

Evaluation of Qualifications for veterinary nurses  
educated outside the United Kingdom

Application Form A and Guidance notes

## Introduction

1. All veterinary nurses in the UK have to be Registered with the RCVS. Registered Veterinary Nurses (RVNs) must follow the [Code of Professional Conduct for Veterinary Nurses](#).
2. Veterinary nurses educated outside the UK are not permitted to work as a veterinary nurse or a student veterinary nurse in the UK unless they have permission in writing from the RCVS to do so.
3. If you intend to work as a veterinary nurse in the UK, you must apply to enter the RCVS Register of Veterinary Nurses. The first stage of the application involves you having your qualification assessed. You must complete this stage before applying to enter the Register. Eligibility is based on an individual evaluation of the qualification(s) held by each applicant.
4. This document provides details about the evaluation process which involves assessing/comparing your qualification and with the [RCVS Day One Competences for Veterinary Nurses](#) and [RCVS Day One Skills for Veterinary Nurses](#). All veterinary nurses are required to meet these standards before they enter the Register. In addition, the level of your qualification, the length of your training and your practical experience will be considered to ensure that this is also similar to that expected of nurses trained in the UK.
5. All applicants must complete the application form in full. If you also need to complete Application Form B, this is available online. If you have difficulty completing these forms electronically or require further information, please contact us by e-mail: [vnoverseas@rcvs.org.uk](mailto:vnoverseas@rcvs.org.uk) or phone +44 (0)20 7202 0788.
6. The RCVS has produced [case studies](#) to help you to understand about the vital role veterinary nurses and student veterinary nurses play within the veterinary team in the UK. You may find these helpful when considering if you want to work in the UK.

## Employment as a veterinary nurse in the UK

7. It is advisable to submit your application prior to traveling to the UK or starting employment.
8. If you are already working in a veterinary practice in the UK, you must not use a job title that is misleading to the public. Your employer, the RVNs and veterinary surgeons in the practice must not allow you to use the title '**Veterinary Nurse**'.
9. You may however use the title '**Veterinary Nursing Assistant**' or '**Veterinary Nursing Auxiliary**'. You are also not permitted to undertake medical treatments or minor surgical procedures, regardless of how well trained or experienced you are. It is not permissible for veterinary surgeons to delegate acts of veterinary surgery until you are registered even if you are supervised by a veterinary professional.

### Qualifications completed by distance learning

10. Please note it is not possible to complete a distance learning qualification while living and working in the UK.
11. Applicants who completed their qualification by distance learning while living and working in the UK will not be accepted, unless permission has been granted in writing by the RCVS to undertake a short period of practical experience in the UK as part of their training.
12. If you completed your qualification via distance learning or you were exempted from a number of assessments, your qualification will be carefully scrutinised by the assessor, especially if the qualification was completed while living outside of the country where the qualification was issued. We may need to contact your course provider for further information. We will let you know if this is likely to happen. If your course provider chooses not to respond, then we will not be able to process your application.
13. In some circumstances, if we believe that your qualification was achieved without you attending the course or we have concerns about the quality of the course we hold the right to reject your application.

### Registration without a veterinary nursing qualification

14. We are aware that in some countries it is possible to join the professional register without completing a Veterinary Nursing (or equivalent) qualification. These registration authorities will use other mechanisms to determine someone's competence. This may include a mandatory period working in a veterinary practice and/or examinations. The RCVS bases its decision on the programme of study and qualification and not an applicant's ability to register outside the UK. **If you did not study and complete a veterinary nursing qualification you will not be permitted to Register in the UK.**
15. **Veterinary surgeons who do not also hold an appropriate veterinary nursing qualification may not apply for registration as a veterinary nurse.** This is because the required competences and skills carried out by veterinary nurses differ significantly from those of veterinary surgeons. Please note if you apply without an appropriate Veterinary nursing qualification and pay the fee to have your qualification assessed, we may not be able to refund you. Please email [vnoverseas@rcvs.org.uk](mailto:vnoverseas@rcvs.org.uk) for advice if you are unsure **before** paying any fees.

### Visa, immigration and work permits

16. The RCVS does not issue permits for entry to work in the UK and is unable to provide advice on such matters. Acceptance of your application by the RCVS does not mean that a permit to enter and work in the UK will be granted. You must pursue all matters relating to entry or work permits with the appropriate government departments in your own country and/or in the UK, and with any potential employer. Information and assistance can be obtained from [UK Visas and Immigration](#) or <https://www.gov.uk/skilled-worker-visa>. Please note the skilled worker code for veterinary nursing is 6131.

17. The veterinary nursing profession does not appear on the Shortage Occupation List (SOL). This was last reviewed by the UK Government in 2019. You may need to consider this when applying for a visa.

## Refugees

18. Veterinary nurses seeking asylum in the UK can seek financial aid provided by the RCVS to have their qualification assessed and entering the Pre-registration examination. Evidence of your refugee status should be submitted during the initial application phase, along with the other documentation and supporting evidence required.
19. The RCVS recognises that due to their situation, refugee veterinary nurses may be unable to provide some of the evidence required. The Veterinary Nursing Department will provide support where necessary.
20. The support package includes:

### Payment for

- Initial application assessment
- Affidavit
- Pre-registration examination (practical)
- Pre-registration examination (theory)
- Attendance at RCVS practical exam familiarisation event
- Travel to RCVS practical exam familiarisation event
- Initial entry to the register fee
- Membership of RCVS Knowledge
- Travel and accommodation prior to the practical Examination

Financial contribution may also be provided for attendance at revision events.

