

## Application for Temporary Registration Form

### Employed position

This form is for veterinary surgeons not eligible for full registration under the Veterinary Surgeons Act 1966 who seek **Temporary Registration with the intention of practising, or carrying out a specific procedure or operation**, in the UK under the direction of a fully registered veterinary surgeon. The Veterinary Surgeons Act protects animal welfare and the public interest by ensuring that, normally, a person is only entitled to be registered as a veterinary surgeon if they hold accredited qualifications. If, however, an overseas qualification is not accredited for the purpose of full registration, the RCVS has discretion to grant Temporary Registration to people who hold that qualification. This will only be done for good reasons, which should be set out in a supporting document.

**Temporary registration is not applicable, or intended, for roles in general practice or for other ‘generalist’ roles even where recruitment to such positions is difficult. Employers are expected to employ fully registered veterinary surgeons for such roles. Since Temporary Registrants may not use the post-nominal MRCVS, they cannot sign prescriptions or certificates or any other documents that require the signature of an MRCVS.**

Please note the maximum period granted to one individual for Temporary Registration status would not ordinarily be expected to exceed 5 years on the Register (whether granted by one application for 5 years or a number of shorter applications altogether totalling 5 years). During such a 5-year period, the expectation is that the Temporary Registrant would undertake the RCVS Statutory Membership Examination and by that route gain eligibility for Full Registration if any longer period of registration is sought.

**Applicants are asked to submit their application and supporting documents at least 12 weeks ahead of the proposed start date as these applications are considered by the Registration Committee of the College.**

Please be advised that we can only process your application once we have received the following information:-

- Completed Temporary Registration Form
- Checklist with complete list of documentation (Please refer to the checklist)
- Payment in full

We will acknowledge your application within 3 working days of receiving your completed application form and you will be notified of the outcome within 5 working days of the Committee making its decision. If your application is approved, you will be sent your certificate ten working days before your registration commences.

Please complete all sections of the form.

Details of the applicant	
Title	.....
All Surnames:	.....
All Forenames:	.....
Correspondence address:	.....
Email:	.....
Contact number:	.....

<b>Date of Birth:</b>	Day ..... / Month ..... / Year .....
<b>Nationality</b>	.....

<b>Title of Primary Veterinary Degree:</b>	.....
<b>University Awarding:</b>	.....
<b>Date conferred/ awarded:</b>	Day ..... / Month ..... / Year .....
<b>1<sup>st</sup> Postgraduate qualification:</b> (Continue on an additional sheet of paper if needed)	.....
<b>Awarding body</b>	.....
<b>Date conferred/ awarded:</b>	Day ..... / Month ..... / Year .....
<b>Name of proposed employer during the period of registration:</b>	<i>(Subject to Temporary Registration being granted)</i> .....
<b>Address of employer:</b>	.....
<b>Your job title:</b>	.....
<b>Department:</b>	.....
<b>Type of Work/Business:</b> (Continue on an additional sheet of paper if needed)	.....
<b>English language skills</b>	<p><b>It is a requirement that veterinary surgeons practising in the UK must communicate effectively with colleagues and clients, including in written and spoken English. Please confirm if you meet this requirement</b></p> <p><b>Yes</b> <input type="checkbox"/> If yes, please explain why (you may attach documentation to support this.</p>

**Cautions / criminal convictions / findings against the applicant**

**Veterinary surgeons, and those applying to be registered as veterinary surgeons, must disclose to the RCVS any caution or conviction, including absolute and conditional discharges, or adverse finding (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)**

**Please tick (✓) one of the following:**

- ☐ I have no caution or conviction, including absolute and conditional discharges, or adverse finding (including by another regulator or professional disciplinary proceedings) in the UK or overseas.
- ☐ I wish to declare the following caution or conviction, including absolute and conditional discharges, or adverse finding.

**If you have something to declare, please give details below:**

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**Continuing Professional Development (CPD)**

☐ I understand the required minimum CPD Code requirement for veterinary surgeons on the practising Register is 35 hours a year and in order to be listed on the Register I must meet this requirement or equivalent.

**Restrictions**

If Temporary Registration is granted, it will be subject to certain restrictions, which will be published in the Register. The restrictions may relate to the period for which the registrant may practise; the place or places at which the registrant will practise; and the circumstances in which the registrant may practise.

Restrictions as to circumstances will always include the restriction that the registrant may only work under the direction of a specified veterinary surgeon who is fully registered (the supervising MRCVS or FRCVS). There may also be a restriction that the registrant is only to practise during the currency of a specified contract of employment.

