

## THE TEMPORARY PERMIT – IT'S PURPOSE AND HOW IT WORKS!

### IT'S PURPOSE:

The purpose of this permit is to allow an applicant who has secured employment at a specific premises and is to begin their employment prior to sitting for the exam. The earliest a permit can become active is the day of the Board meeting the month prior to the scheduled exam.

### HOW IT WORKS:

- Application for licensure has been submitted and is complete.
- Applicant has graduated from an AVMA accredited veterinary college, or holds a PAVE or ECFVG certificate of completion. *Not applicable to Faculty Member License.*
- Applicant has submitted all required documentation and fee(s) for permit(s).
  - \*The fee is multiplied by the number of premises the applicant will be performing veterinary medicine during the time frame of the permit.
- The permit becomes active on the day of the Board meeting, prior to the scheduled exam, and is mailed to the premises. The permit remains active until 20 days after the exam date.
  - If applicant applied by Endorsement or for a Specialty license and passes the exam, their license is approved at the Board meeting following the exam. Their license becomes active that same day and the permit is no longer valid.
  - If an applicant applied for a Regular license and passes the exam, their license is approved at the Board meeting following the exam. The applicant is required to submit the license issuance fee. When the fee is received their license becomes active and the permit is no longer valid.

### **CURRENT STUDENTS:**

\*If applicant is a current student, the items to be submitted by deadline are:

1. Fee(s) for the permit(s)
2. Letters requesting the permit, from applicant and responsible veterinarian.
3. Responsible Veterinarian's affidavit requesting the permit.

To be submitted after graduation or completion of PAVE or ECFVG are:

4. Applicant's affidavit requesting the permit. to be executed after graduation/ completion date. Once executed the original is to be mailed to the Board office.
5. Proof of graduation, or PAVE or ECFVG certificate of completion.

Example: Final transcript, copy of diploma or letter from the school confirming graduation date. (Final transcripts are still required, as soon as available.)

## INSTRUCTIONS FOR REQUESTING A TEMPORARY PERMIT

### Required From the Applicant:

- 1. A non-refundable fee of \$75 **per permit, per licensed premises. Must be a money order, certified check or cashier's check** payable in US funds only to: AZVMEB. You may combine the application fee and Temporary Permit fee. **IMPORTANT!** We do NOT accept personal checks or business checks for the permit(s), and we do NOT process credit cards.
- 2. All documentation required for the license application.
- 3. A written request for a Temporary Permit, signed by the applicant, stating the premises name and address, the *\*name of the licensed responsible veterinarian of the premises, and the name of each licensed veterinarian who will provide direction, supervision and control of the applicant. \*Acquire this list from the responsible veterinarian.*  
*"Responsible Veterinarian" is defined as: The name of the veterinarian who is on the premises license.*
- 4. Properly completed and notarized "Affidavit of Applicant for Temporary Permit". If applicant has not graduated at the time of submission, affidavit is required to be submitted with proof of graduation in order for permit to become active, after Board approval. **Applicant signature and date notarized, MUST MATCH. The affidavit should not be dated prior to graduation.**

### Required From the Responsible Veterinarian of the premises (Employing Veterinarian):

- 1. A letter detailing:
  - a. The type of work to be conducted by the applicant,
  - b. The *\*name of each licensed veterinarian who will assume direction, supervision, and control when the employing veterinarian is absent, and (\*give this list to the applicant.)*
  - c. The procedures, including frequency, for reviewing medical treatment and records of medical treatment of animals.
- 2. Properly completed and notarized, "Affidavit of Arizona Licensed Veterinarian."  
**Responsible veterinarian's signature date and notarized date MUST MATCH.**

ARIZONA STATE VETERINARY MEDICAL EXAMINING BOARD

**AFFIDAVIT OF APPLICANT FOR TEMPORARY PERMIT**

**(Applicant's Name)** \_\_\_\_\_, being first duly sworn and upon his/her oath, deposes and states: I hereby certify that I am a graduate of a veterinary college accredited with the American Veterinary Medical Association or have a Certificate of Completion from ECFVG or PAVE and will be employed by **(Name of Employing Responsible Veterinarian)** \_\_\_\_\_, an Arizona licensed veterinarian.

I have read and understand the Statutes and Administrative Rules of the Arizona State Veterinary Medical Examining Board relating to temporary permits. I also understand that I must be under the direction, supervision and control of the licensed veterinarian. If, for any reason, my employment with the above named veterinarian is terminated, I shall notify the Board in writing within ten (10) days from the date of termination of employment.

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

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

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

Duly acknowledged, subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

My commission expires: \_\_\_\_\_

(Seal)

ARIZONA STATE VETERINARY MEDICAL EXAMINING BOARD

**AFFIDAVIT OF ARIZONA LICENSED VETERINARIAN  
HAVING DIRECTION, SUPERVISION AND CONTROL OF  
TEMPORARY PERMITTEE**

**(Employing Responsible Veterinarian's Name)** \_\_\_\_\_, being first duly sworn and upon his/her oath, deposes and states: I hereby certify that I am engaged in the practice of veterinary medicine in the State of Arizona. I understand that this applicant applying for a temporary permit shall be under my direction, supervision, and control as stated in A.R.S. §32-2216 (B) as it relates to R3-11-301 (B) (2) (c). I have read and am familiar with the laws and rules of the Arizona State Veterinary Medical Examining Board relating to temporary permits and hereby accept full responsibility for the actions of **(Applicant's Name)** \_\_\_\_\_.