## Holders of qualifications issued inside the European Union/European Economic Area

21. The UK is not a member of the EU. This means that the Directive 2005/36/EC on the Mutual Recognition of Professional Qualifications (MRPQ) does not apply.

## Holders of ACOVENE accredited qualifications

22. If you hold a qualification accredited by [ACOVENE](#), the European accreditation organisation for veterinary nursing programmes, and you achieved your qualification during the period of accreditation (see organisations and dates below) you may be able to enter the register without the need to pass the Pre-registration examinations. Please note that there are some exceptions to this.
23. You will need to complete application Form A and provide evidence of your qualification, experience, identity and good standing.
24. **The fee for processing applications between 1 November 2023 - 31 October 2024 from applicants who have an ACOVENE accredited qualification is £85.00**
25. **ACOVENE accredited organisations**
- a. **Belgium**
    - I. Thomas More Kempen (issued from 2007 onwards)
    - II. Vives University of Applied Sciences (issued September 2023 onwards)
  - b. **Denmark** – Hansenberg (issued between 1/7/2008 and 30/7/2012)
  - c. **Ireland**
    - I. Technological University of the Shannon (previously known as Athlone Institute of Technology),
    - II. Dundalk Institute of Technology,
    - III. Atlantic Technological University (previously known as Letterkenny Institute of Technology),
    - IV. St. John's Central College Cork,
    - V. National University of Ireland (also known as University College Dublin)
  - d. **Italy** – Abivet S.R.L Rome only (issued from 2007 onwards). Please note: students who completed the ACOVENE accredited qualifications delivered by Abivet Cremona or via distance learning cannot apply via this route. Please follow the application process outlined under 'Holders of other veterinary nursing qualifications' and paragraph 35 below.
  - e. **The Netherlands** – Aeres MBO Barneveld formally known as Groenhorst (issued from 2007 onwards)
  - f. **Norway** – Norwegian School for Veterinary Science (issued from 2007 onwards)
  - g. **Portugal** – Bachelor in Veterinary Nursing – Politécnico de Viseu - Superior Agrarian School of Viseu (issued from 2015 onwards)
  - h. **Sweden** – SLU (issued between 9/6/2007 and 30/7/2012)

## Holders of all other veterinary nursing qualifications

26. If you do not hold a qualification accredited by ACOVENE, listed in the previous section, you will need to demonstrate that your **education and experience** is equivalent to that of veterinary nurses educated in the UK. Where we are not familiar with the qualification (see list below) you must complete application Forms A and B and provide a copy of your syllabus, qualification, experience, identity and good standing.
27. Form B provides you with the opportunity to evidence that your qualification is similar to that delivered in the UK. You will do this by mapping your syllabus/curriculum to the [RCVS Day One Competences for Veterinary Nurses](#) and [RCVS Day One Skills for Veterinary Nurses](#). Your syllabus/ curriculum will need to be translated into English.
28. **The fee for processing applications submitted between 1 November 23-31 October 2024 is £171.00**
29. If your qualification is accepted, you will be required to pass the RCVS Pre-registration examinations (theory and practical). In some cases, you may be required to complete other assessments or gain additional clinical experience.
30. If you hold one of the qualifications listed below then you do **not** need to send in a syllabus, or complete Form B. Holders of these qualifications are usually permitted to enter the Pre-registration examination without further scrutiny.
  - a. **Australia:**
    - (i) Certificate IV in Veterinary Nursing (ACM40418, ACM40412, ACM40410, RUV40404).
    - (ii) BSc Science with extended Major in Veterinary Technology – University of Queensland issued up to and including 2022.
  - b. **Canada:** [CVMA-accredited](#) college qualifications.
  - c. **Hong Kong:**
    - (i) BSc (Hons) in veterinary nursing - Hong Kong Polytechnic University before 2014.
    - (ii) Advanced Diploma in Veterinary Nursing - SCOPE (programme codes 163-30280 (2016 cohort), 173-30280 (2017 cohort), 183-30280 (2018 cohort), 193-30280 (2019 cohort), 203-30280 (2020 cohort), 213-30280 (2021 cohort), 223-30280 (2022 cohort)).
  - d. **New Zealand:**
    - (i) National Diploma in Veterinary Nursing – Level 5 (NCF 0222).
    - (ii) New Zealand Diploma in Veterinary Nursing – Level 6 (NCF 2491).
    - (iii) Bachelor of Veterinary Technology – Massey University issued up to and including 2018.
  - e. **Portugal:**
    - (i) Bachelor in Veterinary Nursing - Polytechnic Institute of Castelo Branco - Agrarian School of Castelo Branco up to and including 2018
    - (ii) Bachelor in Veterinary Nursing – Polytechnic Institute of Viseu - Agrarian School of Viseu issued up to and including 2015.

