing procedures. You may be eligible for several types of veterinary licenses available; therefore, before applying, you may want to review information on the Board's website explaining "Regular," "Specialty," and "Endorsement" licenses.

### **Veterinary Faculty Member License summary:**

- The applicant has been appointed to the faculty of a veterinary college in the state of Arizona.
- The licensee may practice veterinary medicine only under the licensee's official academic responsibilities.
- No State exam is required.
- To renew a license, proof of 20 hours of continuing education is not required.
- \$400 application fee plus \$100 (even-numbered year) or \$200 (odd-numbered year) license issuance fee.
- Licenses expire on the date of the separation of employment by the veterinary college or December 31<sup>st</sup> of even-numbered years. Renewal fee: \$400.

The following pages include the application process check list, list of applicable deadlines, and the application for Veterinary Faculty Member applicants only. If you would like to apply for a different type of veterinary license, please see our website at [vetboard.az.gov](http://vetboard.az.gov) for the application packet you desire. Please feel free to direct questions regarding the application process to our Licensing staff (602) 542-8166 or via email: [licensing@vetboard.az.gov](mailto:licensing@vetboard.az.gov).

Sincerely,

*Victoria Whitmore*

Victoria Whitmore  
Executive Director

# APPLICATION PROCESS & CHECK-LIST

## APPLICATION FOR VETERINARY FACULTY MEMBER LICENSE

The following must be submitted no later than five (5) days prior to a monthly Board meeting where the application will be reviewed:

- Properly completed and notarized application.** Note: Applicant's date of signature must match the date notarized!
- A non-refundable application fee of \$400.** Payable by money order, certified check, or cashier's check to: AZVMEB. Credit Cards are **not** accepted.
- A **passport-type photo** of the applicant (no larger than 1½ x 2 inches in size) taken during the preceding 6 months.
- Veterinary College employment verification letter.** Please have your employer submit a letter from an authorized person that: (1) states your hire date; (2) confirms your current employment; (3) includes your title; and (4) general job responsibilities.
- License Verifications** - FORM INCLUDED WITH APPLICATION: Each state or territory of the United States in which you are or ever have been licensed must send directly to this Board a verification of licensure to include current standing and status of any current investigation or discipline received for violation of a veterinary medical practice act. Applicant is responsible for requesting verification of licensure from each state or territory where currently or previously licensed. Each state's process may differ, and a fee may be assessed. Response time from other states can vary up to 6+ weeks to process.
- Arizona Statement of Citizenship or Alien Status for State Public Benefits** – FORM INCLUDED WITH APPLICATION. Be sure to fill it out completely and sign/date at the end of page 2.
- Evidence of authorized presence in the U.S.** (See list of acceptable documents in the application). Submit a copy of that proof (e.g. passport, U.S. birth certificate) with your application.
- In addition to the evidence of citizenship/authorized presence documentation, a copy of a **government issued photo I.D. is required.** If evidence of citizenship/authorized presence is submitted in the form of a document containing a photo, such as a U.S. passport, permanent resident card, U.S. driver's license, etc., then this requirement is fulfilled.
- Moral Character Letter of Recommendation/Professional Qualification Form** – FORM INCLUDED WITH APPLICATION: A letter to be sent directly to this Board from a veterinarian indicating applicant's professional qualifications and character. This form may be used or the author of the letter may use his or her own letterhead. **Not to be submitted with application.**

- Notes:** 1. Applicants for a Veterinary Faculty Member license are NOT required to take the State exam.  
2. Licenses are not active until approved by the Board, the license issuance fee is paid, AND the license is issued by the Board.

### The following are not required for all applicants – only required as described.

- If applicant does not currently hold nor has ever held an Active veterinary license from any U.S. state, an **official final transcript** mailed directly to this Board by the veterinary college from which applicant graduated is required. The transcript must show graduation date and degree earned. If applicant completed the PAVE/ECFVG program, submit a copy directly to this Board of the ECFVG Certificate of Completion issued by the AVMA or a copy of the PAVE Certificate of Completion issued by the AAVSB.
- If the name on your application has changed from the name on the evidence of citizenship/authorized presence, you are submitting, you must also submit a copy of the document that legally defines the change (i.e. marriage license).

# What to expect next!

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1. Once your application is received and processed, you will receive a letter, either informing you that it is complete or with a list of deficiencies.
2. If complete, your name is placed on the agenda for Board approval at the following Board meeting.
3. Once the Board approves your license and we have received the license issuance fee of \$100 in an even-numbered year or \$200 in an odd-numbered year, it will be updated to active status. At that time, you will be sent a wallet card with your license number. A wall license suitable for framing will be mailed in approximately 60 to 90 days after it is created and signed by all the Board members.