If, for any reason, this applicant's employment is terminated, I shall notify the Board in writing within 10 days because the temporary permit is valid only during the applicant's employment with me (R3-11-301 (B) (2) (d) as it relates to A.R.S. §32-2216 (C)).

**Signature of Responsible Veterinarian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

Duly acknowledged, subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

My commission expires: \_\_\_\_\_

(Seal)

**TEMPORARY PERMITS**  
**ARIZONA REVISED STATUTES AND ADMINISTRATIVE RULES**

**STATUTES (Amended 2014):**

A.R.S. §32-2201 (13): **“Licensed veterinarian”** means a person who is currently licensed to practice veterinary medicine in this state.

A.R.S. §32-2216: Issuance of Temporary Permits

- B. The temporary permit issued under this section entitles a veterinary license applicant to engage in the active practice of veterinary medicine in this state as an employee of a licensed veterinarian, the state or any county or municipality in this state. Such applicant shall be eligible for the next examination, if the applicant has not violated any provision of this chapter. Such applicant working under the direct and personal instruction, control or supervision of a licensed veterinarian and whose compensation is paid by such veterinarian may perform those acts of animal health care assigned by the veterinarian having responsibility for the care of the animal. The temporary permit described in this subsection expires twenty days after the examination. If the applicant fails for good and sufficient reason to take the examination, the Board, by majority consent, may extend the permit until the next succeeding examination. Except as otherwise provided in this section, the holder of a temporary permit must be examined and satisfactorily pass the license examination next following the issuance of the permit and duly receive a license in order to continue active professional practice. The temporary permit may be extended only one time. For the purposes of this subsection, "direct and personal instruction, control or supervision" means that a veterinarian licensed by the Board is physically present and personally supervising a temporary permittee when the permittee is practicing acts of veterinary medicine except if the permittee is at a temporary site for the purpose of delivering services to large animals or if the permittee is administering emergency services not during regular office hours. In these cases, phone contact constitutes direct and personal instruction, control or supervision.
- C. If an employer, for any reason, terminates the employment of the applicant, the employing veterinarian shall notify the Board and the temporary permit described in subsection B of this section is immediately void.

**RULES (Amended November 2013)**

**R3-11-101: Definitions**

10: “Direction, supervision, and control”

- b. pertaining to temporary permittees, the same as direct and personal instruction, control, or supervision as stated in A.R.S. §32-2216(B).

**R3-11-301: Application for a Temporary Permit**

A. An applicant for a temporary permit shall:

1. Submit to the Board the application form required under R3-11-201(A)(1) and the documents required under R3-11-203;
2. Submit to the Board both the application and examination fee and temporary permit fee, payable by certified check or money order, required under R3-11-105;
3. Schedule with the Board a date to take the state examination;

4. After complying with subsections (A)(1) through (A)(3), submit all of the following to the Board:
  - a. A written request for a temporary permit, signed by the applicant, that states:
    - i. The name and business address of the licensed veterinarian who will employ the applicant; and
    - ii. The name of each licensed veterinarian who will provide direct and personal instruction, control, or supervision of the applicant;
  - b. Written documentation of graduation from a veterinary college; and
  - c. A sworn affidavit, signed by the applicant, stating the applicant:
    - i. Has graduated from a veterinary college;
    - ii. Has read and understands A.R.S. § 32-2216 and this Section;
    - iii. Agrees to work under the direct and personal instruction, control, or supervision of the licensed veterinarian employing the applicant; and
    - iv. Agrees to notify the Board in writing within 10 days from the date of termination of employment.
- B. A licensed veterinarian employing an applicant for a temporary permit shall submit to the Board:
  1. A letter detailing:
    - a. The type of work to be conducted by the applicant;
    - b. The name of each licensed veterinarian who will assume direct and personal instruction, control, or supervision when the employing veterinarian is absent; and
    - c. The procedures, including frequency, for reviewing medical treatment and records of medical treatment of animals;
  2. A sworn affidavit, signed by the veterinarian, stating the veterinarian:
    - a. Is currently practicing veterinary medicine in Arizona;
    - b. Has read and understands A.R.S. § 32-2216 and this Section;
    - c. Accepts full responsibility for providing direct and personal instruction, control, or supervision to the applicant; and
    - d. Agrees to notify the Board in writing within 10 days from the date of termination of applicant's employment.

### **R3-11-304: Extension of Temporary Permits**

- A. The Board shall extend a temporary permit as allowed by A.R.S. § 32-2216(B), only if the temporary permittee submits to the Board evidence of good and sufficient reason for failing to take the scheduled state examination and evidence that the temporary permittee is scheduled to take the next state examination following issuance of the extension.
- B. As provided under A.R.S. § 32-2216(B), the Board shall not extend a temporary permit a second time.

### **R3-11-305: “Good and Sufficient Reason” for Failure to Take a State Examination**

For purposes of A.R.S. § 32-2216(B), the Board shall consider the following in determining whether "good and sufficient reason" exists for failure to take a state examination:

1. Illness or disability,
2. Military service, or
3. Any other circumstance demonstrated by the temporary permittee to be beyond the temporary permittee's control.