Evaluation of Qualifications for veterinary nurses educated outside the United Kingdom

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 who have trained 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 to enter the RCVS Register of Veterinary Nurses is based on an individual evaluation of the qualification(s) of each applicant.

4. This document provides details about the evaluation process which involves assessing/comparing your qualification and experience with the RCVS Day One Competences for Veterinary Nurses and RCVS Day One Skills for Veterinary Nurses. All 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. Where your qualification or training differs slightly from that expected in the UK you may be permitted to undertake remedial action such as working in a veterinary practice to make up a shortfall in training length or undertaking an examination or other assessment.

5. All applicants must complete this form in full. Please note that there are different guidance notes for EU nationals who trained inside the EU and for those who trained outside the EU. Please ensure that you are familiar with the guidance notes for your region.

6. Application form A is attached to these notes. If you also need to complete form B, this is available online. If you have difficulty completing this electronically or require further information, please contact us by e-mail: vnoverseas@rcvs.org.uk or phone +44 (0)20 7202 0715.

7. You can also sign up for a webinar here and find out more about registration in the UK.

8. The RCVS have featured case studies to help provide understanding about the vital role veterinary nurses and student veterinary nurses play within the veterinary team. For more information, please click here.

Employment as a veterinary nurse in the UK

9. It is advisable to submit this application prior to traveling to the UK or starting employment in the UK.
10. 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’. 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 your employer.

Qualifications completed by distance learning

11. Applicants who completed their qualification by distance learning while living and working in the UK will not be accepted, unless permission was granted 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 while living and working outside the UK via distance learning your qualification will be carefully scrutinised by the assessor, especially if the qualification was completed while living outside of the country issuing the qualification. 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.

Visa, immigration and work permits

14. 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.

15. 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.

Applications from veterinary surgeons

16. 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 (and their education and training) have significant differences from those of veterinary surgeons.
Holders of qualifications issued inside the European Union/European Economic Area

17. The RCVS considers applications in line with The European Union (Recognition of Professional Qualifications) Regulations 2015. This sets out the general system for the recognition of evidence of training for the purpose of establishment in another EU country. The countries considered under this legislation are Austria, Belgium, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and Switzerland. A copy of this legislation can be found online.

18. European Qualification Framework
A qualification at European Qualification Framework (EQF) level 4 or higher is likely to be accepted if there is evidence that the contents of the qualification leads to the applicant working as a veterinary nurse as opposed to a veterinary nurse assistant. Where the applicant has attended a course, which has not been approved by the national education authority it is unlikely to have a level determined. It is therefore unlikely to be accepted.

19. Where you hold a veterinary nursing qualification but have not been a member of a Professional Register, you will be expected to have worked as a veterinary nurse or student veterinary nurse on a full time basis for at least one year, or for an equivalent overall duration on a part time basis during the previous 10 years. This employment can be in any European State, which does not have a Professional Register for veterinary nurses.

20. Attestation of competence
An attestation of competence must be issued by a competent authority. The competent authority is an official organisation given the authority to oversee/award qualifications. This could be the university, Ministry of Education or other recognised authority. The competent authority will also be able to confirm the EQF level. If your course is delivered by a private organisation and is not a recognised course, it is unlikely to be accepted.

21. Examination or Period of Supervised Adaptation (PSA)
Under certain restricted conditions, RCVS may impose compensation measures. This may include:

1. An adaptation period of up to three years
2. An aptitude test (RCVS Pre-registration examinations)
3. A pre-registration assignment
4. Completing the Nursing Progress Log (NPL)

If we require applicants to comply with such compensation measures, we must take into account your professional experience and you may in principle choose between the PSA and the aptitude test. For applicants who are required to complete options 2, 3 and 4 please note there will be fees applicable. These can be found in the table of fees on page 22.
22. **ACOVENE**

If your course programme provider is accredited by ACOVENE, the European accreditation organisation for veterinary nursing programmes and you achieved your qualification during the period of accreditation (see dates below) we do not need to see your syllabus and you are not required to complete form B.

