

## RCVS VN registration guidance for students who have completed a Level 3 Diploma in Veterinary Nursing

Congratulations on completing your veterinary nursing qualification. You will shortly be able to apply to enter the Register of Veterinary Nurses. You must enter the VN register if you intend to work in a veterinary practice or are entering another profession which involves you using your veterinary nursing qualification. This guidance provides details on the process you need to follow.

Your college will claim for your Level 3 Diploma Certificate to be issued. Certificates are issued by your Awarding Organisation (City & Guilds or Central Qualifications) once you have completed all the assessments required by them. City & Guilds and Central Qualifications provide the RCVS with a list of students who have been certificated. This is normally sent to us on a monthly basis.

Once we receive confirmation that your certificate has been issued we will send you a registration pack and give you the option to attend an admission ceremony.

You must apply to register within three months of your certificate being issued. If you have not completed your mandatory practical training time in a TP you must phone us and we will allow an extension. After three months your name will be removed from the database of Student Veterinary Nurses and you will be unable to undertake delegated veterinary work under Schedule 3. We will write to you and your employer to inform them of your new status. You must not use the post nominal RVN until you have received confirmation that you are registered.

We will send you an email to confirm that we have received your registration application, record of employment and training and the registration fee. Emails are normally sent on the Friday following receipt of the application.

If your registration application is completed accurately you should be registered within four weeks of its receipt. If there is information missing then you will be sent a letter explaining the omission and given the opportunity to remedy it. Please note if you completed your qualification at more than one Awarding Organisation or transferred from a university course your registration may take longer. This is because we make additional checks to ensure that all aspects of the qualification have been completed.

Your registration will be confirmed by letter. You will receive your RVN badge, Certificate of Registration and your name will also be added to the online 'check the register' facility.

Whilst waiting for your registration application to arrive you should ensure that your record of training and employment is up to date. You should also check your college's procedure for submitting training records to us. If you have moved since you enrolled with us you should also check we have an up-to-date address for you. You can email your new address to [vetnursing@rcvs.org.uk](mailto:vetnursing@rcvs.org.uk).

If you have completed an FdSc or BSc Hons in veterinary nursing the registration process differs from that described above. Please speak to your University for further details.

## Your guide to initial registration as a veterinary nurse

