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NOVA SCOTIA  
VETERINARY  
MEDICAL  
ASSOCIATION  
(NSVMA)

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Fair Registration  
Practices Act (FRPA)  
Review  
March 2019

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Province of Nova Scotia

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## Executive Summary

The Nova Scotia Veterinary Medical Association's (NSVMA) Action Plan is a progressive response to recommendations resulting from the Fair Registration Practices Act (FRPA) review process. These actions will support the transparent, objective, impartial and procedurally fair assessment of all applicants to the profession in Nova Scotia and are fully consistent with the FRPA.

To date, NSVMA has made a commendable effort to improve its registration practice. As an active member of the FRPA Advisory Committee, NSVMA's Registrar, Dr. Frank Richardson, has demonstrated his support of Nova Scotia's fair-access legislation by providing input on the development of policies and processes that support its implementation. After an initial meeting with the FRPA Review Office, Dr. Richardson promptly drafted policies and procedures to meet targets set out by our fair-access guidelines, many of which are already posted on the NSVMA website. The Association's commitment to supporting the licensure and workforce attachment of internationally educated Veterinarians is also evident in its development of the Preceptorship Program for Foreign Trained Veterinarians. The program provides Candidates who have written and passed the Basic and Clinical Sciences Examinations (BCSE), the North American Veterinary Licensing Examination (NAVLE) and have made application with the National Examining Board to take the Clinical Proficiency Examination (CPE) with the opportunity to obtain "hands-on" practical Canadian experience under the direct supervision of a Licensed Member.

At the national level, through membership on the Board of the Canadian Council of Veterinary Registrars (CCVR), Dr. Richardson has encouraged the harmonization of requirements for a General Practice License across Canada. The NSVMA has also worked with CCVR to develop consistent definitions of "good standing" and "good character", increasing the transparency of registration practice across Canada. These terms, used in the "Letter of Good Standing", had never previously been defined and could potentially be misinterpreted both by applicants and the people assessing them.

In this context, I expect the NSVMA to continue its good work by addressing the following recommendations that resulted from the FRPA Review process:

- Develop and make public a policy regarding accepting alternative information when required documentation cannot be obtained for reasons beyond the applicant's control,
- Make information on the internal review process readily accessible to applicants through the NSVMA website, including links to the NEB's internal review process,
- Develop and make publicly available a policy regarding accommodations for applicants with disabilities, including reference to the National Examining Board's policies where appropriate, and
- Streamline documentation requirements between NSVMA and the CVMA/NEB.

I truly appreciate NSVMA's commitment to ensuring fair-access to the profession and thank Dr. Richardson and the Association's staff for their participation in the review process.

Sincerely,



Cara Spittal

## Introduction

The purpose of the Fair Registration Practices Act (FRPA) Review is to share the FRPA Review Officer's understanding of progress made by the Nova Scotia Veterinary Medical Association (NSVMA) regarding the fair consideration of individuals applying for registration.<sup>1</sup> During the FRPA Review Process, a regulatory body's registration practices are measured against both the specific and general duties outlined in the *Fair Registration Practices Code*—all of which encompass the overarching principles of transparency, objectivity, impartiality and procedural fairness.<sup>2</sup>

The analysis is based on the FRPA Review Officer's work with the NSVMA to date. The *Nova Scotia Veterinary Medical Association 2018 Review* captures the results of the FRPA Review Process and includes an inventory of exemplary licensing practices and an Action Plan that holds the NSVMA accountable for continuous improvement within two years of the review.

Through the 2018 FRPA Review, the FRPA Review Officer aims to build on the progress made by the NSVMA and identify opportunities to further improve and evolve registration practices.

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<sup>1</sup> For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: [http://novascotia.ca/lae/RplLabourMobility/documents/FRPA\\_GuidetoReviewProcess\\_WEB.pdf](http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf)

<sup>2</sup> The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2014, c. 14.

# Context of the Profession in Nova Scotia

## Occupational Profile

The "practice of veterinary medicine" means the practice of veterinary medicine, surgery and dentistry, including the examining, diagnosing, manipulating and treating of patients for the prevention, alleviation or correction of a disease, injury, condition, deformity, defect or lesion in an animal with or without the use of any instrument, appliance, drug or biologics, and includes prescribing and dispensing medications, research, teaching and the giving of advice by electronic or any means, with respect to any of the foregoing, but does not include:

- (i) the furnishing, without remuneration, of first aid or temporary assistance to an animal in an emergency,
- (ii) in an agricultural setting, the treatment of an animal by its owner, by a member of the owner's household or by a person regularly employed by the owner in agriculture,
- (iii) the treatment of an animal by an animal-health technician or a non-member employee of a licensed member, either of whom are acting under the supervision of a member who holds a general-practice licence,
- (iv) the castration of calves, pigs and lambs and the caponizing of poultry,
- (v) the dehorning of cattle,
- (vi) the artificial insemination of any species of animal,
- (vii) the non-surgical implantation of an embryo, other than the synchronization of donor and recipient animals, superovulation and the collection, evaluation and processing of embryos,
- (viii) for greater certainty, the drawing of blood from animals by trained technical personnel employed by the Government of the Province or the Government of Canada,
- (ix) the use of an animal in research that is carried out using acceptable veterinary procedures if the use of the animal has been approved by an animal care committee acting in accordance with the guidelines of the Canadian Council of Animal Care, at least one member of which is a licensed veterinarian,
- (x) the dispensing of medicines by pharmacists pursuant to the *Pharmacy Act*.

## Organizational Description

The objects of the Association are to serve and protect the public interest by:

- (a) regulating the practice of veterinary medicine through the establishment of registration, professional-conduct and facilities-inspection processes as set out in this Act, the regulations and the by-laws;

- (b) establishing and promoting standards of professional practice and a Code of Ethics; and
- (c) subject to clauses (a) and (b), advancing and promoting the practice of veterinary medicine.

### **Active Membership Requirements**

#### General practice licence term and renewal

- (1) A general practice licence is valid for the calendar year in which it is issued, unless otherwise suspended or revoked.
- (2) A member may renew their general practice licence on or before the expiry date by submitting a completed renewal application to the Registrar on the form approved by the Registrar together with all of the following:
  - (a) the prescribed fee;
  - (b) such information as the Registrar requires to establish that the member has met the professional development requirements approved by resolution of Council;
  - (c) the information required by clause 6(1)(b) and clause 6(1)(c) of the Regulations.

### **Registration Requirements – Entry on Register as member**

An applicant is qualified to become a member of the Association and have their name entered on the Register under subsection 10(2) of the Act, if the applicant submits a completed registration application to the Registrar on the form approved by the Registrar together with all of the following:

- (a) the prescribed fee;
- (b) such information as the Registrar requires to establish that the applicant
  - (i) is a graduate in veterinary medicine from a university, college or school recognized by the Canadian Veterinary Medical Association and meets one of the following qualifications:
    - (A) holds a Certificate of Qualification from the National Examining Board of the Canadian Veterinary Medical Association,
    - (B) is a member in good standing of a veterinary medical association of another jurisdiction with comparable registration criteria as determined by Council, and is licensed or entitled to practise veterinary medicine under the law of that jurisdiction,
    - (C) is a member in good standing of a veterinary medical association of another province or territory that is a signatory to any agreement under the Agreement on Internal Trade that is signed by the Association and that mandates registration of the applicant in Nova Scotia,
  - ii) is not subject to a disciplinary finding that prohibits the applicant from engaging in the practice of veterinary medicine,
  - iii) has completed the examinations approved by Council, including an examination demonstrating knowledge of the Act, regulations and by-laws,
  - iv) is competent and of such character to safely and ethically engage in the practice of veterinary medicine, and
  - (v) if their first language is other than English, has passed the Test of English as a Foreign Language or another test that Council determines, with a score determined by Council.

#### General practice licence application

- (1) A member who has not held a general practice licence in the immediately preceding calendar year may apply to the Registrar for a general practice licence by submitting a completed licence application to the Registrar on the form approved by the Registrar together with all of the following:
- (a) the prescribed fee;
  - (b) such information as the Registrar requires to establish that the member has done one of the following:
    - (A) graduated in veterinary medicine in the 5 years immediately before the application from a university, college or school recognized by the Canadian Veterinary Medical Association,
    - (B) obtained a Certificate of Qualification from the National Examining Board in the 5 years immediately before the application,
    - (C) engaged in the practice of veterinary medicine for at least 1000 hours in the 5 years immediately before the application,
    - (D) engaged in the practice of veterinary medicine for at least 300 hours in the 12 months immediately before the application,
    - (ii) is not subject to a disciplinary finding that prohibits the applicant from engaging in the practice of veterinary medicine,
    - (iii) is competent and of such character to safely and ethically engage in the practice of veterinary medicine, Subclause 6(1)(b)(iii) amended: O.I.C. 2014-437, N.S. Reg. 159/2014.
    - (iv) undertakes to engage in the practice of veterinary medicine in a professional and becoming manner and in accordance with the provisions of the Act, regulations, by-laws and any code of ethics adopted by the Association,
    - (v) has liability insurance in at least the minimum amount required by Council; Subclause 6(1)(b)(v) added: O.I.C. 2014-437, N.S. Reg. 159/2014.
  - (c) such information as the Registrar requires to establish that the facility or facilities in or from which the member intends to practise are accredited facilities.
- (2) A member who holds a general practice licence from another jurisdiction and who seeks to obtain a general practice licence must meet the requirements of clauses (1)(a) and (b).