**The fee for processing applications from nurses who have an ACOVENE accredited qualification is £77.00.**

a. **Belgium** – Thomas More Kempen (issued from 2007 onwards)
b. **Denmark** – Hansenberg (issued between 1/7/2008 and 30/7/2012)
c. **Ireland** – All VCI Accredited Institutions
d. **Italy** – Abivet S.R.L Rome only (issued from 2007 onwards). Please note: students who attended Abivet Cremona or complete the course via distance learning must complete form B as detailed in paragraphs 11-13.
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** – Instituto Politecnico Viseu (issued from 2015 onwards)
h. **Sweden** – SLU (issued between 9/6/2007 and 30/7/2012)

23. All other applications from EU nationals will be assessed individually on a case by case basis. You will need to complete Form B and provide a translated copy of your syllabus/curriculum. The application fee is **£155.00.**

24. Veterinary nurses trained in The Netherlands are advised to contact the RCVS. We may have copies of the Dossier of Competence relevant to your studies.

**Holders of qualifications issued outside the European Union/European Economic Area**

25. If you hold one of the qualifications listed below then you do not need to send in a syllabus, or complete form B. The qualifications detailed are normally accepted. If your qualification is accepted, you will be required to pass the RCVS pre-registration examinations (theory and practical). The assessor may also request that you complete a Period of Supervised Adaptation (PSA) to be undertaken in a UK practice.

**The fee for processing applications from nurses who have one of the following qualifications is £155.00.**

a. **Australia:**
   (i) Certificate IV in Veterinary Nursing (ACM40412, ACM4010, RUV40404)
   (ii) BSc Science with extended Major in Veterinary Technology – University of Queensland
b. **Canada:** [CVMA-accredited](#) college qualifications
c. **Hong Kong:** BSc (Hons) in veterinary nursing - Hong Kong Polytechnic University before 2014
d. **New Zealand:**
   (i) National Diploma in Veterinary Nursing NCF ref 0222
   (ii) Bachelor of Veterinary Technology – Massey University
e. **South Africa:** Diploma in Veterinary Nursing
f. **United States of America:** [AVMA-accredited](#) college qualifications
26. **Australia**
   The **Cert III Animal Studies (Veterinary Nursing)** is not normally accepted for entry onto the Register in the UK.

27. If you hold the Cert IV qualification code RUV40198 (launched in 1998), ACM40418 (launched in 2018) or qualifications issued prior to 1998 you will need to complete form B and submit this along with your application. This is because the RCVS are not familiar with these qualifications and will need to assess the suitability of them for registration purposes in the UK.

28. If you completed the Cert IV in veterinary nursing 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 Australia. 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.

29. Applicants who completed the Cert IV by distance learning while living and working in the UK will not be accepted.

30. If you completed your education with a private provider not offering the Cert IV or a university degree then your qualification is unlikely to be accepted. You should contact us before you submit your application.

31. **New Zealand**
   The Certificate in Veterinary Nursing (level 5) and the Certificate in Animal Technology with Nursing Assistant (level 5) are not normally accepted for entry onto the Register.

32. **USA and Canada**
   Registered Veterinary Technicians who entered the Register after completion of a state examination without completing a specific Veterinary Technology programme of study are not normally permitted to Register in the UK. RCVS base their decision on the programme of study and not an applicant’s registration status.

33. All other applications will be assessed individually on a case by case basis. The application fee is **£155.00**.

34. You will be expected to have worked as a veterinary nurse or student veterinary nurse on a full time basis for at least one year, or for an equivalent overall duration on a part time basis during the previous 5 years.

35. As a minimum, **all** holders of non EU/EEA qualifications will be required to successfully complete the RCVS pre-registration examinations (theory and practical). The fees for the pre-registration examinations in 2020 are **£226.00** for the theory and **£393.00** for the practical examination.
The application process

36. Your application and the supporting evidence you include regarding your qualifications will be evaluated against the RCVS Day One Competences for Veterinary Nurses and the 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.

37. Attestation of competence
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 the university, Ministry of Education or other recognised authority. The competent authority will also be able to confirm the level of your qualification. This must be a minimum of UK QCF Level 3 (EQF level 4). If your course is run by a private organisation and is not a recognised by the government in the country where it is delivered, then your qualification is unlikely to be accepted.

38. If you are unsure of the level of your qualification, you can contact UK Naric https://www.naric.org.uk/naric/. UK Naric are 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 unable to confirm if your qualification will be accepted by the RCVS. You may also find information on qualification frameworks on the internet.

