Board of Veterinarian Checklist

- ☐ Application
- ☐ Application Fees
- ☐ CSR Application and Fee
- ☐ National Boards
- ☐ Transcript
- ☐ Photo
- ☐ Out of State Verification

FOR OFFICE USE ONLY
Application Approved:
License Number:
Issue Date:
Board Member Signatures
Signature of Board Administrator
ID#:
Receipt #:

Rhode Island
Board of Examiners in Veterinary Medicine

Room 104
3 Capitol Hill
Providence, RI 02908-5097

Instructions and Application For

License As A

Veterinarian

☐ **Endorsement**

☐ **Examination**

MILITARY STATUS ELIGIBILITY *(Documentation Required) see next page for instructions*

Please check ONE of the following criteria for expedited application:

- ☐ I am in active military duty or a reservist
- ☐ I am a military veteran with honorable discharge
- ☐ I am the spouse of someone in active military duty or the spouse of a reservist

Applicant - Print Name

LAST NAME	***FIRST NAME***	***MI***

Phone: (401) 222-2828 **TTY/TDD: (800) 745-5555** **Fax: (401) 222-2158**

Revised 10/30/2018 jcp

LICENSURE REQUIREMENTS

All Applicants

- [ ] Completed Application with Cover Page - Applications are valid for 1 year from the day they are received at RIDOH. If you are not licensed within the year you must submit a new application.
- [ ] Check or money order (preferred), made payable (in U.S. funds only) to the RI General Treasurer in the amount of **$580.00** and attached to the upper left-hand corner of the first (Top) page of the application. THIS APPLICATION FEE IS NONREFUNDABLE. Please be advised that this is an application fee and includes the first license **only** up until the next expiration date.
- [ ] One (1) recent identification photograph of the applicant, head and shoulders, front view, approximately 2 X 2 inches in size. The photograph must be submitted with the application. Foreign graduates must have their photograph verified by the E.C.F.V.G.
- [ ] Official transcript from an American Veterinary Medical Association (AVMA) approved or accredited veterinary school submitted by the college/school/university, **directly** to the Board. Transcript must include date of completion, graduation date and degree. Candidates who obtained their veterinary education at a school located outside the United States or Canada must meet the special requirements described under "Graduates of Foreign Colleges of Veterinary Medicine"
- [ ] Score/Certification sent directly from the National Board Examination (NBE) and the Clinical Competency Test (CCT) **OR** the North American Veterinary Licensing Examination (NAVLE) sent directly from the testing service. **Contact the Veterinary Information Verification Agency (VIVA) at the following website in order to have the scores sent: https://aavsb.org/licensure-assistance/score-transfer-services**
- [ ] If you have ever been licensed in another state, license verification(s) must be sent directly from the state(s) in which you hold or have held a license. (Interstate Verification Form included in this application can be used for that purpose)
- [ ] If applying for expedited military status you must include one of the following: Leave Earning Statement (LES), Letter from Command, Copy of Orders or DD-214 showing honorable discharge.

Rhode Island Controlled Substance Registration (CSR)

- [ ] Completed Rhode Island Uniform Controlled Substances Act Registration Form (CSR) enclosed in this application to be used for that purpose.
- [ ] Check or money order (preferred), made payable (in U.S. funds only) to the RI General Treasurer in the amount of **$200.00**

In order to dispense, prescribe, store, or order controlled substances, **you must obtain a Rhode Island Controlled Substance Registration (CSR) and a Drug Enforcement Administration (DEA) Registration.** After you obtain your Rhode Island CSR you must apply for a federal DEA Number. That DEA number must be registered to a RI Business Address. An application for the federal DEA Number can be obtained by contacting DEA: DEA Phone Number (617) 557-2200. Web Site: http://www.deadiversion.usdoj.gov/drugreg/reg_apps/

Graduates of Foreign Colleges of Veterinary Medicine

The Rhode Island Board of Examiners in Veterinary Medicine does not have a formal list of accredited foreign veterinary schools (schools outside of the United States and Canada). Applications for licensure from graduates of such schools will be considered only on an individual basis in accordance with the following rules:

In addition to all of the requirements listed under "*Licensure Requirements (All Applicants*)" , the applicant must file:

Certified copy with translation, satisfactory to the board, of his veterinary diploma to which the candi date must make affidavit that he or she is the person named therein.