### **AIT/CFTA Transfer**

A candidate who currently holds a General Practice License in any Canadian regulatory jurisdiction will be eligible for a General Practice Licence in Nova Scotia subject to the following:

- a. Evidence of Good Character
- b. Evidence of Good Standing
- c. Criminal Record Check
- d. Language proficiency

### **International Applicant**

An international Applicant from a non-Accredited University is required to satisfy the following:

- a. Attain a Certificate of Qualification from the National Examining Board of the Canadian Veterinary Medical Association.
- b. Meet all additional requirements for an Applicant for Licensure

### **Organizational Structure and Staffing**

- REGISTRAR
- EXECUTIVE COUNCIL
- COUNCIL
- COMMITTEES: COMPLAINTS; ACCREDITATION; OTHER

### **Types of Licenses/Certificates Issued**

(1) The categories of membership are as follows:

- (a) general practising;
- (b) non-practising;
- (c) life; and
- (d) non-active.

(2) The categories of licence are as follows:

- (a) general practice;
- (b) non-practising; and
- (c) temporary

### **Overview of Registration Process**

#### **Registration Information**

Describe means by which registration information can be accessed by applicants.

Registration information can be accessed by applicants through

- a. the NSVMA website: [www.nsvma.ca](http://www.nsvma.ca)
- b. by calling the NSVMA Office at 1-902-865-1876
- c. by emailing the NSVMA Office at [info@nsvma.ca](mailto:info@nsvma.ca)
- d. by writing the NSVMA at the following address:

Nova Scotia Veterinary Medical Association

15 Cobequid Road

Lower Sackville

Nova Scotia B4C 2M9

#### **Registration Process**

1. Access the Application Form for Licensure on Website or by contacting the NSVMA office directly
2. Complete the Application for Licensure
3. Send the Application to the NSVMA Office



## Cost of Registration (including payment methods)

<b>SCHEDULE OF FEES – as of January 1, 2018</b> <i>(all fees are subject to change without notice due to exchange rate fluctuations)</i>			
<b>APPLICATION FEES</b> (for graduates of non-Canadian schools only) – Application and Re-activation fees are non-refundable	Amount	GST or HST*	Total
Application Fee: Review and assessment of credentials, file set-up, etc. - initial 2-year period	\$500.00		
Residents of BC, AB, SK, MB and QC		\$25.00	\$525.00
Residents of ON		\$65.00	\$565.00
Residents of PEI, NS, NB and NL		\$75.00	\$575.00
Annual Fee: payable every year after initial 2-year period	\$250.00		
Residents of BC, AB, SK, MB and QC		\$12.50	\$262.50
Residents of ON		\$32.50	\$282.50
Residents of PEI, NS, NB and NL		\$37.50	\$287.50
<b>EXAMINATION FEES</b> (for all candidates)	Amount	GST or HST*	Total
Basic and Clinical Sciences Examination (BCSE)	\$465.00		
Residents of BC, AB, SK, MB and QC		\$23.25	\$488.25
Residents of ON		\$60.45	\$525.45
Residents of PEI, NS, NB and NL		\$69.75	\$534.75
North American Veterinary Licensing Examination (NAVLE)	\$1025.00		
Residents of BC, AB, SK, MB and QC		\$51.25	\$1,076.25
Residents of ON		\$133.25	\$1,158.25
Residents of PEI, NS, NB and NL		\$153.75	\$1,178.75
North American Veterinary Licensing Examination (NAVLE) - additional overseas testing fee	\$467.50		
Preliminary Surgical Assessment for the CPE (PSA)	\$1000.00		
Residents of BC, AB, SK, MB and QC		\$50.00	\$1050.00
Residents of ON		\$130.00	\$1130.00

Residents of PEI, NS, NB and NL		\$150.00	\$1150.00
Clinical Proficiency Examination (CPE)	\$7,500.00		
Residents of BC, AB, SK, MB and QC		\$375.00	\$7,875.00
Residents of ON		\$975.00	\$8,475.00
Residents of PEI, NS, NB and NL		\$1,125.00	\$8,625.00
Retake of one section of the CPE	\$1,800.00		
Residents of BC, AB, SK, MB and QC		\$90.00	\$1,890.00
Residents of ON		\$234.00	\$2,034.00
Residents of PEI, NS, NB and NL		\$270.00	\$2,070.00
Summary Feedback Report per CPE section	\$100.00		
Residents of BC, AB, SK, MB and QC		\$5.00	\$105.00
Residents of ON		\$13.00	\$113.00
Residents of PEI, NS, NB and NL		\$15.00	\$115.00
<p>N.B.: All fees are payable in Canadian dollars and subject to change without advance notification. Fees may be remitted by cheque or money order payable to CVMA, or one may provide a Visa or MasterCard account number and expiry date.</p> <p>*For those who reside in Canada, all fees are subject to sales tax as follows: the federal Goods and Services Tax (GST) of 5% for residents of British Columbia, Alberta, Saskatchewan, Manitoba and Quebec; Harmonised Sales Tax (HST) of 13% for residents of Ontario; and Harmonised Sales Tax (HST) of 15% for residents of Prince Edward Island, Nova Scotia, New Brunswick and Newfoundland and Labrador.</p>			

**In addition to the above National Examining Board fee structure, the NSVMA licensure fee is as follows:**

Membership in the NSVMA includes membership in the CVMA. \*If you paid your CVMA fees in another Canadian jurisdiction, please indicate in which one. \_\_\_\_\_

The NSVMA does not pro-rate fees.

All new members are to include the admission fee with their application. (\$126.00+HST)

#### **NSVMA Fees 2019**

	<b>Dues</b>	<b>HST</b>	<b>Total</b>
<b>General Practice License</b>	<b>820.28</b>	<b>+ 123.04</b>	<b>\$943.32</b>
<b>General Practice License(CVMA fees paid elsewhere)*</b>	<b>508.28</b>	<b>+ 76.24</b>	<b>\$584.52</b>
<b>Non-Practice License (Includes retired)</b>	<b>286.87</b>	<b>+ 43.03</b>	<b>\$329.90</b>

<b>Non-Practice License (CVMA fees paid elsewhere)*</b>	<b>130.87 + 19.63 \$150.50</b>
<b>NSVMA Life member</b>	<b>156.00 + 23.40 \$179.40</b>
<b>Late Filing Fee</b>	<b>129.78 + 19.47 \$149.25</b>

The above fees are those associated with various categories of NSVMA Licensure.

## 2016 Registration Data

The following is a copy of the information provided to the FRPA Review Office through the Annual Assessment Questionnaire.

#	Question	Response
1	<b>Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.</b>	310
2	<b>Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) in NS, new applicant.</li> </ul>	0
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification.</li> </ul>	10
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) internationally, new applicant.</li> </ul>	4
	<ul style="list-style-type: none"> <li>AIT Transfers, applicants already registered in another Canadian jurisdiction.</li> </ul>	17
	<ul style="list-style-type: none"> <li>Total number of applicants.</li> </ul>	31
3	<b>Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.</b>	
	<ul style="list-style-type: none"> <li>General Practice License</li> </ul>	31
4	<b>Number of completed applications submitted by applicants who received their qualifications as indicated below.</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) in NS, new applicant:</li> </ul>	
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Accepted:</li> </ul> </li> </ul>	0
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Rejected:</li> </ul> </li> </ul>	0
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Still in process:</li> </ul> </li> </ul>	0
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Withdrawn:</li> </ul> </li> </ul>	0
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>File inactive or closed:</li> </ul> </li> </ul>	0
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant:</li> </ul>	

	○ <i>Accepted:</i>	10
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	• Received qualifications (training/work experience for trades) internationally, new applicant:	
	○ <i>Accepted:</i>	4
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	• AIT transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	17
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
5	<b>For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.</b>	
	• Prince Edward Island	10
6	<b>For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).</b>	

	<ul style="list-style-type: none"> <li>• Cayman Island</li> </ul>	1
	<ul style="list-style-type: none"> <li>• Ireland</li> </ul>	1
	<ul style="list-style-type: none"> <li>• Scotland</li> </ul>	1
	<ul style="list-style-type: none"> <li>• USA</li> </ul>	1
7	<b>Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.</b>	
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) In NS, new applicant:</li> </ul>	0
	<ul style="list-style-type: none"> <li>• Received qualifications In Canada, new applicant:</li> </ul>	3
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) Internationally, new applicant:</li> </ul>	3 This timeframe would relate to the time required to process the Application AFTER the candidate has provided the NSVMA with the Certificate of Qualification issued by the National Examining Board.
	<ul style="list-style-type: none"> <li>• AIT transfers, applicants already registered in another Canadian jurisdiction:</li> </ul>	3
8	<b>Average registration process time (or application approval) for those who received their qualifications as indicated below.</b>	
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) In NS, new applicant:</li> </ul>	0
	<ul style="list-style-type: none"> <li>• Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification</li> </ul>	5
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) Internationally, new applicant</li> </ul>	5
	<ul style="list-style-type: none"> <li>• AIT transfers, applicants already registered in another Canadian jurisdiction</li> </ul>	5