**Please note:** You are not allowed to practice until you have confirmed that your license has been updated to active status. You may do this by contacting Board staff or by viewing the directory located on our website.

## 2019-2020 Application Deadlines for Faculty Licenses

**NOTE!**

**IT IS RECOMMENDED THAT YOU SUBMIT YOUR APPLICATION AT LEAST 1-2 WEEKS PRIOR TO DEADLINE IN ORDER TO ENSURE COMPLETION BY THAT DEADLINE. Completion is determined by the Board.**

### Deadline to submit a complete application

### Board Meeting Review Date

11/15/2019

11/20/2019

12/06/2019

12/11/2019

01/10/2020

01/15/2020

02/14/2020

02/19/2020

03/13/2020

03/18/2020

04/10/2020

04/15/2020

05/15/2020

05/20/2020

06/12/2020

06/17/2020

07/10/2020

07/15/2020

08/14/2020

08/19/2020

09/11/2020

09/16/2020

10/16/2020

10/21/2020

11/13/2020

11/18/2020

12/4/2020

12/09/2020



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## APPLICATION FOR A LICENSE TO PRACTICE VETERINARY MEDICINE & SURGERY AS A VETERINARY FACULTY MEMBER

### Alternative Format for Submitting Application

An individual with a disability who, as a result of the disability, requires this application to be in an alternative format may contact the Board office at (602) 364-1738, or Voice Relay Service (800) 842-4681 or TTY at (800) 367-8939 to make their needs known.

I, \_\_\_\_\_, make application to the Arizona State Veterinary Medical Examining Board for licensure in the State of Arizona pursuant to A.R.S. Title 32, Chapter 21, Article 2: Licensing, et.seq. I understand the filing of this application grants authority to the Board to obtain information from any licensing agency or board in the United States or another country; **and that** I shall make an oath as to the contents of my application and credentials submitted to the Board **and that** I acknowledge that any falsification in my application to the Board is adequate cause by the Board to deny my application; **and that** the Board may report any falsification of information to other licensing agencies and boards.

### License Application Fee(s):

Submit Veterinary Faculty Member (\$400)  
(enclose with application)

*All fees are non-refundable and are to be submitted by cash, money order, or check payable in U.S. dollars*

PLACE

PHOTO

HERE

### SECTION 1: PERSONAL INFORMATION

Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street

City County State Zip

Home Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Fax Number \_\_\_\_\_ Email Address: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: Female Male

Are you a US Citizen? Yes No If no, what is your country of citizenship? \_\_\_\_\_

How would you prefer your name to read on your wall license? \_\_\_\_\_



**SECTION 4: LICENSES --- LIST ALL STATES IN WHICH YOU ARE OR HAVE EVER BEEN LICENSED**

State	License Number	Date License Granted	Date(s) and Status (Active, Lapsed, Inactive, Probation, etc.)

**SECTION 5: YOU ARE REQUIRED TO ANSWER ALL OF THE FOLLOWING QUESTIONS.  
YOU MAY USE A SEPARATE SHEET OF PAPER IF NEEDED.**

1. Have you ever been arrested, charged with, convicted of or pled nolo contendere to a criminal offense, other than a minor traffic violation (DUI history must be reported), in any city, county, state, federal or tribal court, or in any other country? **If yes, please provide copies of the police and court documents such as the police narrative, complaint, the pleadings and final order(s). You must answer "yes" even if you received a pardon, the charges were dropped, the conviction was set aside, the records were expunged, or your civil rights were restored.**

Date of Occurrence(s) \_\_\_\_\_ **Yes** **No**

2. Have you ever been denied a license by any state, or denied the privilege of taking a state examination before any State Board of Veterinary Medical Examiners?

**Yes No** If yes, please explain:

3. Has any license to practice veterinary medicine and surgery issued to you been revoked or suspended?

**Yes No** If yes, please explain:

4. Has any license to practice veterinary medicine and surgery issued to you been placed on probation, or have you ever been fined, censured, or charged with a violation of the veterinary practice act in any state in the U.S? Are you aware of any *pending* complaints, investigations or disciplinary actions regarding your veterinary license in any state?