- f. **South Africa:** Diploma in Veterinary Nursing – University of Pretoria issued up to and including 2022.
- g. **United States of America:** [AVMA-accredited](#) college qualifications
- h. **Zimbabwe:** Diploma in Veterinary Nursing – University of Zimbabwe issued between 2006 – 2022.

### Country Specific information and advice

- 31. In order to assist you to decide if your qualification is likely to be accepted to proceed to the examination stage, we have provided details about the outcome of applicants holding certain qualifications. This is often based on the outcome of previous applications and may not reflect the qualification that you hold. Please contact us if you would like to discuss this further.
- 32. **Australia**  
The **Cert II** in Animal Care and **Cert III** Animal Studies (Veterinary Nursing) are not accepted for entry onto the Register in the UK without the **Cert IV**.
- 33. If you hold the **Cert IV** qualification code **RUV40198** (launched in 1998), or other qualifications issued prior to 1998 you will need to complete Form B and submit this along with your application. This is because the RCVS is not familiar with this qualification and will need to assess their suitability for registration purposes in the UK. The modules of these qualifications are available online at [www.training.gov.au](http://www.training.gov.au). If you are unsure of the requirements then please contact us for assistance.
- 34. **Denmark**  
Previous applications from veterinary nurses educated at Hansenberg, Kolding after 2012 have been accepted to enter the Pre-registration examination.
- 35. **Italy**  
Students who attended Abivet Cremona or completed the course via distance learning must complete Form B. Previous applicants have been accepted to proceed to the Pre-registration examinations.
- 36. **New Zealand**  
The Certificate in Veterinary Nursing (level 5) and the Certificate in Animal Technology with Nursing Assistant (level 5) are not accepted for entry onto the Register in the UK.
- 37. If you hold the New Zealand Diploma in Veterinary Nursing **NCF ref 4389**, Bachelor of Veterinary Nursing (Te Pukenga – New Zealand Institute of Skills and Technology) **NCF ref 3995 or 4001** you will need to complete Form B and submit this along with your application. This is because the RCVS is not familiar with this qualification and will need to assess its suitability for registration in the UK.
- 38. **Poland**  
Previous applications have been lacking in several areas of the Day One Skills and Competences including Nursing Care, Diagnostic Imaging, Theatre Practice and Anaesthesia. These applications were not permitted to proceed to the examination.

39. **Portugal**  
Holders of veterinary nursing qualifications issued by **Polytechnic Institute of Bragança** - Agrarian School of Bragança, **Polytechnic Institute of Coimbra** - Agrarian School of Coimbra, **Polytechnic Institute of Portalegre** - Agrarian School of Elvas and **Polytechnic Institute of Viana do Castelo** - Escola Superior Agrária are required to complete application form B.
40. Holders of veterinary nursing qualifications issued by the **Polytechnic Institute of Castelo Branco** - Agrarian School of Castelo Branco after 2018 are required to complete form B.
41. **Republic of Ireland**  
Certificates issued in Latin in the Republic of Ireland do not need to be translated.
42. **Romania**  
Previous applications have been lacking across all of the Day One Skills and Competences. These applications were not permitted to proceed to the examination.
43. **South Africa**  
Holders of the Bachelor in Veterinary Nursing (08130006) delivered by the University of Pretoria are required to complete application form B. Previous applicants have been accepted to proceed to the Pre-registration examinations.
44. **Spain**  
We have not received any applications that have been approved by the Ministry of Education in Spain. It has therefore not been possible to determine the suitability for registration purposes. Applicants must complete application forms A and B and provide evidence of the level of the qualification and accreditation by the Ministry of Education in Spain.
45. **Sweden**  
Previous applications from veterinary nurses educated at SLU after 2012 have been accepted to enter the pre-registration examination.
46. **USA**  
Holders of the Veterinary Assistance qualification are unlikely to be accepted because the level of the qualification is lower than that required.
47. **Zimbabwe**  
Holders of the Diploma in Veterinary Nursing issued after 2022 are required to complete application form B.



## The application process

48. The **RCVS Academy** <https://academy.rcvs.org.uk/> has developed a free digital learning platform containing a course designed to provide applicants with essential knowledge and understanding of the application process including how to complete the application forms. To create your account please visit our [website](#) and create free account. Further information can be found [here](#).
49. **Qualification**  
Your application and the supporting evidence you include regarding your qualification(s) will be evaluated against the [RCVS Day One Competences for Veterinary Nurses](#) and [RCVS Day One Skills for Veterinary Nurses](#). These are the accepted minimum standard of professional education and skills required to Register as a veterinary nurse in the UK. The evaluation will also take into account the way in which your qualification was assessed (*examined*), your employment experience and whether your qualification is recognised by a national registration authority.
50. If we conclude that your qualification is not similar to that delivered in the UK it will be rejected. You will be given the opportunity to provide additional information if you wish.
51. **Attestation of competence / Qualification Certificate**  
An attestation of competence must be issued by a competent authority. This is normally in the form of a qualification certificate. The competent authority is an official organisation given the authority to oversee/award qualifications. This could be a University, Ministry of Education or other authority recognised by the government.
52. If your course is run by a private organisation not recognised by the government in the country where it is delivered, then your qualification is unlikely to be accepted.
53. **Level of qualification**  
Your qualification must be at a minimum level equivalent to UK QCF Level 3. If you are unsure of the level of your qualification, you should contact the competent authority issuing your qualification.
54. UK ENIC <https://www.enic.org.uk/> may be able to provide a statement of comparability by comparing the qualification framework level in the country you completed your qualification to the qualification framework level in the UK. Please note that UK Naric are not able to confirm if your qualification will be accepted by the RCVS.
55. **Translation of documents**  
If any of the documents you provide in support of your application are not in English, you will need to obtain a translation. The RCVS may be able to assist you where the documents are in word or PDF formats. Please email [vnoverseas@rcvs.org.uk](mailto:vnoverseas@rcvs.org.uk) for further information.
56. If you are required to obtain official translations, these will need to be stamped and signed by the translator, or the translation company will need certify it as a true translation. Your school may also verify that the translation is correct.