9	<b>Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant:</li> </ul>	Regulatory body costs: N/A Other: N/A
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant:</li> </ul>	Regulatory body costs: \$469 Other: \$0
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) internationally, new applicant</li> </ul>	Regulatory body costs: \$469 Other: \$0 This does not include National Examining Board fees associated with obtaining the Certificate of Qualification.
10	<ul style="list-style-type: none"> <li>AIT transfers, applicants already registered in another Canadian jurisdiction:</li> </ul>	Regulatory body costs: \$469 Other: \$0
	<b>Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant:</li> </ul>	0
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant:</li> </ul>	0
11	<ul style="list-style-type: none"> <li>AIT transfers, applicants already registered in another Canadian jurisdiction:</li> </ul>	0
	<ul style="list-style-type: none"> <li>Total number of appeals, internal reviews or challenges related to a registration decision:</li> </ul>	0
	<b>Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant:</li> </ul>	0
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant:</li> </ul>	0
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant:</li> </ul>	0
	<ul style="list-style-type: none"> <li>AIT transfers, applicants already registered in another Canadian jurisdiction:</li> </ul>	0

12	<b>What does registration with your organization authorize?</b>	Scope of Practice Rights and Rights to use an Occupational Title
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## Exemplary Practices

As part of its continuous improvement strategy, the FRPA Review Office identifies the commendable practices of regulated professions in Nova Scotia.

The Nova Scotia Veterinary Medical Association is committed to ensuring that applicants have access to registration practices that are transparent, objective, impartial and procedurally fair. During the FRPA Review Process, the progressive steps that the NSVMA has taken to improve registration practices were brought to light, including:

1. The NSVMA Registrar is a Member of the FRPA Ad-hoc Advisory Committee, which provides input on the implementation of the FRPA and helps to inform decisions and/or policy that directly impacts regulatory bodies.
2. The Canadian Council of Veterinary Registrars (CCVR) has harmonized the requirements for a General Practice License across Canada. In the future, it is the intent of the CCVR to standardize other license categories as well.
3. The NSVMA offers a Preceptorship Program for Foreign Trained Veterinarians. This Program is intended to provide the Candidate with some “hands on” practical Canadian experience while working under the direct supervision of a Licensed Member. It is available to Candidates who have written and passed the Basic and Clinical Sciences Examinations (BCSE) and the North American Veterinary Licensing Examination (NAVLE) and have made application with the National Examining Board to take the Clinical Proficiency Examination (CPE). The intention of this Preceptorship is to expose the Candidate to the practical aspects of Veterinary Medicine prior to taking the CPE.
4. The CCVR, of which the NSVMA is a member, has developed harmonized definitions of “good standing” and “good character”. These terms, used in the “Letter of Good Standing”, had never been previously defined and potentially could have been misinterpreted.
5. The NSVMA Registrar is a regular attendee at the FRPA Breakfast meetings as well as other learning opportunities provided through the FRPA Review Office.
6. The NSVMA is a Member of the American Association of Veterinary State Boards (AAVSB). The AAVSB is a nonprofit corporation with 501(c)(3) status from the IRS and is headquartered in Kansas City, MO. The AAVSB is an association of regulatory boards whose membership includes 62 jurisdictions, licensing boards in veterinary medicine. Membership includes all of the United States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and nine Canadian provinces: Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, and Saskatchewan. The AAVSB offers many services to its members including a 3 day Annual Conference for Regulators.

## Fair-access Analysis

Overall, the Nova Scotia Veterinary Medical Association's registration practices comply with *the Fair Registration Practices Code* as outlined in Sections 6 to 12 of the *Act (FRPA)*.

Per Section 16 of the Act, the registration practices of a regulating body must be reviewed and a public report produced. The FRPA Office works with the regulatory bodies to assess their registration practices against the Fair-access Guidelines listed below, and develop an Action Plan to help each body improve their practices and comply with the act.

The NSVMA's responses to the FRPA Review Survey are detailed below, along with the Review Findings determined by the Review Officer in accordance with the Act.

## FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	Compliance Guideline	Review Finding	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p>Internet Email Hard Copy Telephone</p> <p><i>The NSVMA Website is currently under review with the intention of providing relevant information on the Registration Process for the following Applicants:</i></p> <ol style="list-style-type: none"> <li>1. <i>DVM Graduate from Accredited College, not currently Licensed in a Canadian Jurisdiction</i></li> <li>2. <i>DVM currently Licensed in another Jurisdiction in Canada</i></li> <li>3. <i>Graduate of a Non Accredited Veterinary College (Foreign Trained Graduate)</i></li> <li>4. <i>Technician Graduate from Accredited College, not currently Licensed in a Canadian Jurisdiction</i></li> <li>5. <i>Technician Graduate from Accredited College, currently Licensed in a Canadian Jurisdiction</i></li> <li>6. <i>Technician Graduate for Non Accredited School</i></li> </ol> <p><i>Forms and information can be downloaded from website to be emailed/faxed/mailed in after completion.</i></p>	<p><b>Level 1</b> Paper forms and information made available to applicants via regular post, Telephone</p> <p><b>Level 2</b> E-mail forms and information, telephone.</p> <p>Forms and information can be downloaded from website to be emailed / faxed / mailed in after completion</p> <p><b>Level 3</b> Automated on-line form on website and information is easily accessible on a website</p> <p>Process in place for applicants to</p>	Level 2	16(3)(g)

		<i>Applicants are able to email or call into the NSVMA Office for updates on their Application status.</i>	track application status		
1b	Can applicant begin the process outside of Canada?	Yes  <i>Applicants can start the process to apply for a license by downloading the new member application form from our website and begin collecting the required documents to submit with the application.</i>	<b>Level 1</b> No  <b>Level 2</b> Yes	Level 2	
2	Please provide a link to your website.	<a href="http://www.nsvma.ca/">http://www.nsvma.ca/</a>	<b>Level 1</b> No website	Level 3	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	1 (Strongly Agree)  <i>The NSVMA Website is currently undergoing significant redevelopment and, when finished, will be clear, understandable, easy to navigate and written in plain language. It will contain all necessary Forms and documents to ensure all Candidates understand their pathway to licensure are able to apply for membership without difficulty.</i>	<b>Level 2</b> Website is not up to date  Website is not in plain language  Website does not have links for international applicants  Website does not contain all forms and/or guidelines		
2b	On what basis do you make changes to your website?	<i>Feedback from Applicants Policy Change News Postings Annual review of the website</i>	<b>Level 3</b> Website content is reviewed for accuracy and updated annually		
2c	When was the section of the website pertaining to registration last updated?	<i>Within the last 6 months  All of the requirements are listed on the application form. This form is updated and posted annually and we review this section when required.  The website is currently under redevelopment.</i>	Website is in plain language  Website is easy to navigate (e.g. international applicants)  Website contains all forms and/or guidelines  Information on pathway to licensure		

3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<p><i>Regulation Policy</i></p> <p><i>The NSVMA Act and Regulations primarily are the documents that spell out the requirements for Licensure but the fees are determined by Council annually.</i></p>	<p><b>Level 1</b> Policy describing the registration process does not exist or is not documented</p> <p>Documents only available upon specific request</p> <p><b>Level 2</b> Policy exists to describe certain aspect of registration process</p> <p>Available to the applicant</p> <p><b>Level 3</b> Policy exist to describe all aspects of the registration practices</p> <p>Available to the applicant</p>	Level 3	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<i>Sections 3 through 20 of the Veterinary Medical Regulations.</i>			
3c	Is this information made available to applicants	<p>Yes</p> <p><i>Membership Requirements have been added to the NSVMA website.</i></p>			
4	Are you waiting for legislation to be passed?	<p>Yes</p> <p><i>Regulatory change regarding Facility Types (to include Aquaculture)</i></p>	N/A	N/A	
5a	Is the criteria for meeting the requirements of registration documented?	<p>Yes</p> <p><i>With each new Application for Licensure, a file is started and, as the requirements for licensure are received by the Office, the file is updated such that at a glance one can see what documents have been received and what documents have yet to be received. The Applicant can call or email the Office to receive an update on the status of the Application. If information is received from the Applicant that needs clarification, the</i></p>	<p><b>Level 1</b> Criteria is made available to applicants verbally but no supplemental documentation</p> <p><b>Level 2</b> Criteria is documented and</p>	Level 3	7(d), 16(3)(b)