**Yes No**

SECTION 6: AFFIDAVIT OF APPLICANT

**Print The Applicant's Full Name:** \_\_\_\_\_ being first duly sworn upon his or her oath deposes and says all of the following: I am the person named in this application. I have read and understand the content of this application. The information contained in the application is true and correct to the best of my ability and the information submitted is without fraud, deceit or misrepresentation. I hereby authorize any past or present employer, past or present business or professional association to release any information to the State of Arizona in connection with my application and state that a photocopy of this authorization shall have the same effect as the original. I also authorize the Arizona State Veterinary Medical Examining Board, or its successor, to release any information submitted by me, upon request, to the public or to any licensing agency, or to any other person when such request is required or permitted by Arizona Revised Statutes. I acknowledge that any falsification in my application is cause to deny my application. I authorize the Board to utilize audio recording of any application interview that is conducted of me in regard to this application.

I further affirm that I have reviewed the Arizona Revised Statutes (Title 32, Chapter 21) and the Administrative Rules that pertain to the Arizona State Veterinary Medical Examining Board.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_  
Notary Public Signature

Seal:

My Notary Commission Expires on  
\_\_\_\_\_

Please be advised of the following pursuant to Arizona Revised Statutes (ARS) §41-1030: A.R.S. §41-1030(B): An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition. A.R.S. §41-1030(D): This section may be enforced in private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section. A.R.S. §41-1030(E): A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the agency's adopted personnel policy. A.R.S. §41-1030(F): This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

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NOTICE: Pursuant to Section 41-1093.01, Arizona Revised Statutes, an agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to Sections 41-1093.02 and 41-1093.03, Arizona Revised Statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with Section 41-1093.01, Arizona Revised Statutes.





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### MORAL CHARACTER LETTER OF RECOMMENDATION PROFESSIONAL QUALIFICATION FORM

Please provide your input regarding the moral character and professional qualifications of the applicant. Veterinarian may use his or her own letterhead. Please return this form to the Board office. **Form may be faxed to 602-364-1039 or emailed to [licensing@vetboard.az.gov](mailto:licensing@vetboard.az.gov).**

Name of Applicant: \_\_\_\_\_

Dear Veterinary Medical Examining Board:

Signature of Veterinarian: \_\_\_\_\_ Date: \_\_\_\_\_

Print Veterinarian Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Please Print Clearly)

Address: \_\_\_\_\_  
Street City State Zip

**ARIZONA STATEMENT OF CITIZENSHIP  
OR ALIEN STATUS FOR STATE PUBLIC BENEFITS**

Professional License and Commercial License  
- Arizona State Veterinary Medical Examining Board -

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive state or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

**Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.**

**Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.**

**SECTION I – APPLICANT INFORMATION**

APPLICANT'S NAME (Print or type) \_\_\_\_\_

TYPE OF APPLICATION (Check one):            INITIAL APPLICATION            REAPPLICATION

TYPE OF LICENSE/CERTIFICATION (Check one):            D.V.M.            C.V.T.

**SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION**

Are you a citizen or national of the United States?            Yes            No

If **Yes**, indicate place of birth:

City \_\_\_\_\_ State (or equivalent) \_\_\_\_\_ Country or Territory \_\_\_\_\_  
**(Indicate country, not county.)**

If you answered **Yes**,    1)    Attach a legible copy of a document from List A (attached)

**Name of document** \_\_\_\_\_

2)    Go to Section IV.

If you answered **No**, you must complete Section III and IV.

**SECTION III – ALIEN STATUS DECLARATION (if applicable)**

To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from List B (Attached) or other document as evidence of your status.

**Name of document provided:** \_\_\_\_\_

**Qualified Alien Status (8 U.S.C.§§ 1621(a)(1),-1641(b) and (c))**

1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
2. An alien who is granted asylum under Section 208 of the INA.
3. A refugee admitted to the United States under Section 207 of the INA.
4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
5. An alien whose deportation is being withheld under Section 243(h) of the INA.
6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
7. An alien who is a Cuban/Haitian entrant.
8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States.

**Nonimmigrant Status (8 U.S.C. § 1621(a)(2))**

9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101 (a)(15).

**Alien Paroled into the United States For Less Than One Year (8 U.S.C. § 1621(a)(3))**

10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

**Other Persons (8 U.S.C § 1621(c)(2)(A) and (C))**

11. A nonimmigrant whose visa for entry is related to employment in the United States, or
12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 et seq.];
13. A foreign national not physically present in the United States.

**Otherwise Lawfully Present**

14. A person not described in categories 1-13 who is otherwise lawfully present in the United States. **PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(a).**

**SECTION IV - DECLARATION**

**All applicants must complete this section.**

I declare under penalty of perjury under the laws of the state of Arizona that the answers and evidence I have given are true and correct to the best of my knowledge.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED

## **EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS**

**You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.**

**Evidence showing authorized presence in the United State includes the following:**

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. \*\*\*Passport must be signed\*\*\*
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.