57. Items such as signatures and crests should be described and should not be pasted into the translation. For example [signature of Rector], [crest of University], [stamp of University].
58. **Experience**  
You will be expected to have experience working as a veterinary nurse or student veterinary nurse on a full-time basis for at least one year during the previous 5 years (or for an equivalent overall duration on a part time basis).
59. If you have less than one year's clinical experience working in a veterinary practice as a student or qualified veterinary nurse then you may be able to obtain permission from the RCVS to work under supervision in a veterinary practice to increase your experience.
60. If you have not worked as a veterinary nurse during the last 5 years then you may be permitted to enter the register after you have gained some recent experience. In some circumstances you may be able to obtain permission from the RCVS to work under supervision in a veterinary practice to ensure that your knowledge of practice is current.
61. **Professional Registration and evidence of your good standing**  
The RCVS must be satisfied that:
- you are of good standing, i.e. that there is no charge of crime or unprofessional conduct outstanding against you;
  - you are of good character in general terms;
  - the information provided relates to your most recent period of veterinary employment and registration or student activity;
  - the evidence provided is current and up to date i.e. issued within the twelve months before you join the register. If this time has lapsed, you will be required to provide an up-to date letter.
62. If you are Registered as a veterinary nurse with a professional regulatory authority, you must obtain from them a 'Letter or certificate of good standing' in relation to your registration. This must be accompanied by a notarised translation where necessary.
63. Many countries do not have a register for veterinary nurses. If this is the case, you will need to provide other evidence of your good standing in the form of an **affidavit**. The affidavit must contain the information below. A template has been provided in Form A.
- a. I graduated from [*name of university or College*] with a [*name of your veterinary nursing qualification*] on [DD/MM/YYYY];
  - b. The reason I am not currently registered with a regulatory authority outside the UK is [*There is no professional regulatory authority in the countries I have worked in / The countries I have worked in have a voluntary register and I chose not to be registered, other explanation / I have not worked as a veterinary nurse since I qualified / or other explanation*];
  - c. I have / I have not been found guilty of serious professional misconduct or employment disciplinary proceedings in the UK or elsewhere,
  - d. I have / I have not been convicted of any criminal offences in the UK or elsewhere.

64. If you have been convicted of any criminal offence/s in the UK or elsewhere, the declaration should state the criminal offence/s of which you have been convicted.
65. This declaration or **affidavit** must be made by you on oath, or in solemn form, before a competent judicial or administrative authority or notary public. This could be a Solicitor, Commissioner for Oaths, Notary Public, Legal Executive or Barrister.
66. The declaration must be said aloud, on oath or in solemn form, in front of the official as listed above. It must be signed by you and countersigned by this official and include their full name, profession and full address and it must be dated on the day the declaration is made.
67. If you are a **Recent Graduate** completing your veterinary nursing education within the last year and have not registered with a professional regulatory authority, you should obtain a letter or certificate of good professional standing from the Dean or Principal of the University or college at which you obtained your veterinary nursing qualification. You will not need an affidavit.
68. The RCVS will not normally accept evidence of good standing that is presented by the applicant.  
*'Letters or certificates of good standing'* should be sent **DIRECT** to the Royal College by the originator directly to:

Veterinary Nursing Department  
Royal College of Veterinary Surgeons  
3 Waterhouse Square  
138-142 Holborn  
London  
EC1N 2SW  
United Kingdom

Evidence of your good standing should be sent by email to [vnoverseas@rcvs.org.uk](mailto:vnoverseas@rcvs.org.uk) from the originator. You will not be able to register if this has not been received.

69. If a letter provided on your behalf does not meet RCVS requirements, we will inform you as soon as possible and discuss with you any additional documentation you could provide.
70. In our experience, some organisations take several months to provide the evidence of good professional standing. You should therefore request the document at the earliest opportunity. It is your responsibility to ensure that the RCVS receives this in good time. The RCVS is not responsible for chasing up these letters.
71. **English Language Skills**  
Veterinary nurses wishing to practise in the UK must be able to communicate effectively with clients and colleagues, in written and spoken English.