39. If your clinical experience is less than a year, or your qualification is at a lower level than that undertaken in the UK, or your education does not cover the areas detailed within the Day One Skills for Veterinary Nurses and Day One Competences for Veterinary Nurses then your application is likely to be rejected.

40. If your qualification does not fully meet the requirements for registration, you will be advised if it is appropriate for you to undertake additional training or assessment prior to applying to Register in the UK. This may be a period of adaptation training, to be undertaken in a UK veterinary practice, or a competence assessment, or both.

41. If you are asked to complete any formal assessment(s), you will be given the opportunity to undertake a Period of Supervised Adaptation (PSA) in a UK practice for up to 12 months while you prepare for the assessment or examination. This is only available where you are employed in a veterinary practice under direct supervision of a Veterinary Surgeon or Registered Veterinary Nurse. The supervision requirements for the PSA make it unsuitable to anyone wishing to undertake short term locum positions. If you do not attempt the examination during this period without good reason then your PSA will be terminated.

42. 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.

Processing times for qualifications listed in paragraphs 17 and 24, are normally 2-3 weeks. Other qualifications may take up to 8 weeks to process.
43. Applications will not be assessed until RCVS has received all the correct documentation and the assessment fee has been received and processed.

44. We will send you a confirmation email within three working days of receiving your application to confirm it has been successfully received.

45. If you are sending your documents by email, due to the large size of some attachments, please check that you receive a confirmation email within three working days, which guarantees your application has been successfully received. We recommend you send large documents over several emails.

46. The assessor’s decisions will be sent to you by email. This will detail any additional assessments you need to undertake before registration.

47. When you have completed all the requirements, you will be sent a Registration Application Form. You will be invited to attend a registration appointment during which you will be provided with information about the legislation in the UK. You will also be required to present your original qualification certificate and translated copy (if applicable) and passport to the appointment.

Due to the ongoing coronavirus (COVID-19) pandemic and the UK Government’s advice on reducing the transmission by limiting non-essential contact with others, the face-to-face registration appointments at the RCVS are postponed until further notice. We are arranging alternative measures and we will contact applicants with further information once it is available.

48. The registration appointment normally starts at 10:30 AM (except at Hartpury University where they normally start between 8:30-9:00 AM). If you are required to undertake an examination, your original documents can be checked at this time and the information regarding legislation can be provided before or after the exam. You should aim to attend the appointment closest to the date you commence employment. You will not be able to book the appointment until we have confirmed that you have met all the registration requirements.

49. Please note, for security purposes, we electronically screen all ID documents prior to registration and any issues are automatically reported to the Home Office and the Police.

50. The assessor’s decision 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.
Appeals

51. 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.

Translation of documents

52. **Translation of documents**
If any of the documents you provide in support of your application are not in English, you must also submit official translations in English. These can be certified by your school or by a qualified translator or translation company.

Certificates issued in Latin in the Republic of Ireland do not need to be translated.

53. The translation will need to be stamped and signed by the translator, or the translation company will need to certify it as a true translation.

54. 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].

55. We appreciate that translating large documents can be expensive. We are happy to help you identify the parts that need to be translated. We may also be able to contact previous applicants and ask if they are willing to share their translated version.

Criminal convictions

56. 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)
Completing the application form

Section 1 – Personal details
57. 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.

Section 2 – Employment in the UK
58. 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
59. If you have worked in a country where there is a professional Register for veterinary nurses/veterinary technicians you must complete this section. If your qualification is listed on The EU Single Market Regulated Professions database, you should declare this here. The database can be found online

60. 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.

Section 4 – Evidence of your good standing
61. Please complete this section if you are currently or have recently been registered.

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. The RCVS will not normally accept evidence 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
Belgravia House
62-64 Horseferry Road
London
SW1P 2AF
United Kingdom

Applicants must send the letter by email and the original must also be posted to the RCVS before we can confirm that you have met our requirement.
63. The professional regulatory authority must provide the ‘letters or certificates of good standing’ for veterinary nurses in the country in which you are currently registered or were last registered. This must be accompanied by a notarised translation where necessary. It should be noted that in some cases, the RCVS may require additional evidence of good character, especially if your registration is not current or you have not practised recently.