		<i>Office will either call or email the Applicant for further information.</i>	made available to applicants		
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	<p>Yes</p> <p><i>This information can be found on Page 4&amp;5 of the application.</i></p> <p><i>A description of the criteria used to assess Candidates eligibility for Licensure is clearly documented. If a candidate requires further clarification, they can contact the Office by either phone or email.</i></p>	<p>Limited information about the standard you will be assessed against</p> <p><b>Level 3</b> Criteria is documented and made available to applicants</p> <p>Criteria clearly outlines all assessment methods to be used and what competencies are being assessed by each method</p> <p>Applicants know the required standards that they will be assessed to</p>		
6	If you require translation of specific documents how is the applicant informed?	<p><i>Other</i></p> <p><i>They provide a certified, signed and sealed translation document.</i></p> <p><i>Application documents must be in English. Applicants are informed of the translation requirements if they attempt to submit documents that are not in English.</i></p> <p><i>All documents supporting a Membership Application should be in English. Where this is not possible, the NSVMA will make every effort to have the documents translated into English. The costs associated with translation will be the responsibility of the Applicant.</i></p>	<p><b>Level 1</b> No indication of translation requirements</p> <p>Available to applicants upon request</p> <p><b>Level 2</b> Translation requirements indicated but not specific</p> <p>Available to applicants</p> <p><b>Level 3</b></p>	Level 3	7(a)

			Translation requirements documented with specific instruction  Available to applicants		
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade / Canada Free Trade Agreement)?	<p>Yes</p> <p><i>Those applicants with a General Practice Licence in another Canadian jurisdiction are able to receive a General Practice Licence in accordance with the AIT.</i></p> <p><i>All provinces require applicants to graduate from a CVMA-accredited institution. The NSVMA entrance quiz is jurisdictional.</i></p> <p><i>There is a documented registration process that is uniform across all Canadian Veterinary jurisdictions for those Applicants already licensed with a General Practice License in another Canadian jurisdiction. This process is available on the NSVMA Website</i></p>	<p><b>Level 1</b> Yes – process not documented</p> <p><b>Level 2</b> Yes – process documented</p> <p><b>Level 3</b> Yes – process documented and made public on website</p> <p>Any additional requirements approved by government are explained on website</p>	Level 3	3
8	Does your organization make accommodation for applicants with physical or mental disability?	<p>Yes.</p> <p><i>A documented process for Accommodation will be available to the Applicant on the NSVMA website.</i></p> <p><i>The accommodation policies for the NEB exams can be found here:</i></p> <p>BCSE: <a href="http://wiki.cvma-acmv.org:8090/display/NEBP/Testing+Accommodations+for+the+BCSE">http://wiki.cvma-acmv.org:8090/display/NEBP/Testing+Accommodations+for+the+BCSE</a></p> <p>NAVLE: <a href="http://wiki.cvma-acmv.org:8090/display/NEBP/Candidates+with+Documented+Disabilities">http://wiki.cvma-acmv.org:8090/display/NEBP/Candidates+with+Documented+Disabilities</a></p>	<p><b>Level 1</b> Yes – process not documented</p> <p><b>Level 2</b> Yes – process documented</p> <p><b>Level 3</b> Yes – process documented and available to applicant</p>	Level 2	16(3)(h)

		<p>CPE:  <a href="https://www.avma.org/professionaldevelopment/education/foreign/pages/ecfvq-cpe-bulletin.aspx#cpe-testing-accommodations">https://www.avma.org/professionaldevelopment/education/foreign/pages/ecfvq-cpe-bulletin.aspx#cpe-testing-accommodations</a> &amp;  <a href="http://wiki.cvma-acmv.org:8090/display/NEBP/D.+Clinical+Proficiency+Examination">http://wiki.cvma-acmv.org:8090/display/NEBP/D.+Clinical+Proficiency+Examination</a> Guidelines at pages 4-5.</p>			
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	Yes	<p><b>Level 1</b> Regulatory body assumes that the certifying organization meets FRPA standards</p> <p><b>Level 2</b> Regulatory body has received documentation indicating that the certifying organization meets FRPA standards</p> <p><b>Level 3</b> Regulatory body has influence with the certifying organization (e.g. membership) or has an agreement with the certifying organization</p>	Level 3	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<i>National Examining Board of the Canadian Veterinary Medical Association - Verifies whether the applicant has graduated from an accredited school and undertakes the standardized Certificate of Qualification process for all Canadian VMAs.</i>			
9c	Please indicate the types of activities that they assist with.	<i>Credential assessment</i> <i>Verification of documents</i> <i>Examinations</i> <i>Granting of the Certificate of Qualification</i>			
9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?	<i>Service level agreement</i>  <i>The NEB ensures that all candidates for Licensure have met an entry level knowledge level by administering the examinations leading to the Certificate of Qualification.</i>  <i>See the 3<sup>rd</sup> Party Questionnaire in the Appendix.</i>			
9e	Are you informed of all decisions made by third parties on applicants?	No			
9f	Does the third party have an internal review process for	Yes			

	unsuccessful applicants?				
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet Telephone Email support</i>	<b>Level 1</b> None  <b>Level 2</b> Multiple types of supports exist but not well documented  <b>Level 3</b> Multiple types of support exist, well defined and accessible	Level 3	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	No			
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	<p>Yes</p> <p><i>Primarily, this is covered by the CVMA-NEB, but locally, we can offer preceptorships to support clinical training.</i></p> <p><i>Preceptorships are intended to provide the Candidate with some "hands on" practical Canadian experience while working under the direct supervision of a Licensed Member. The intention of this Preceptorship is to expose the Candidate to the practical aspects of Veterinary Medicine prior to taking the CPE.</i></p> <p><i>In the Application Process documents, applicants are informed that where the Applicant is rejected, written reasons for the rejection will be provided to the Applicant along with any suggestions or recommendations to strengthen an Application in the future.</i></p>	<b>Level 1</b> Only upon request Not documented  <b>Level 2</b> Yes – not documented  <b>Level 3</b> Yes – documented and available to applicant Applicants are told what their competencies gaps are that need to be addressed	Level 3	8(d)
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	<p>1 -Very Reasonable</p> <p><i>Inquires made are mainly by email or telephone. A response is generally given that day or in the following day or two. (The NSVMA runs as a part-time office).</i></p>	<b>Level 1</b> No policy  <b>Level 2</b> Policy in Place  <b>Level 3</b>	Level 2	7(b), 8(a), 8(b), 8(c)



		<i>It will be Included on website under Contact Information that the NSVMA will take no longer than 2 business days to respond to an email/phone message</i>	Policy in place and accessible		
<b>13a</b>	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	Yes  <i>If an application for licensure is rejected, written decisions and reasons for the rejection will be provided to the Applicant</i>	<b>Level 1</b> Upon request, limited documentation and no standard timeline	Level 3	8(b), 8(c), 10
<b>13b</b>	Do you have a formal policy for this process?	No	<b>Level 2</b> Some documentation		
	Do you have a standard timeline	Yes  <i>Once the NSVMA is in receipt of all the documents required to process the Application, a decision will be made within 5 working days. The candidate will be initially notified by email or telephone of the decision followed by a written confirmation.</i>  <i>In the event an Applicant is rejected, written reasons for the rejection will be provided to the Applicant along with any suggestions or recommendations to strengthen an Application in the future.</i>	<b>Level 3</b> Well-documented process with clearly established timelines		
<b>13c</b>	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	Yes  <i>The applicant may, by written notice, appeal the decision to the NSVMA Council. A date for the hearing of the appeal shall not be later than sixty days following receipt of the written notice of appeal. The Applicant will be served written notice of the date, time and place of the hearing of the appeal. The applicant has the right to be represented by counsel at the expense of the applicant. The Council shall give its decision in writing and shall send to the applicant a copy of the written decision by registered mail or personal service. The decision of the Council is final.</i>	<b>Level 1</b> Yes – upon request, limited documentation  <b>Level 2</b> Yes – limited documentation  <b>Level 3</b> Yes – well documented process		

13d	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	<i>An applicant who submits the required documentation qualifies for a license in a timely manner. We are a small association and to my knowledge, declining an applicant has not happened.</i>			
14a	Do you provide information on what documentation of qualifications must accompany an application?	Yes	<b>Level 1</b> Documents indicated and communicated verbally  <b>Level 2</b> List of required documents indicated on website  Process to verify document authenticity  <b>Level 3</b> N/A	Level 2	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14b	Do you include a process for verification of documentation authenticity?	Yes  <i>Letter of Good Standing from other VM Associations must include particular information and must be signed and sealed by the Registrar. Criminal Record Checks are required.</i>			
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	Yes  <i>Information included on the application.</i>  <i>A very clear and concise pathway to licensure will be available on the new Website for all Applicants</i>	<b>Level 1</b> General information  Not broken into steps  <b>Level 2</b> Step by step process indicate where applicant needs to supply information  <b>Level 3</b> Step by step process indicate where applicant needs to supply information	Level 3	7(c), 16(3)(a), 16(3)(b)