Satisfactory evidence of pre-veterinary education equivalent to the requirements of the Association of the American Veterinary Colleges and the Commission on Veterinary Medical Education of the Ameri can Veterinary Medical Association must be submitted.

Qualifying certificate from the Educational Commission for Foreign Veterniary Graduates (ECFVG) which is issued after a complete evaluation of the credentials and testing of the applicant's veterniary knowledge by the agency. The address of the Educational Commission for Foreign Veterinary Gradu ates is: American Veterinary Medical Association, 930 North Meacham Road, Schaumburg, IL 60196 - Web Site: http://www.avma.org/defaultecfvg.asp

No foreign graduates will be considered if he or she has at any time been dismissed from any American Veterinary Medical School.

Licensure Information

Please visit the RIDOH website at **http://www.health.ri.gov/licenses** to Verify your license, download Rules and Regualtions/Laws for your profession, download change of address forms, other licensing forms or obtain our contact information. HEALTH will not, for any reason, accelerate the processing of one applicant at the ex pense of others.

License Certificates

RIDOH will be providing wallet license cards ONLY on issuance of licenses. If you wish to receive a license certificate, suitable for framing, please check the box below and attach a separate check in the amount of $30.00 made payable to RI General Treasurer.

☐ I would like to receive a license certificate. I have enclosed a separate check in the amount of $30.00

State of Rhode Island and Providence Plantations
Board of Examiners in Veterinary Medicine

Application for License as a Veterinarian

Refer to the Application Instructions when completing these forms. Type or block print only. Do not use felt-tip pens.

1. Name(s)

This is the name that will be printed on your License/Permit/Certificate and reported to those who inquire about your License/Permit/Certificate. Do not use nicknames, etc.

NOTE:
It is your responsibility to notify the Department of Health Board of any name changes.

Title (i.e., Mr., Mrs., Ms., etc.)

First Name

Middle Name

Surname, (Last Name)

Suffix (i.e., Jr., Sr., II, III)

Maiden Name, if applicable

Name(s) under which originally licensed in another state, if different from above (First, Middle, Last).

2. Social Security Number

U.S. Social Security Number

"Pursuant to Title 5, Chapter 76, of the Rhode Island General Laws, as amended, I attest that I have filed all applicable tax returns and paid all taxes owed to the State of Rhode Island, and I understand that my Social Security Number (SSN) will be transmitted to the Divison of Taxation to verify that no taxes are owed to the State."

3. Gender

☐ Male ☐ Female

4. Date of Birth

Month Day Year

5. Home Address

It is your responsibility to notify the board of all address changes.

No professional licensee's address (residence or business/employment) will be posted on the Department's Web site.

1st Line Address (Apartment/Suite/Room Number, etc.)

2nd Line Address (Number and Street)

City State Zip Code

Country, If NOT U.S. Postal Code, If NOT U.S.

Home Phone Home Fax

Email Address (Format for email address is Username@domain e.g. applicant@isp.com)

6. Business Address (ONLY if it is RELATED to your license.)

It is your responsibility to notify the board of all address changes.

This address will appear on the Department of Health web site.

Name of Business/Work Location

1st Line Address (Department/Suite/Room Number, etc.)

Second Line Address (Number and Street)

City State Zip Code

Country, If NOT U.S. Postal Code, If NOT U.S.

Business Phone Extension Business Fax

7. Preferred Mailing Address

Please check ONE

☐ Please use my **Home Address** as my preferred mailing address

☐ Please use my **Business Address** as my preferred mailing address

NOTE: The preferred mailing address that you indicate is the address that will be released for all requests for that information.

8. Qualifying Education

Please list the name and information about the school that you attended that qualifies you for this license.

Type of School (University, College, etc.)

Name of School

Date Graduated Month Year

Is school accredited by the American Veterinary Medical Association (AVMA)? ☐ Yes ☐ No

Degree Received

9. Other State License(s)

Please answer the question and list state(s), if applicable

Have you ever held, or do you currently hold, a license in another state? ☐ Yes ☐ No

If the answer to this question is ***"yes"***, enter all other state licenses in Question 10 (below):

10. Licensure

List all states or countries in which you are now, or ever have been licensed to practice your profession*.

