

**WEST VIRGINIA BOARD OF VETERINARY MEDICINE**  
**5509 Big Tyler Road, Suite 3**  
**Cross Lanes, West Virginia 25313**  
**Telephone: (304) 776-8032 Fax: (304) 776-8256**  
**www.wvbvm.org**

**VETERINARIAN LICENSE APPLICATION CHECKLIST**

**Veterinarian Application for License – Fee \$300 (Additional \$35 for the purchase of Practice Act)**

- Online applications are available under “Practitioners/Veterinarians/Application for License”
- Printable applications are available under “Forms & Resources”

**Required Backup Documentation**

- **Birth Certificate** – certified copy along with
  - Completed “Certification of Copy” form or
  - A notary public may use a “Certified True Copy” stamp to certify the copy
- **Name Change – Marriage/Divorce Decree** (birth name differs from current name) – certified copy along with
  - Completed “Certification of Copy” form or
  - A notary public may use a “Certified True Copy” stamp to certify the copy
- **Photograph**
  - A current photograph of the applicant. Applicant shall be alone in the photograph.
- **Citizenship**
  - If you are not a United States citizen, please provide proof of naturalization or authority to reside and work in the US.
- **Education – AVMA Accredited (can be emailed directly from the college to [brandi.n.legg@wv.gov](mailto:brandi.n.legg@wv.gov))**
  - Certified copy of your transcripts of record from the school or college of veterinary medicine attended which shows applicant’s educational qualifications, including the name, location of the school, and the date the degree was awarded.
- **Education – Non AVMA Accredited or Foreign Graduates**
  - The Educational Commission for Foreign Veterinary Graduates (ECFVG) or Program for the Assessment of Veterinary Education Equivalence (PAVE) certificate
- **Passing Exam Scores** – must be submitted to the Board directly from AAVSB/VIVA.
  - North American Veterinary Licensing Examination (NAVLE)
    - If approved for NAVLE through WV, we have your NAVLE scores on file, so you do not need them submitted from the reporting service
  - National Board Exam (NBE) and Clinical Competency Exam (CCE)
- **Licensure Information/if applicable (can be emailed directly from the jurisdiction to [brandi.n.legg@wv.gov](mailto:brandi.n.legg@wv.gov))**
  - Verification of licensure from all jurisdictions where you now or have ever held a veterinary license. Must be submitted to the board directly from the licensing board.
- **Criminal Background check**
  - Instructions can be located on our website, [www.wvbvm.org](http://www.wvbvm.org).
  - Please be advised, the background checks done on fingerprint cards could take several weeks to process.
  - If possible, for faster results, you can register at IndentoGO for electronic background checks.

**WV State Jurisprudence Exam**

- Applicants must take and pass the online WV state jurisprudence exam for licensure.
  - If applicant cannot test on a computer, they may make an appointment to take the exam online in the Board office or at a location approved by the Board.
- Applicants are eligible to test once all required documents including a passing national score and fees are received.
- An email will be sent to the applicant advising they are eligible to take the exam.
  - Applicants have 30 days from being notified by the Board of their eligibility to take the jurisprudence exam or their file will be closed.
- Jurisprudence exams taken October 1 – December 31 will have an expiration date for the next year.
- Special accommodations must be requested to the Board for approval.