			Pathway to licensure		
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	<p>Yes</p> <p><i>It would depend on what the required document was.</i></p> <p><i>The NSVMA recognizes that there are circumstances where an applicant will not be able to provide certain required documents for reasons beyond the applicant's control. In these circumstances, the NSVMA will work with the applicant to accept alternative information to the required documentation, in a way that will not compromise the integrity of the licensing process. To this end, the NSVMA will have available on its website a document entitled "Accepting Alternative Information to Required Documentation".</i></p> <p><i>A link to policy can be found on this page: <a href="http://nsvma.ca/how-to-become-a-veterinarian-member-of-the-nsvma/">http://nsvma.ca/how-to-become-a-veterinarian-member-of-the-nsvma/</a></i></p>	<p><b>Level 1</b> Yes – on a case by case basis</p> <p><b>Level 2</b> Yes – examples documented Process not clearly laid out or documented</p> <p><b>Level 3</b> Yes – process clearly documented</p>	Level 3	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<p><i>Obtaining original documents</i></p> <p><i>Verification of credentials</i></p> <p><i>Language proficiency or professional technical language</i></p> <p><i>Obtaining a Certificate of Qualification from the National Examining Board.</i></p>	N/A	N/A	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to registrations are considered?	<p>Yes</p> <p><i>We include a checklist page in the file to help us track the arrival of necessary documents. If we are corresponding with an applicant, our current practice is to include a copy of the correspondence. We do not include anecdotal information in the file.</i></p> <p><i>The NSVMA will have a policy available on their website entitled "Access to Records Requests."</i></p> <p><i>A link to policy can be found on this page:</i></p>	<p><b>Level 1</b> Not documented</p> <p><b>Level 2</b> Documented</p> <p><b>Level 3</b> Documented and made available to applicants</p>	Level 3	12, 16(3)(j)

		<a href="http://nsvma.ca/how-to-become-a-veterinarian-member-of-the-nsvma/">http://nsvma.ca/how-to-become-a-veterinarian-member-of-the-nsvma/</a>			
18b	Is this made available to applicants?	Yes			
18c	What information may you exclude?	<i>If an Applicant requested information regarding their Application, the only information we would withhold would be any Reference Letters that we were provided with.</i>			
18d	Do you charge a fee?	No			
19	Does your Act include an authority to conduct an internal review of the registration decision?	Yes  <i>The applicant may give written notice, appeal the Registrar's decision to the Council.</i>	Level 1 N/A  Level 2 N/A  Level 3 Yes	Level 3	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	Yes  <i>In the Act, Part II Registration and Licensing, Section 12 (1-5) Appeals. This section describes the process: set date, serve written notice with meeting information, advise applicant of their rights, hold hearing and appeal. Council results are written and delivered.</i>	Level 1 N/A  Level 2 N/A  Level 3 Yes	Level 3	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Included with a registration decision.</i>  <i>They would be notified in writing after the Registrar reviews their file for the final approval.</i>	Level 1 No specific timeline  Level 2 Specific timeline Not documented  Level 3 Specific timeline Documented and communicated	Level 3	7(a), 10(1)
22a	Do you have an internal review process and procedures	Yes	Level 1 Yes  Not documented	Level 3	7(a), 10(1)

	document (policy document)?		<b>Level 2</b> Yes		
<b>22b</b>	Does this include time frames for the internal review?	Yes  <i>12 (a) set a date for the hearing of appeal which shall not be later than sixty days following receipt of the written notice of appeal.</i>	Documented  <b>Level 3</b> Yes  Documented and available to applicant		
<b>23a</b>	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<i>Upon receipt of appeal, Council will set a hearing date no later than 60 days from the appeal date; will serve written notice to the applicant and the Registrar; will advise the applicant of the right to be represented by counsel; upon receiving information, will make a determination; and will provide its decision in writing.</i>	<b>Level 1</b> Not documented  <b>Level 2</b> Documented  <b>Level 3</b> Documented and made available to applicant	Level 3	7(a), 10, 16(3)(m)
<b>23b</b>	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>An applicant may make oral and written submissions in preparation for the hearing</i>			
<b>23c</b>	Specify the format for the internal review submission	<i>Oral Written</i>			
<b>23d</b>	What is the timeline for submitted supporting evidence?	<i>Days  Up to 60 days depending on the date of the hearing.</i>			
<b>23e</b>	Do you believe this is enough time to receive supporting evidence from outside Canada?	Yes  <i>In looking at information from outside the country, we would allow the full 60 days. We believe that should be enough time to access documents since the applicant would have had unlimited time to provide them in the first place.</i>			
<b>24a</b>	Are the results of the internal review made available to	Yes	<b>Level 1</b> Yes	Level 3	

	applicants in writing with reasons?		<b>Level 2</b> Yes		
<b>24b</b>	In what timeframe are the results of the internal review made available to applicants?	<i>The Council shall give its decision in writing within 5 business days of the hearing.</i>	Specific timeline		7(a), 10(3)
<b>24c</b>	Are these timelines communicated?	Yes  <i>This information would be conveyed as a closing section to the hearing, although we usually advise members of the community about timelines as early in the process as possible.</i>	<b>Level 3</b> Yes  Specific timeline and communicated		
<b>25</b>	Have individuals who make internal review decisions received appropriate training?	Yes  <i>The NSVMA is a regular attendee at the FRPA Breakfast workshops. The Registrar receives Regulatory Continuing Education at the CNAR Conference and the AAVSB Annual Conference. Our Legal Counsel, Ms. Marjorie Hickey provides bi annual Meetings with the Complaints Committee and Council.</i>	N/A	N/A	7(a), 11, 16(3)(p)
<b>26</b>	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	Yes  <i>This statement is expressly included in our internal review policy. Such a prohibition is a principle consistent with our professional conduct process, and we would follow this principle in such a review.</i>	<b>Level 1</b> N/A  <b>Level 2</b> N/A  <b>Level 3</b> Yes	Level 3	7(a), 10(5), 16(3)(n)
<b>27</b>	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	No  <i>Technically, the NSVMA does not, but through our membership in the CVMA, the National Examining Board accredits international schools, which in turn, we would recognize. The NEB has reciprocal arrangements with USA organizations related to standardized testing.</i>	N/A	N/A	7
<b>28</b>	Has your organization experienced any	No	N/A	N/A	3

	unintended consequences— defined as an unintended negative impact on labour market, economic, social or other condition— arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade / Canadian Free Trade Agreement?				
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction?	Yes  <i>A qualified veterinarian from another province who submits the required documentation is accepted under labour mobility provisions.</i>	N/A	N/A	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory bodies regularly?	<i>The Canadian Council of Veterinary Registrars (Provincial Regulators) meets at least twice a year and matters of common interest are pursued at those meetings.</i>	N/A	N/A	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing	Yes	N/A	N/A	

	education requirements, codes of ethics) within the last two years?				
<b>31b</b>	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	<i>No</i>			



## FRPA Action Plan

In accordance with the *Fair Registration Practices Code*, the FRPA Action Plan outlines the measures that the NSVMA has agreed to take within two years.

#	Action	Questionnaire Reference	FRPA Reference	Outcome / Plan for Completion
1	<ul style="list-style-type: none"> <li>Elaborate on the opportunity for applicants to undertake a preceptorship on the NSVMA website.</li> </ul>	10-11	7(e)	This is now included in the visual pathway for a Non-Accredited School Graduate on the NSVMA website: <a href="http://nsvma.ca/how-to-become-a-veterinarian-member-of-the-nsvma/">http://nsvma.ca/how-to-become-a-veterinarian-member-of-the-nsvma/</a>
2	<ul style="list-style-type: none"> <li>Migrate registration requirements outlined on application form(s) to the website for:               <ul style="list-style-type: none"> <li>new members</li> <li>inter-provincial and territorial transfers; and</li> <li>internationally trained applicants for veterinarians and veterinary technologists.</li> </ul> </li> </ul>	14,15	16(3)(g)	Completed in early 2018 as part of website redesign. Planning to add glossary of terms to explain abbreviations in visual pathway.
3	<ul style="list-style-type: none"> <li>Develop visual pathways to licensure, or step-by-step requirements, including supporting documentation required at the various steps, for:               <ul style="list-style-type: none"> <li>new members</li> <li>inter-provincial and territorial transfers; and</li> <li>internationally trained applicants for veterinarians and veterinary technologists.</li> </ul> </li> </ul>	14, 15	7	Visual pathway completed in early 2018.
4	<ul style="list-style-type: none"> <li>Include links to the National Examining Board's assessment processes on the NSVMA webpage.</li> </ul>	1, 2, 3, 5,9, 15	7	A link to the NEB's website has been added to the Application Process for Foreign- Trained Graduate from a Non-Accredited Veterinary College.
5	<ul style="list-style-type: none"> <li>Create separate sections on the NSVMA website for both veterinary and veterinary</li> </ul>	1, 2	16(3)(g)	Created separate Application Process documents for each pool of applicants in early 2018.