64. 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.

65. If you are unable to provide the ‘letters or certificates of good standing’, please also complete this section.

66. Please complete this section if you have never been registered or you are unable to obtain the letter or certificate of good standing from your registration authority.

67. 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 follow the instructions outlined below.

68. 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 your letter or certificate of good professional standing. The RCVS is not responsible for chasing up these letters.

69. **Recent graduates**
   If you have completed 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.

   Applicants must send the letter by email and the original must also be posted to the RCVS before we can confirm that you have met our requirement.

70. **Affidavit**
   If you have other reasons for not being registered with, a professional regulatory authority outside the UK, please provide as evidence of good standing a declaration or affidavit stating:

   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.

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.

A pro forma is available at the end of this document.

71. 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.

72. 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.

73. The RCVS will not normally accept evidence that is presented by the applicant. All declarations or affidavits should be sent DIRECT to the Royal College by the originator directly to:

Veterinary Nursing Department
Royal College of Veterinary Surgeons
Belgravia House
62-64 Horseferry Road
London
SW1P 2AF
United Kingdom

Applicants must send the declaration or affidavit by email and the original must also be posted to the RCVS before we can confirm that you have met our requirement.

Section 5 – Professional Qualifications

74. 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.

75. 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 that

76. The qualification date should appear on the certificate and this should be entered in this section of the form.

77. 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.

78. We need to understand if you completed the course full time, part time and or by distance learning.
79. We also need to know the species that were covered in your training.

Section 6 – Veterinary Nursing Experience
80. 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.

Section 7 – Assessment and examinations
81. 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 8 – English Language Skills
82. Veterinary nurses wishing to practise in the UK must be able to communicate effectively with clients and colleagues, in written and spoken English.

83. 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.

84. If at any point during the registration process there is significant doubt about an applicant’s language ability, they will be given the opportunity to provide additional evidence of their English language ability and the option of passing IELTS level 7 (or an equivalent English language qualification at the same level or higher).

Section 9 – Post Qualification Continued Professional Development
85. If you have undertaken additional courses or qualifications relevant to this application please provide details.

Section 10 – Supporting documents checklist
86. 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.

87. 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 may post your application and supporting information to us, or scan and send it by email to: vnoverseas@rcvs.org.uk.

Please note incomplete applications will not be assessed. Please do not send original documents with the application. Your original certificate and ID will need to be seen at your registration appointment.

Section 11 – Applicant Declaration
88. This section must include your signature in order to have your application processed.
Form A

Evaluation of Qualifications for veterinary nurses educated outside the United Kingdom

Before completing this form please read the guidance notes on how to complete the form and what supporting documentation to submit with your application. The form should be completed in full before it is sent to the RCVS.

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<thead>
<tr>
<th>Section 1 - Personal details</th>
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<tbody>
<tr>
<td>Title:</td>
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<td>Family name /Surname:</td>
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<td>Forenames:</td>
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<td>Email address:</td>
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<td>Town:</td>
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<td>Postcode/Zip code:</td>
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<tr>
<td>Country:</td>
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### Section 2 – Employment in the UK

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Have you been offered a job as a veterinary nurse in the UK?</td>
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<tr>
<td>Name and address of employer:</td>
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<td>Start date:</td>
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### Section 3 - Professional Registration

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Is your qualification listed on the EU Single Market Regulated professions database?</td>
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<td></td>
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<tr>
<td>Is there a Professional Register in the country you were educated in?</td>
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<tr>
<td>Are you Registered as a veterinary nurse?</td>
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<tr>
<td>Which is your current registration authority?</td>
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<tr>
<td>Please provide the address of your current registration authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please provide the date of registration</td>
<td></td>
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</tr>
</tbody>
</table>

### Section 4 - Evidence of your good standing

I have arranged for one of the following to be sent to the RCVS:

<table>
<thead>
<tr>
<th>Option</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Letter or certificate of good standing from your professional authority</td>
<td></td>
<td></td>
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<tr>
<td>b. Letter or certificate of good standing from your school of college (only if you graduated within the last 12 months)</td>
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<tr>
<td>c. Evidence of good standing in the form of a declaration or affidavit made on oath.</td>
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<tr>
<td>Section 5 - Professional Qualifications</td>
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<td></td>
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<tr>
<td>-----------------------------------------</td>
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</tr>
<tr>
<td>Please provide the dates you completed your veterinary nurse training:</td>
<td>Start: Click or tap to enter a date.</td>
<td>End: Click or tap to enter a date.</td>
</tr>
<tr>
<td>Title of your veterinary nursing qualification as it appears on your certificate. Please enter original title and the title translated into English:</td>
<td>Click or tap here to enter text.</td>
<td></td>
</tr>
<tr>
<td>Title of your veterinary nursing qualification translated into English</td>
<td>Click or tap here to enter text.</td>
<td></td>
</tr>
<tr>
<td>Awarding university or official qualification body:</td>
<td>Click or tap here to enter text.</td>
<td></td>
</tr>
<tr>
<td>European Qualification Framework *EU qualifications only</td>
<td>Click or tap here to enter text.</td>
<td></td>
</tr>
<tr>
<td>Date qualification achieved/awarded: (dd/mm/yyyy) not mm/yyyy</td>
<td>Click or tap to enter a date.</td>
<td></td>
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<tr>
<td>Approximately how many days did you attend college/university?</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>Approximately how many hours a day did you attend college/university?</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>Do you have a minimum of one year’s full time experience (or part time equivalent) working as a veterinary nurse/technician in a veterinary practice?</td>
<td>Yes ☐ No ☐</td>
<td></td>
</tr>
<tr>
<td>Have you worked as a veterinary nurse/technician for a minimum of 1,800 hours?</td>
<td>Yes ☐ No ☐</td>
<td></td>
</tr>
<tr>
<td>What type of course did you attend? (Please tick)</td>
<td>Full time ☐ Part time ☐ Distance learning ☐ Other ☐</td>
<td></td>
</tr>
<tr>
<td>What species did you cover in your course?</td>
<td>Click or tap here to enter text.</td>
<td></td>
</tr>
</tbody>
</table>
### Section 6 - Veterinary Nursing Experience

<table>
<thead>
<tr>
<th>Have you worked in a veterinary practice?</th>
<th>Yes ☐  No ☐</th>
</tr>
</thead>
</table>

Provide details of your employment/work experience, including any time completed as a student. If you had worked in more than five veterinary practices please provide details on a separate sheet.

<table>
<thead>
<tr>
<th>Name and address of practice, including country</th>
<th>Start date (dd/mm/yyyy) not mm/yyyy</th>
<th>End date (dd/mm/yyyy) not mm/yyyy</th>
<th>Hours worked per week</th>
<th>Job title and details of your duties (You may provide a job description if you have one)</th>
<th>Was this part of your veterinary nurse training/education?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Yes ☐  No ☐</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Yes ☐  No ☐</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Yes</td>
</tr>
<tr>
<td>--------------------------------</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Section 7 – Assessment and Examinations**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which section(s) of your qualification were assessed using written examinations?</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Please provide details</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Which section(s) of your qualification were assessed using practical examinations?</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Please provide details</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you spent time in a veterinary practice during your training, were you assessed to ensure that you undertook practical skills correctly?</td>
<td>Yes</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Was this documented (please provide evidence):</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Section 8 - English Language Skills**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was your veterinary nursing qualification taught in English?</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Do you have another qualification that confirms your competence in English language?</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Can you demonstrate professional experience of working in the UK or an English speaking role?</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Do you feel your English language skills are sufficient to practise veterinary surgery in the UK? If yes, please explain why (you may provide documentation to support this)</td>
<td>☑</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Section 9- Post qualification Continued Professional Development (CPD)**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide details of all post qualification CPD you have undertaken within the last 3 years.</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 10 - Supporting documents and payment checklist
*This should be a photocopy or scan. You will be asked to produce original certificates when you apply for registration.