**Please indicate below what restrictions are envisaged:**

The registrant will only practise until **[enter date]** .....

At **[enter place or places]** .....

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Under the direction of **[enter name of supervising MRCVS or FRCVS]**: .....

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Other proposed restrictions as to circumstances **[employment restrictions]**: .....

Temporary Registration will only be granted if the supervising MRCVS or FRCVS undertakes to make sure that the registrant practises veterinary surgery only within specified limits. Please say below which aspects of veterinary surgery the Temporary Registrant will carry out if registration is granted, giving details of clinical procedures and any other elements of veterinary practice. (Continue on an additional sheet of paper if needed)

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#### Declaration by applicant

Temporary Registrants must observe the *Code of Professional Conduct for Veterinary Surgeons* and are subject to the jurisdiction of the Disciplinary Committee of the College. Registrants are also asked to undertake Continuing Professional Development (CPD).

I declare that the information I have provided is, to the best of my knowledge, true and complete, and I authorise the RCVS to contact the relevant authorities to obtain further information as necessary.

I understand that, if granted, Temporary Registration will not permit me to style myself MRCVS.

Signature .....

Date .....

#### Declaration by Supervising MRCVS or FRCVS

I declare that, if Temporary Registration is granted, the Applicant will only practise veterinary surgery within the limits described above.

I declare that I have reviewed the Applicants English language capability (written, spoken and listening skills) and I have satisfied myself that if temporary registration is granted, the Applicant will be able to communicate effectively, in respect of the role undertaken.

Full name .....

Register number .....

Position .....

Signature .....

Date .....

### Third party use of Register\* data

Please note the RCVS must publish your Register\* data and does so in hard copy form and the data is made available in response to enquiries. A shortened version of your Register\* data (without your full address) is available on the RCVS website. Your other personal data on this form is not published and used only for our regulatory and related purposes.

Documents/ information for submitting		Document attached (Please ✓)
1	Completed Application Form for Temporary Registration.	
2	A photocopy of the identifying page and front cover of the temporary registrant's valid passport.	
3	<p><b>A recent passport photo of the temporary registrant, please include the following details on the reverse of the photo:-</b></p> <p>1. Name in full</p> <p>2. Date of birth</p> <p>3. Signature.</p> <p>Both sides of the photo can be photocopied and sent electronically with your other documents.</p>	
4	Proof of temporary applicant's primary veterinary degree (normally a copy of the degree certificate), accompanied by a certified English translation where necessary.	
5	Letter or certificate confirming registration/licensure and good professional standing from the regulatory authority of the country in which the applicant is currently practising including, where relevant, details of any cautions or criminal convictions, including absolute and conditional discharges, or any adverse findings, including professional disciplinary proceedings; accompanied by a certified English translation where necessary. Please note letters of good standing are valid for three months from date of issue.	
6	Payment of the fee (this is refundable if the application is unsuccessful).	
7	<p>Explanation, including evidence*, as to why Temporary Registration is thought to be justified and why the role cannot be filled by an MRCVS/FRCVS. Please include the period Temporary Registration is required (please note Temporary Registration can only be granted for a maximum of five years per application).</p> <p><i>*Evidence should include full details/screenshots of advertisements placed. Please include as much detail as possible. For example, evidence that the advertisement was appropriate for the role. Why was this particular form of advertisement chosen, and was it advertised in the right places and for long enough. Evidence should also include a list of MRCVS/</i></p>	

	<i>FRCVS-eligible candidates [without personal data] and why they were deemed not suitable for the role.</i>	
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**If your application is approved, you may be asked to make an appointment at the RCVS offices so your original documents can be checked and verified.**

## **The Fee**

Your fee will cover your temporary registration with the RCVS for 12 months from the day you are admitted to the Register.

Please note if you are choosing to register for 6 months or less then the fee due is reduced by half.

To view our fees table please visit [www.rcvs.org.uk/how-we-work/fees/](http://www.rcvs.org.uk/how-we-work/fees/)

## **Payment details**

### **Paying by bank transfer**

You will be sent our bank details once your documentation has been received.

**Please return your completed form to:** [registration@rcvs.org.uk](mailto:registration@rcvs.org.uk)

**If you are sending your documents by email please do not exceed 15MB or your email may not be received. We recommend you send large attachments over several emails or by using the free file sharing website 'WeTransfer'.**

**We will send you a confirmation email within 3 working days of receiving your application to confirm it has been successfully received. If you are sending your documents by email, due to the large size of some attachments, please ensure you receive a confirmation email, as this guarantees your application has been successfully received.**