72. We do not require evidence that you have an English language qualification, but you are strongly encouraged to prove that your English language ability meets our standards by completing an English Language qualification. If, however at any point during the registration process there is significant doubt about your English language ability, you will be asked to provide additional evidence of your ability and the option of passing IELTS level 7 (or an equivalent English language qualification at the same level or higher).
73. **Submitting your application**  
Ensure you read the instructions on each of the forms carefully and complete each section. Please **only** submit completed applications as we can only process the application once all documentation has been supplied.
74. Forms A and B and the supporting evidence must be scanned and submitted electronically via email or a file transfer programme. We recommend you send large documents over several emails or use a file transfer programme. Do not send applications by post unless this is agreed with us in advance.
75. **Confirmation**  
We will send you an email within three working days of receiving your application to confirm it has been successfully received and provide a reference for the payment of the fee. If you do not receive an email, please contact us to make sure that your document has arrived.
76. Applications will not be considered until RCVS has received all the correct documentation and payment of the fee.
77. **Processing times for qualifications listed in paragraphs 25 and 30, are normally 2-3 weeks. Other qualifications may take up to 8 weeks to process.**
78. The decision will be sent to you by email.
79. The decision for successful applicants will be valid for **two years**. If you have not entered the Register during that time, you may need to submit a fresh application and fee. Please note that you may not work as a veterinary nurse until you are Registered.
80. **Possible outcomes**  
There are three possible outcomes to applications. These are outlined below:
81. **Accepted without further assessment** – only qualifications accredited by **ACOVENE** may be accepted without further assessment.
82. **Accepted with further assessment** – this means your qualification is deemed comparable to the UK qualifications and you are permitted to proceed to enter the Pre-registration examination. In some cases, additional assessments may be imposed such as a mandatory period of time in practice or an assignment. These will be in addition to the examination.
83. **Rejected** – this means your qualification is not suitable for the purposes of entering the Register. A small number of applications are rejected. This normally happens when an

applicant does not have a veterinary nursing qualification similar in content to that delivered in the UK, the level of the qualification is lower than that completed in the UK or the qualification is not approved by the ministry of education in the country the applicant qualified in.

84. If you feel a decision regarding your application is unfair, you may ask for the evaluation to be reviewed and may submit additional supporting evidence. A further fee may be payable in such cases. Please contact us for further advice.

### **Pre- registration examinations**

85. As a minimum, **all** holders of **non ACOVENE** accredited qualifications will be required to successfully complete the RCVS pre-registration examinations (theory and practical).
86. The examination consists of two parts - a written examination and a practical examination. Please note that the theory examination is mandatory for anyone not holding an ACOVENE accredited qualification whose application arrives after 1 November 2023. The fees for the pre-registration examinations for 2024 are **£264.00** for the theory and **£460.00** for the practical examination.
87. The practical examination is in the form of an **Objective Structured Clinical Examination (OSCE)**. Candidates complete clinical activities in ten stations. You have ten minutes to complete each station. The examination covers the following topics:
- Assessment and Nursing Care
  - Communication
  - Dressings and Bandages
  - Supporting Veterinary Anaesthesia
  - Veterinary Diagnostic Imaging
  - Veterinary Laboratory Techniques
  - Veterinary Theatre Practice
88. The examination is designed to assess your skills, competence and practical application of a clinical situation detailed in the RCVS Day One Skills for Veterinary Nurses. It reflects the clinical procedures undertaken in the UK. These may differ from other countries and therefore you should ensure that you are familiar with the methodology you will be required to follow. This examination is held in the UK only.
89. The theory examination consists of three sections. Each section must be passed. Paper 1 contains 1 section and paper 2 contains 2 sections. The sections are as follows:-

**Section 1 paper 1 Being an accountable professional within veterinary practice** will cover the legal and ethical aspects of working in veterinary practice as well as the dynamics of communication and working within a veterinary setting.

**Section 2a paper 2 Preparing to deliver patient care** will cover the knowledge required to prepare for delivering patient care.

**Section 2b paper 2 Application of patient care** will cover the delivery of patient care.

90. The examination will be in the form of a multiple-choice question (MCQ) examination. Candidates may be able to sit the examination outside the UK.
91. Please note that the examination covers companion /small animals (dogs, cats and other small animals). An equine version of the examination is available on request but at least 4 months' notice must be provided, and your veterinary nursing qualification must primarily cover the nursing of horses.
92. If you are required to enter the examination, you will be provided with a handbook detailing the skills you will be assessed against and the marking criteria the examiners will follow.
93. Examinations take place three times a year as detailed below. The closing date will be 5 weeks before the examination.
94. The OSCE will be held on the following dates;  
2-4 February 2024  
21-23 July 2024  
9-10 November 2024
95. There are normally 40 spaces available. If we reach capacity, then no further applications will be accepted. It is therefore advisable to submit your examination entry in good time.
96. The MCQ examination will be held on the following dates;  
24 March 2024 – Paper 1  
27 March 2024 – Paper 2a and 2b  
23 July 2024 – Paper 1  
25 July 2024 – Paper 2a and 2b  
15 November 2024 – Paper 1  
20 November 2024 - Paper 2a and 2b
97. Examination dates may be altered due to operational reasons.
98. Late applications will be accepted at the discretion of the RCVS Examinations Quality Lead and will only be considered if there is capacity within the timetable drawn up after the closing date.
99. In order to prepare for your examination, you may seek employment in a UK veterinary practice but you must enrol for a Period of Supervised Adaptation (PSA) beforehand. PSA enrolment is normally for a maximum of 12 months. This may be extended where candidates are required to re-sit examinations. There will be no charge for the PSA enrolment.
100. If you are not intending to work in a veterinary practice before your examination, you do not need to enrol for the PSA. Please note that you must not work as a veterinary nurse in the UK until you are Registered.