<table>
<thead>
<tr>
<th>Documents attached</th>
<th>Applicant’s comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy* of your passport (cover and photo page)</td>
<td>Yes ☐ No ☐ Click or tap here to enter text.</td>
</tr>
<tr>
<td>Copy* of certificate of name change (e.g. marriage certificate) * if applicable</td>
<td>Yes ☐ No ☐ Click or tap here to enter text.</td>
</tr>
<tr>
<td>Copy* of your national veterinary nursing registration certificate or other evidence</td>
<td>Yes ☐ No ☐ Click or tap here to enter text.</td>
</tr>
<tr>
<td>Copy* of your qualification certificate</td>
<td>Yes ☐ No ☐ Click or tap here to enter text.</td>
</tr>
<tr>
<td>Copy of, or URL link to, your professional qualification course syllabus and description if applicable</td>
<td>Yes ☐ No ☐ Click or tap here to enter text.</td>
</tr>
<tr>
<td>Form B if applicable</td>
<td>Yes ☐ No ☐ Click or tap here to enter text.</td>
</tr>
<tr>
<td>Syllabus/Curriculum translated into English if applicable</td>
<td>Yes ☐ No ☐ Click or tap here to enter text.</td>
</tr>
<tr>
<td>Arranged for evidence of your good standing to be sent to the RCVS</td>
<td>Yes ☐ No ☐ Click or tap here to enter text.</td>
</tr>
<tr>
<td>Payment for evaluation</td>
<td>Yes ☐ No ☐ Click or tap here to enter text.</td>
</tr>
<tr>
<td>English qualification evidence if required</td>
<td>Yes ☐ No ☐ Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

Please send copies and not original documents. You will need to bring your original documents to the registration meeting once you have completed all registration requirements.
Section 11 – Applicant Declaration

I declare that all the information given by me is true at the time of signing and I understand that any inaccuracies may affect the decision(s) given on my application to the RCVS. I also confirm that I have the original birth certificate, passport and qualification certificate and will supply these when requested to do so.

Please sign this section by hand.

Signature:  

Date:  

Please email this completed form to vnoverseas@rcvs.org.uk
Table of fees

<table>
<thead>
<tr>
<th>Application type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holders of ACOVENE accredited qualifications</td>
<td>£77.00 payable at the time of submitting this application</td>
</tr>
<tr>
<td>Holders of all other qualifications</td>
<td>£155.00 payable at the time of submitting this application</td>
</tr>
</tbody>
</table>

Please note: there is a separate fee for entry to the RCVS Register of Veterinary Nurses.

Other fees payable as necessary

<table>
<thead>
<tr>
<th>Event</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-registration examinations (1 attempt)</td>
<td></td>
</tr>
<tr>
<td>OSCE (practical)</td>
<td>£393.00</td>
</tr>
<tr>
<td>Theory (Written)</td>
<td>£226.00</td>
</tr>
<tr>
<td>Familiarisation Day (1 entry) payable for face-to-face event only</td>
<td>£50.00</td>
</tr>
<tr>
<td>Nursing Progress Log (NPL) enrolment</td>
<td>£50.00</td>
</tr>
<tr>
<td>Pre-registration assignment</td>
<td>£50.00</td>
</tr>
</tbody>
</table>

Please note: There is no fee for enrolling for the Period of Supervised Adaptation (PSA). In special circumstances, consideration will be given to a full refund if there are medical or compassionate reasons for withdrawal or failure to appear for the examination. Refunds are not given for the Familiarisation event, NPL and assignment except in special circumstances.

Payment information

When making a bank transfer, please include a reference consisting of your initial, surname and ‘VNIQ Fees’ example: Z Wood VNIQFees.

a. Payment by bank transfer from a **UK bank account** to:
   - Bank Name: Lloyds
   - Bank Account Name: Royal College of Veterinary Surgeons-Fees a/c
   - Bank Account No: 01066656
   - Bank Sort Code: 309897

b. Payment by bank transfer from an **overseas bank account** to:
   - IBAN: GB93LOYD30989701066656
   - BIC: LOYDG2B1031
   - SWIFT NUMBER: LOYDGB2L
   - All bank charges are incurred by the person paying the fee, including those levied by Lloyds International which is approx. £7.00
Example Affidavit

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

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
Belgravia House
62-64 Horseferry Road
London
SW1P 2AF
United Kingdom

Applicants must send the declaration or affidavit by email and the original must also be posted to the RCVS before we can confirm that you have met our requirement.

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 / 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 _____________________________________  

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Solicitor/Notary stamp (if applicable)