	<p>technologist applicants, for each pool of applicants:</p> <ul style="list-style-type: none"> <li>○ new graduates</li> <li>○ inter-provincial and territorial transfers; and</li> <li>○ international applicants</li> </ul>			
6	<ul style="list-style-type: none"> <li>• Specify English-translation requirements for documentation, and make this requirement accessible to applicants.</li> </ul>	6	7, 9(a)	Document translation requirements are now in the Application Process documents ( <a href="http://nsvma.ca/how-to-become-a-veterinarian-member-of-the-nsvma/">http://nsvma.ca/how-to-become-a-veterinarian-member-of-the-nsvma/</a> ).
7	<ul style="list-style-type: none"> <li>• Develop a policy regarding accommodations for applicants with disabilities, including reference to the NEB's policies where appropriate, and make it accessible to applicants.</li> </ul>	8	16(3)(h)	Policy has been developed and will be posted on NSVMA website shortly.
8	<ul style="list-style-type: none"> <li>• Identify redundancies between the NSVMA's documentation requirements and the CVMA/NEB's.</li> </ul>	15, 17		Comparison done in early 2018.
9	<ul style="list-style-type: none"> <li>• Develop a formal policy regarding responding to inquiries from applicants.</li> </ul>	12	8(a)	It will be included on the website under Contact Information that the NSVMA will take no longer than 2 business days to respond to an email/phone message.
10	<ul style="list-style-type: none"> <li>• Develop a policy for providing a written decision in response to an application, including, where an applicant is rejected: <ul style="list-style-type: none"> <li>○ reasons for the rejection,</li> <li>○ measures or programs that may be available to assist unsuccessful applicants in obtaining registration at a later date, and</li> <li>○ information on the internal review process.</li> </ul> </li> </ul>	11, 13	8(b)-(d), 10(1)	Information included in Application Process documents (( <a href="http://nsvma.ca/how-to-become-a-veterinarian-member-of-the-nsvma/">http://nsvma.ca/how-to-become-a-veterinarian-member-of-the-nsvma/</a> )).
11	<ul style="list-style-type: none"> <li>• Develop a policy regarding accepting alternative information when required</li> </ul>	16	9(b)	Draft policy has been developed.

	documentation cannot be obtained for reasons beyond the applicant's control.			
12	<ul style="list-style-type: none"> <li>Develop a policy around providing applicants with access to the NSVMA's documentation pertaining to their application, and make this policy accessible to applicants.</li> </ul>	18	12	Policy has been developed and will be posted on NSVMA website shortly.
13	<ul style="list-style-type: none"> <li>Make information on the internal review process readily accessible to applicants through the NSVMA website, including links to the NEB's internal review process.</li> </ul>	2, 9, 22	10, 16(3)(m)	The NSVMA is currently in the process of developing a database management system that will allow the Applicant access. This is anticipated to be completed by July, 2019.
14	<ul style="list-style-type: none"> <li>Develop a policy regarding the internal review process to address gaps in the legislation, including the timeframe for Council to issue its decision following hearing the appeal, and an explicit statement that no one who acted as a decision-maker in respect of a registration decision acted as decision maker in an internal review.</li> </ul>	24, 26	10(5)	Internal Review Process Policy has been developed.

## Disclaimer

The Nova Scotia Veterinary Medical Association (NSVMA) hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.

*JP Richardson DVM, MBA*  
Registrar

*March 14, 2019.*  
Date

## Appendix

- ✓ Application for Membership – New Member 2017
- ✓ Questions for Third Party Organizations - Responses from CVMA/NEB
- ✓ Application Process for Veterinary Graduate from Accredited College and not currently Licensed in Canada
- ✓ Application Process for Veterinary Graduate Currently Licensed in Canada
- ✓ Application Process for Foreign Trained Graduate from a Non-Accredited Veterinary College

**Nova Scotia Veterinary Medical Association  
Application for Membership – New Member  
2017**

**Instructions:**

Complete all sections of the three page application in type or print.  
Enclose cheque or money order (Canadian funds) for the appropriate fees with the application.  
Enclose all other documents listed at the end of the application form.  
Send completed application form with all documentation to:  
The Registrar, Nova Scotia Veterinary Medical Association,  
15 Cobequid Road, Lower Sackville, NS B4C 2M9

**I hereby make application** for registration as: (Please check one)

( ) General Practice License;

( ) Temporary license

**Full Name**

**Permanent Address**

Street		
City	Province/State	Country
Postal code	Telephone #	E-mail address

**Temporary Address**

Street		
City	Province/State	Country
Postal code	Telephone #	E-mail address

**I DO SOLEMNLY DECLARE THAT:**

1. My citizenship is \_\_\_\_\_

2. I graduated (or am about to graduate) with a degree in Veterinary Medicine from:

University or College	Year	Degree
-----------------------	------	--------

3. I have obtained the following other degrees

University or College	Year	Degree
-----------------------	------	--------

University or College	Year	Degree
-----------------------	------	--------

4. Do you agree, if accepted and while so registered, to act in a professional and becoming manner, in accordance with the Nova Scotia Veterinary Medical Act, Regulations, Bylaws and Associated Annex, together with the Code of Ethics, and Standards of Practice of the Nova Scotia Veterinary Medical Association? YES ( ) NO ( )

5. Have you ever been denied a license to practice veterinary medicine or has your right to practice been suspended or revoked by any veterinary licensing body (including NSVMA)? YES ( ) NO ( )

6. Do you have any unresolved complaints registered against you and are you currently under investigation by a veterinary licensing body? YES ( ) NO ( )

7. Do you have any disciplinary findings against you? YES ( ) NO ( )

8. Have you been convicted of any offence under the Criminal Code of Canada or the controlled Drugs & Substances Act (Canada), for which a pardon has not been granted, or convicted of any offence that is inconsistent with the proper professional behavior expected of a veterinarian? YES ( ) NO ( )

9. The facility in which you intend to practice must be an accredited facility.

Place of employment \_\_\_\_\_

Date of employment \_\_\_\_\_

10. I am licensed or was previously licensed and eligible to practice veterinary medicine in the following jurisdictions (including the NSVMA). **(Letter(s) of good standing from jurisdictions listed below should be forwarded to the NSVMA.) (Use the back of the page if additional space is required.)**

Jurisdiction	From	To
--------------	------	----

Jurisdiction	From	To
--------------	------	----

11. I have completed the mandatory AMR course required for licensing in 2017. (Yes) (No)
12. Professional activity if application accepted: (check one)
- |   |   |
|---|---|
| <input type="checkbox"/> 1 Small Animal                               | <input type="checkbox"/> 5 Government (any level)   |
| <input type="checkbox"/> 2 Large Animal                               | <input type="checkbox"/> 6 Teaching                 |
| <input type="checkbox"/> 3 Equine                                     | <input type="checkbox"/> 7 Research                 |
| <input type="checkbox"/> 4-1 Mixed Practice (Primarily Large Animals) | <input type="checkbox"/> 8 Industry                 |
| <input type="checkbox"/> 4-2 Mixed Practice (Primarily Small Animals) | <input type="checkbox"/> 9 Other (includes retired) |
13. I authorize the Registrar of the Nova Scotia Veterinary Medical Association to make those inquiries that he/she deems relevant to my application for membership and I further authorize those agencies and bodies holding such information to provide them upon request by the Registrar of the Nova Scotia Veterinary Medical Association
14. The Nova Scotia Veterinary Medical Association (NSVMA) primarily communicates with its members through electronic means. (e.g. email, electronic newsletters, etc.) I agree to accept electronic communications from the NSVMA (express consent) and I will contact the NSVMA office to unsubscribe should my wishes change in this regard.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Documents enclosed (check list):**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Application Form   |
| <input type="checkbox"/> | Cheque for proper amount   |
| <input type="checkbox"/> | Recent photograph on photo quality paper   |
| <input type="checkbox"/> | Copy of Certificate of Qualification   |
| <input type="checkbox"/> | Copy of University diploma   |
| <input type="checkbox"/> | Copy of criminal reference check   |
| <input type="checkbox"/> | Letters of Good Standing from all other Veterinary Medical Associations          |
| <input type="checkbox"/> | Proof of completion of AMR Course (available on-line through the NSVMA or other) |

When all your documentation has been received, you will be contacted to complete the NSVMA entrance quiz.

**NSVMA Fee Structure 2017 - New Members**

Membership in the NSVMA includes membership in the CVMA.

If you have paid your CVMA fees in another Canadian jurisdiction, please indicate in which one. \_\_\_\_\_

The NSVMA does not pro-rate fees.

All new members are to include the admission fee with their application. (\$121.73+18.26 HST)

	Fee	Admin Fee	Sub-total	HST	Total
<input type="checkbox"/> General Practice License	796.48	121.73	918.21	137.73	1055.94
<input type="checkbox"/> General Practice License 2*	493.48	121.73	615.21	92.28	707.49
<input type="checkbox"/> Recent Graduate 2016	569.23	121.73	690.96	103.64	794.60
<input type="checkbox"/> Recent Graduate 2017	493.48	121.73	615.21	92.28	707.49
<input type="checkbox"/> Temporary	236.37	121.73**	358.10	53.72	411.82
<input type="checkbox"/> Returning Temporary Member	236.37	-----	236.37	35.46	271.83

\* Current CVMA Fees paid in another Canadian Jurisdiction

\*\* Admission Fee for Temporary members is currently a one-time only fee.