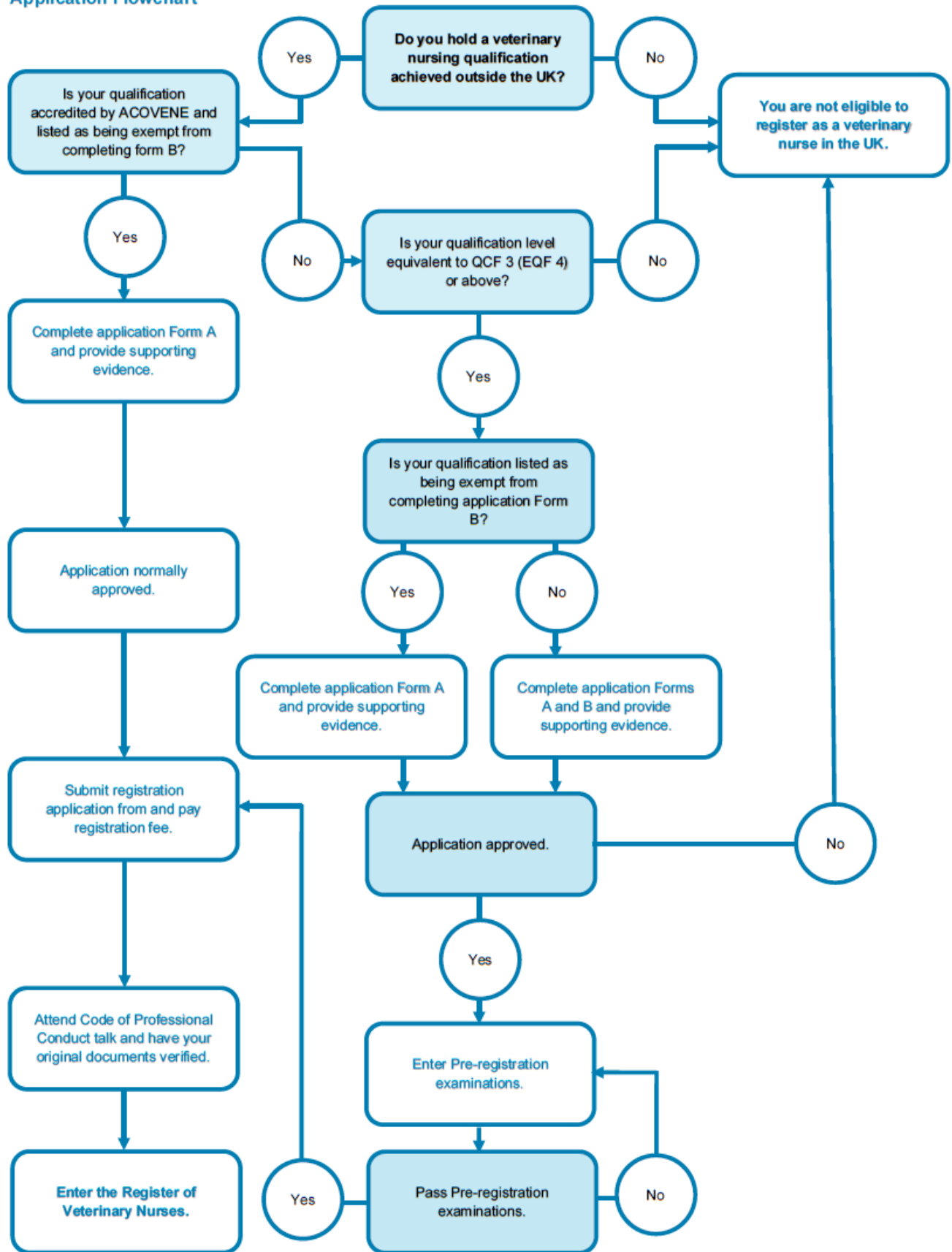
### **Entering the Register of Veterinary Nurses**

101. When you have completed all the registration requirements, you will be invited to apply to enter the Register of Veterinary Nurses. You will need to provide evidence that you have completed a compulsory module on the Code of Professional Conduct and veterinary legislation in the UK. Further information will be provided if your application is accepted.
102. We will also need to verify your original qualification certificate and translated copy (if applicable) and passport. If your application is accepted, we will let you know how this verification will be completed. If you do not have a qualification certificate it may be possible for your school to provide a letter confirming that the qualification has been issued. This will be particularly helpful for new graduates where the qualification certificate has not yet been issued.