***The following information is for your use.  
Pages 4 and 5 should not be returned with the application form.***

**Nova Scotia Veterinary Medical Association  
Membership Requirements**

To become a member of the NSVMA and have your name entered on the Register, an applicant must:

1. Be a graduate in veterinary medicine from a university, college or school recognized by the Canadian Veterinary Medical Association and meet **one** of the following qualifications:
  - (A) Hold a Certificate of Qualification from the National Examining Board of the Canadian Veterinary Medical Association, **or**
  - (B) Be a member in good standing of a veterinary medical association of another jurisdiction with comparable registration criteria as determined by Council, and is licensed or entitled to practise veterinary medicine under the law of that jurisdiction, **or**
  - (C) Be a member in good standing of a veterinary medical association of another province or territory that is a signatory to any agreement under the Agreement on Internal Trade which is signed by the Association, and that mandates registration of such applicant in Nova Scotia.
2. Not be subject to a disciplinary finding that prohibits the applicant from engaging in the practice of veterinary medicine,
3. Have completed the examinations approved by council, including an examination demonstrating knowledge of the Act, regulations and by-laws.
4. Be competent and of such character to safely and ethically engage in the practice of veterinary medicine, and
5. If your first language is other than English, have passed the Test of English as a Foreign Language or another test that Council determines, with a score determined by Council.

**Categories of Licenses**

**General Practice License**

An applicant who qualifies to be entered on the Register may apply to the Registrar for a general practice license by submitting a completed license application to the Registrar including:

1. Pay the prescribed fee.
2. Have done **one** of the following:
  - a) Have graduated in veterinary medicine in the five years immediately before the application, from a university, college or school recognized by the Canadian Veterinary Medical Association.
  - b) Obtain a Certificate of Qualification from the National Examining Board in the five years immediately before the application.
  - c) Have engaged in the practice of veterinary medicine for at least 1000 hours in the five years immediately before the application.
  - d) Have engaged in the practice of veterinary medicine for at least 300 hours in the twelve months immediately before the application.
3. Undertake to engage in the practice of veterinary medicine in a professional and becoming manner and in accordance with the provisions of the Act, regulations, by-laws and any code of ethics adopted by the Association.
4. Provide such information as the Registrar requires to establish that the facility or facilities in or from which the member intends to practice are accredited facilities.

**Non-Practicing License**

An applicant who qualifies to be entered on the Register may apply for a non-practicing license and must:

1. Submit a completed license application.
2. Pay prescribed fee.
3. Not be engaged in the practice of veterinary medicine, or intending to engage in the practice of veterinary medicine while holding a non-practicing license.

## Life Members

A member who qualifies to be entered in the Register becomes entitled to apply for the non-practicing category of Life Membership when:

1. Submits a completed license application;
2. Pays prescribed fee;
3. The member is 65 years or older;
4. The member has been a member for ten or more consecutive years;
5. Council determines the member has taken an active interest in the affairs of the Association;
6. The member is nominated for life membership by three members and Council approves the nomination; and
7. A vote is passed at an Annual General Meeting approving the entry of the member into the life membership category.

## Temporary License (not to exceed sixty consecutive days)

A temporary license may be granted to a member by the Registrar. A **member**, who qualifies to be on the Register, may apply for a temporary license under **one** of the following two circumstances, by completing a license application:

- (1) a **member** who meets all of the criteria listed below
  - Pay prescribed fee;
  - Not be subject to a disciplinary finding that prohibits the applicant from engaging in the practice of veterinary medicine;
  - Be competent and of such character as to safely and ethically engage in the practice of veterinary medicine;
  - Undertake to engage in the practice of veterinary medicine in a professional and becoming manner and in accordance with the provisions of the Act, Regulations, Bylaws, Code of Ethics adopted by the Association
  - Such information as the Registrar requires to establish that the facility or facilities in or from which the member intends to practice are accredited facilities.
- (2) a **member** who holds a general practice license may apply on behalf of a non-member who is a veterinarian registered in another jurisdiction and is recognized as a specialist in accordance with criteria established by resolution of council, for purposes of examining and treating animals only at an accredited facility and within the scope of their specialty;

A **non-member** intending to practice veterinary medicine may apply for a temporary license by completing the license application if the applicant meets the criteria below. A non-member is not required to be on the Register to obtain a temporary license.

1. Pay the prescribed fee.
2. Have done **one** of the following:
  - a) Have graduated in veterinary medicine in the five years immediately before the application, from a university, college or school recognized by the Canadian Veterinary Medical Association.
  - b) Obtained a Certificate of Qualification from the National Examining Board in the five years immediately before the application.
  - c) Have engaged in the practice of veterinary medicine for at least 1000 hours in the five years immediately before the application.
  - d) Have engaged in the practice of veterinary medicine for at least 300 hours in the twelve months immediately before the application.
3. Not be subject to a disciplinary finding that prohibits the applicant from engaging in the practice of veterinary medicine.
4. Be competent and of such character to safely and ethically engage in the practice of veterinary medicine.
5. Undertake to engage in the practice of veterinary medicine in a professional and becoming manner and in accordance with the provisions of the Act, regulations, by-laws and any code of ethics adopted by the Association.
6. Provide such information as the Registrar requires to establish that the facility or facilities in or from which the member intends to practice are accredited facilities.

## Questions for Third Party Organizations

Provide links to policy where possible

1. Do you provide some information about assessment practices to applicants?

Our guide for National Examining Board candidates is available online at <http://wiki.cvma-acmv.org:8090/display/NEBP/NEB+Candidate+Information>

The Online guide also contains links to the manual of administration of the Clinical Proficiency Examination (CPE).

2. Explain how you determine the level of credential presented for assessment and describe the criteria that are applied to determine equivalency.

The degree issued needs to be from a school listed on the American Veterinary Medical Association's list of veterinary colleges of the world. The list includes 4-year programs that lead to a degree allowing veterinary practice in the country of origin.

<https://www.avma.org/professionaldevelopment/education/foreign/pages/ecfvg-world-colleges.aspx>

3. Where registration is not granted, do you provide timely decisions, responses and reasons to applicants within a reasonable time?

Cases where registration is not granted are extremely rare. If the school of an applicant is not on the AVMA list of schools, we inform the applicant about the process on how to get the school listed. If documentation that is needed to grant registration is missing, we inform the applicant within a reasonable time.

4. Do you have an internal review/appeal process?

Yes, there is an appeal process, see <http://wiki.cvma-acmv.org:8090/display/NEBP/A.+Primary+Appeal>

5. Do you provide training to individuals making assessments, decisions and/or conducting appeals?

New NEB committee members are trained by the other committee members during the NEB meetings where appeals are heard. Also, all committee members have access to the exam manuals that outline the policies & procedures for the NEB exams.

6. Do you have a policy to ensure that a decision-maker on an internal review / appeal was not involved in making the original decision?

Yes, there is a secondary appeal process that does not involve the original decision makers. See: <http://wiki.cvma-acmv.org:8090/display/NEBP/B.+Secondary+Appeal>

7. What is your process regarding access to records related to the assessment of applicants?

Applicants have access to their records and can request having their documents returned to them at any time.

8. Do you have a policy for accommodating individuals with physical or mental disabilities?

Yes, see: <http://wiki.cvma-acmv.org:8090/pages/viewpage.action?pageId=819222>

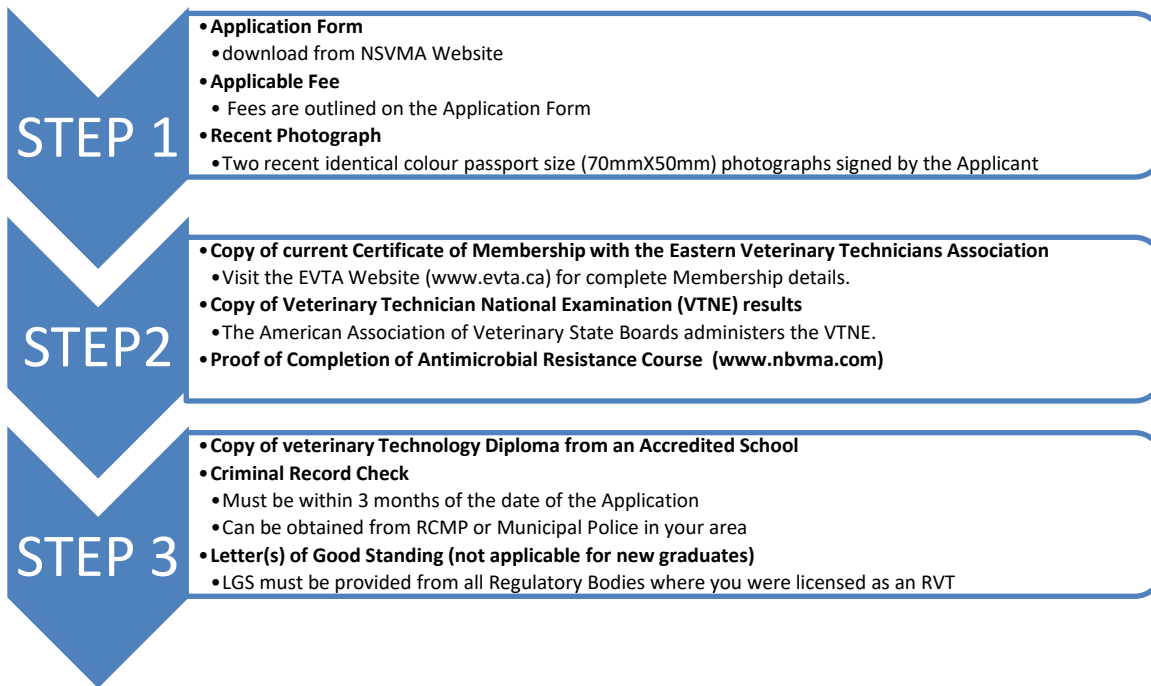
9. Do you have a policy for accepting alternative information when original documentation cannot be obtained by an applicant for reasons beyond their control?