### **Criminal convictions**

103. Veterinary nurses and those applying to be Registered as veterinary nurses must disclose to the RCVS any caution or conviction, including absolute and conditional discharges and spent convictions, or adverse findings (including by another regulator or professional disciplinary proceedings) which may affect registration, whether in the UK or overseas (except for minor offences excluded from disclosure by the RCVS). For more information, please see [www.rcvs.org.uk/convictions](http://www.rcvs.org.uk/convictions)

**Application Flowchart**





## Completing the application form

### Section 1 – Personal details

104. Please provide your name, date of birth and nationality as it appears on your passport. We require a contact telephone number, email address and your home address. If you change address, please let us know. Our preferred method of contact is via email, but we occasionally use the other contact details.
105. RCVS Reference number – Please set up a free account with the RCVS. To create your account please visit use this link.

If you have difficulty creating an account, please email [vnoverseas@rcvs.org.uk](mailto:vnoverseas@rcvs.org.uk). You can use this account to access further instructions about completing the registration. Further information can be found [here](#).

### Section 2 – Employment in the UK

106. If you are currently employed in a veterinary practice in the UK or have an offer of employment, please provide details.

### Section 3 – Professional Registration and evidence of your good standing

107. All applicants must complete this section. If you are registered as a veterinary nurse with a professional regulatory authority, you must obtain from them a '*Letter or certificate of good standing*' in relation to your registration.
108. If you have never been registered with a professional regulatory authority for veterinary nurses in any country or you are unable to provide a '*letter or certificate of good standing*' for any other reason you will need to provide as evidence of good standing a declaration or affidavit.
109. Graduates who completed their education within the last year and have not registered with a professional regulatory authority, should obtain a letter or certificate of good professional standing from the Dean or Principal of the university or college at which you obtained your veterinary nursing qualification.
110. You must indicate the type of evidence you will be providing.

### Section 4 – Professional Qualifications

111. You are required to provide the date you started at the veterinary nursing school and the date you finished your training. You must provide the exact title of your qualification as it appears on your certificate. If this is not in English, please include the English translation.

112. Your qualification certificate will have been awarded by an official body authorised to issue that certificate. This may be the University or another body. Please provide the name of the official body.
113. The qualification date should appear on the certificate and this should be entered in this section of the form.
114. You must provide details of the National Qualification Framework Level attributed to the qualification. If this is not detailed on the certificate you will need to provide further evidence.
115. The assessor needs to understand how the qualification was delivered. It is necessary to provide the approximate days that you attended the school or university and how many hours you attended each day.
116. We need to understand if you completed the course full time, part time and or by distance learning.
117. We also need to know the species that were covered in your training.

### **Section 5 – Veterinary Nursing Experience**

118. This section gives you an opportunity to provide details of your practical experience. This should include work experience carried out during your veterinary nursing education and your subsequent employment history. Please provide the full address of the practice including the country.

### **Section 6 – Assessment and examinations**

119. You are required to provide details of how your qualification was assessed. There are three types of assessment that we are interested in
  1. Written examinations
  2. Practical examinations
  3. Work placement assessment of your clinical skills

### **Section 7 – English Language Skills**

120. Veterinary nurses wishing to practise in the UK must be able to communicate effectively with clients and colleagues, in written and spoken English.
121. At this stage of your application, we ask that you provide details of your English Language skills. You will be informed if further evidence is required.

## **Section 8 – Post Qualification Continued Professional Development**

122. If you have undertaken additional courses or qualifications relevant to this application, please provide details.

## **Section 9 - Supporting documents checklist**

123. Please use this part of the form to ensure that you have submitted all the supporting documents. We require copies of documents at this stage. We will have sight of the original documents during your registration appointment or examination.
124. Check you have attached all the documents listed in the form. If you cannot complete a section or cannot attach one or more of the required documents, please explain why in the *comments space* provided. You must submit your application electronically via email or a file transfer programme, to:  
[vnoverseas@rcvs.org.uk](mailto:vnoverseas@rcvs.org.uk).

Do not send applications by post unless this is agreed with us in advance.

## **Section 10 – Applicant Declaration**

125. This section must include your signature in order to have your application processed. Please print this section, sign it, scan it and send it with your application.

## **Section 11 – Demographic Details**

126. Please assist us to monitor equal opportunities by indicating your ethnic origin and ticking the appropriate box on the form.

## Table of fees for 2023/2024

Application type	Amount
<b> Holders of ACOVENE accredited qualifications</b>	<b>£85.00</b>
<b> Holders of all other qualifications</b>	<b>£171.00</b>

Please note: These fees are not refundable. There is a separate fee for entry to the RCVS Register of Veterinary Nurses.

Event	Amount	
<b>Pre-registration examinations (each attempt)</b>	<b>OSCE (practical)</b>	<b>£460.00</b>
	<b>Theory (Written)</b>	<b>£265.00</b>
<b>Pre-registration assignment (if applicable)</b>	<b>£54.00</b>	

## Payment information

Once the RCVS receive your application form, we will email you within 3 days providing you with payment details you can pay the fee by Credit/debit card or bank transfer.

## Example Affidavit

If you are not registered with a professional regulatory authority outside the UK, please provide as evidence of good standing in the form of a declaration or affidavit.