Yes, when all required original documentation cannot be submitted the NEB assesses an application on a case-by-case basis.

10. Do you have a policy on the language/translation requirements for documents provided by, or on behalf of, the applicant?

The NEB requires a certified true copy of both the original and the translation of any document not in English or French.

# Technician Graduate of an Accredited College not currently licensed in Canada



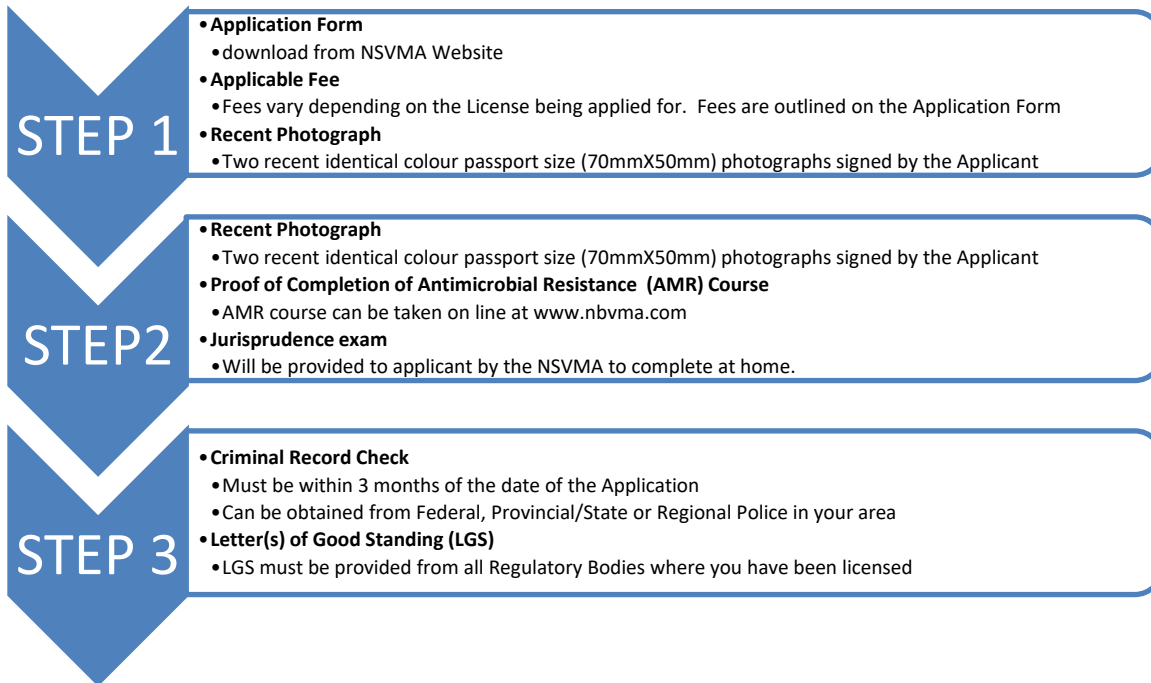
## Summary of Steps Required to Obtain a Certificate of Qualification

A graduate of a non-accredited veterinary school is required to complete all 4 parts of the National Examining Board (NEB) examination sequence in order to receive a Certificate of Qualification (CQ). A CQ is a prerequisite to apply for a License in any of the 10 provincial licensing boards in Canada. The NEB's Veterinary Licensing Examinations process for graduates of non-accredited veterinary schools involves:

- The Basic and Clinical Sciences Examination (BCSE)
- The North American veterinary Licensing Examination (NAVLE)
- The Preliminary Surgical Assessment for the CPE (PSA)
- The Clinical Proficiency Examination (CPE)

When ALL above STEPS have been completed, please forward all documents to the NSVMA Office and your Application for Licensure will be processed.

**Application Process  
for  
Veterinary Graduate  
Currently Licensed in Canada**



- Applicants with a current licence in another Canadian Jurisdiction applying under the Labour Mobility Act must provide copies of academic and National Board Exam documentation to the NSVMA on request.
- Documents submitted for licensing purposes that are not in English or French must be accompanied by a certified translation.
- Once the NSVMA is in receipt of all of the documents required to process the Application, a decision will be made within 7 working days. The candidate will be initially notified by email or telephone of the decision followed by a written confirmation.
- In the event where the Applicant is rejected, written reasons for the rejection will be provided to the Applicant along with any suggestions or recommendations to strengthen an Application in the future.

When ALL above STEPS have been completed, please mail all documents to the NSVMA Office at:

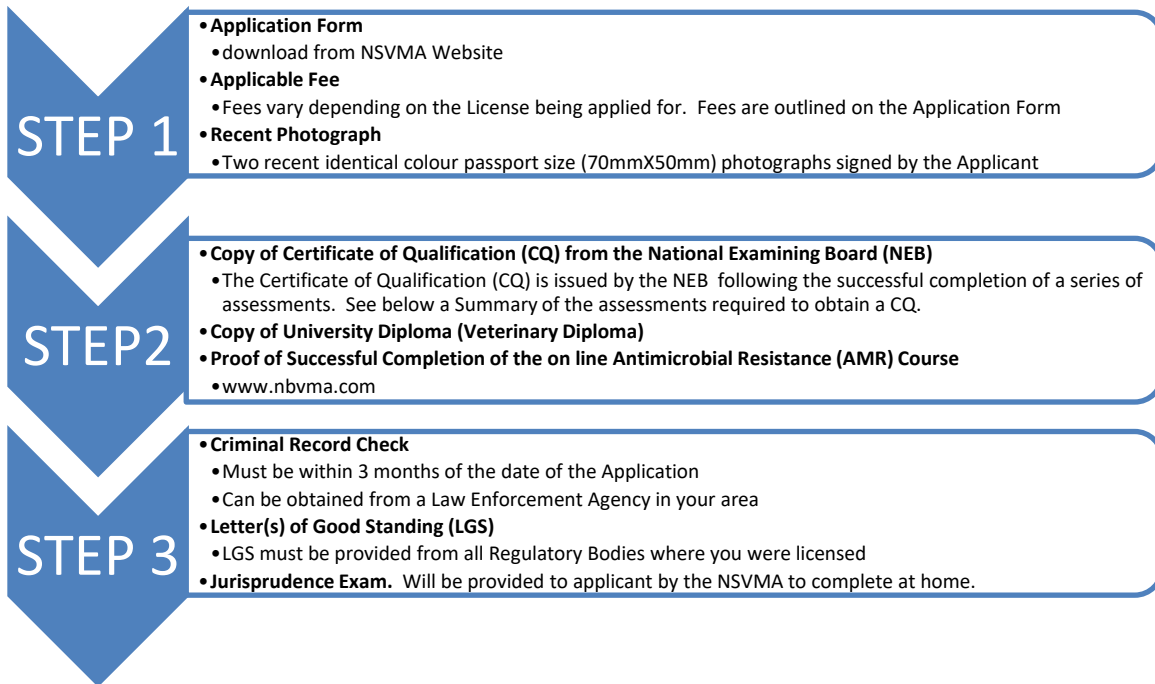
15 Cobequid Road,  
Lower Sackville, Nova Scotia  
B4C 2M9.

For further information or questions about the Application Process, please contact the NSVMA Office:

Phone : 1-902-865-1876

Email: [info@nsvma.ca](mailto:info@nsvma.ca)

## Application Process for Foreign Trained Graduate from a Non Accredited Veterinary College



### Summary of Steps Required to Obtain a Certificate of Qualification

#### [National Examining Board Website](#)

A graduate of a non-accredited veterinary school is required to successfully complete all 4 parts of the National Examining Board (NEB) examination sequence in order to receive a Certificate of Qualification (CQ). A CQ is a prerequisite to apply for a License in any of the 10 provincial licensing boards in Canada. The NEB's Veterinary Licensing Examinations process for graduates of non-accredited veterinary schools involves successful completion of the following assessments:

- The Basic and Clinical Sciences Examination (BCSE)
  - The North American Veterinary Licensing Examination (NAVLE)
  - The Preliminary Surgical Assessment for the CPE (PSA)
  - The Clinical Proficiency Examination (CPE)
- 
- Documents submitted for licensing purposes that are not in English or French must be accompanied by a certified translation.
  - Once the NSVMA is in receipt of all of the documents required to process the Application, a decision will be made within 7 working days. The candidate will be initially notified by email or telephone of the decision followed by a written confirmation.
  - In the event where the Applicant is rejected, written reasons for the rejection will be provided to the Applicant along with any suggestions or recommendations to strengthen an Application in the future.

When ALL above STEPS have been completed, please mail all documents to the NSVMA Office at:  
15 Cobequid Road,  
Lower Sackville, Nova Scotia  
B4C 2M9.

For further information or questions about the Application Process, please contact the NSVMA Office:  
Phone : 1-902-865-1876  
Email: [info@nsvma.ca](mailto:info@nsvma.ca)