This declaration or affidavit must be made by you on oath, or in solemn form, before a competent judicial or administrative authority or notary public. This could be a Solicitor, Commissioner for Oaths, Notary Public, Legal Executive or Barrister.

The declaration must be said aloud, on oath or in solemn form, in front of the official as listed above. It must be signed by you and countersigned by this official and include their full name, profession and full address and it must be dated on the day the declaration is made.

All declarations/affidavits must be sent by the originator directly to:

Veterinary Nursing Department  
Royal College of Veterinary Surgeons  
3 Waterhouse Square  
138-142 Holborn  
London  
EC1N 2SW  
United Kingdom

If the declaration or affidavit is sent by email, the original, signed, letter must also be posted to the RCVS before we can confirm that you have met our requirement. Please send it to [vnoverseas@rcvs.org.uk](mailto:vnoverseas@rcvs.org.uk)

Please see a template on the next page.

I \_\_\_\_\_ [full name] **declare on oath or in solemn form\*** [*\*delete as applicable*] that

- a. I graduated from [name of university or College] with a [name of your veterinary nursing qualification] on [DD/MM/YYYY];
- b. the reason I am not currently registered with a regulatory authority outside the UK is [There is no professional regulatory authority in the countries I have worked in / The countries I have worked in have a voluntary registered and I chose not to be registered, other explanation / I have not worked as a veterinary nurse since I qualified / or other reason];
- c. I have not been found guilty of serious professional misconduct or employment disciplinary proceedings in the UK or elsewhere and
- d. I have / I have not been convicted of any criminal offences in the UK or elsewhere. [If you have been convicted of any criminal offence/s in the UK or elsewhere, the declaration should state the criminal offence/s of which you have been convicted].

Signature \_\_\_\_\_

Full name \_\_\_\_\_

Date \_\_\_\_\_

Solicitor's signature \_\_\_\_\_

Solicitor's name \_\_\_\_\_

Date \_\_\_\_\_

Solicitor's address \_\_\_\_\_

Document must be sent direct from the solicitor by email to [vnoverseas@rcvs.org.uk](mailto:vnoverseas@rcvs.org.uk) or by post to  
Veterinary Nursing Department  
Royal College of Veterinary Surgeons  
3 Waterhouse Square  
138-142 Holborn  
London  
EC1N 2SW  
United Kingdom

Solicitor/Notary  
stamp (if applicable)

## Example of a Letter of Good Standing

If you are Registered as a veterinary nurse with a professional regulatory authority, you must obtain from them a 'Letter or certificate of good standing' in relation to your registration. This must be accompanied by a notarised translation where necessary.

The RCVS must be satisfied that:

- you are of good standing, i.e. that there is no charge of crime or unprofessional conduct outstanding against you;
- you are of good character in general terms;
- the information provided relates to your most recent period of veterinary employment and registration or student activity;
- the evidence provided is current and up-to-date i.e. issued within the twelve months before you join the register. If this time has lapsed you will be required to provide an up-to date letter.

The Letter of Good Standing must include

- Your full name
- Your Professional registration number
- Your Registration address
- Date of first entry onto the register
- Confirmation that you are not subject of any professional disciplinary enquiry and there are no disciplinary findings noted against you.
- A statement confirming that to the best of their knowledge you are in good professional standing

The Letter of Good Standing must be sent by the originator directly to:

Veterinary Nursing Department  
Royal College of Veterinary Surgeons  
3 Waterhouse Square  
138-142 Holborn  
London  
EC1N 2SW  
United Kingdom

If the Letter of Good Standing is sent by email, the original, signed, letter must also be posted to the RCVS before we can confirm that you have met our requirement. Please send it to [vnoverseas@rcvs.org.uk](mailto:vnoverseas@rcvs.org.uk)

## Example of a Letter of good standing from your school or college

If you are a **Recent Graduate** completing your veterinary nursing education within the last year and have not registered with a professional regulatory authority, you can obtain a letter or certificate of good professional standing from the Dean or Principal of the university or college at which you obtained your veterinary nursing qualification. You will not need an affidavit.

The RCVS must be satisfied that:

- you are of good character in general terms;
- the information provided relates to your time at the university or college including any time while in work placement;
- the evidence provided is current and up-to-date i.e. issued within the twelve months before you join the register. If this time has lapsed you will be required to provide an up-to date letter.

The Letter of Good Standing must include

- Your full name
- Your address
- Dates you started and completed your course
- Confirmation that in relation to your education you are not subject of any disciplinary or fitness to practise enquiry.
- A statement confirming that to the best of their knowledge there is no reason that you should not be employed in a veterinary practice or join a professional register.

The Letter of Good Standing must be sent by the originator directly to:

Veterinary Nursing Department  
Royal College of Veterinary Surgeons  
3 Waterhouse Square  
138-142 Holborn  
London  
EC1N 2SW  
United Kingdom

If the Letter of Good Standing is sent by email, the original, signed, letter must also be posted to the RCVS before we can confirm that you have met our requirement. Please send it to [vnoverseas@rcvs.org.uk](mailto:vnoverseas@rcvs.org.uk)