State/Country:			State/Country:		
	☐ Active	☐ Inactive		☐ Active	☐ Inactive
	☐ Active	☐ Inactive		☐ Active	☐ Inactive
	☐ Active	☐ Inactive		☐ Active	☐ Inactive
	☐ Active	☐ Inactive		☐ Active	☐ Inactive

(**You must also request a License Verification from all states that are listed above*)

11. Criminal Convictions

Respond to the question at the top of the section, then list any criminal conviction(s) in the space provided.

If necessary, you may continue on a separate 8½ x 11 sheet of paper.

Have you ever been convicted of a violation, plead Nolo Contendere, or entered a plea bargain to any federal, state or local statute, regulation, or ordinance or are any formal charges pending? ☐ Yes ☐ No

Abbreviation of State and Conviction[1] (e.g. CA - Illegal Possession of a Controlled Substance):

Month Year

12. Disciplinary Questions

Check either Yes or No for each question.

1. Has any Health Professional license, certificate, registration, or permit you hold or have held, been disciplined or are any formal charges pending? ☐ Yes ☐ No

2. Have you ever been denied a license, certificate, registration or permit in any state? ☐ Yes ☐ No

Note: If you answer "Yes" to any question, you are **required** to furnish complete details, including date, place, reason and disposition of the matter.

13. Affidavit of Applicant

Complete this section and sign in the presence of a notary public.

Make sure that you and the notary public have completed all components accurately and completely.

I _____ being first duly sworn, depose and say that I am the person referred to in the foregoing application and supporting documents.

I have read carefully the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of my license to practice as a Veterinarian in the State of Rhode Island.

I understand that this is a continuing application and that I have an affirmative duty to inform the Rhode Island Board of Examiners in Veterinary Medicine of any change in the answers to these questions after this application and this affidavit is signed.

_____ Signature of Applicant

_____ Date of Signature (MM/DD/YY)

14. Recent Photograph

Securely tape (top of photograph only) in this square a current 2" x 2" photograph of yourself (alone).

Photographs must be recent, passport type photo, clear, front view, full face without a hat or dark glasses.

Full length photos will not be accepted.

Affix Photo Here

Write your name on the back of the photograph, and provide the date that the photograph was taken.

_____

Date of Photograph

Substitute forms are not acceptable, One (1) form is required for each state in which you hold, or have held a license. Copy this form as needed.

Rhode Island Board of Examiners in Veterinary Medicine
Room 205, 3 Capitol Hill
Providence, RI 02908-5097
(401) 222-2828

INTERSTATE VERIFICATION FORM - OTHER STATE LICENSE(S) (One form for each state)

I am applying for a license to practice as a Licensed Veterinarian in the State of Rhode Island. The Rhode Island Board of Examiners in Veterinary Medicine requires that the following form be completed by the jurisdiction(s) in which I hold or have held a license. This constitutes authority for you to release all information in your files, favorable or otherwise, directly to the Rhode Island Board of Examiners in Veterinary Medicine at the above address.

Print/Type Full Name

Signature _____ Date _____

Previous Names Used

Social Security Number

Date of Birth

License Number _____ Date Issued _____

THIS SECTION TO BE COMPLETED BY THE VETERINARY MEDICINE BOARD

Directions for State Board: Please complete and return this form to the address above .
Please verify requirements met in your state:

Veterinary Degree from Accredited School?	Licensed by Examination?	If not by examination, how was license obtained?
☐ Yes ☐ No	☐ Yes ☐ No	Endorsement _____ (State) Other _____ (Explain)

Applicant has completed and passed the National Certification Exam:	License Status:	Original Date Issued:	Expiration Date:
Yes ☐ No ☐ Score_____ Level of Exam:_____	Active ☐ Inactive ☐ Lapsed ☐		

Questions:

1. Has this licensee ever been investigated by your Board? ☐ Yes ☐ No
2. Has this licensee incurred any disciplinary proceedings in your state, or is any action pending? ☐ Yes ☐ No
3. Has the applicant's license ever been denied, surrendered, reprimanded, suspended, revoked or placed on probation? ☐ Yes ☐ No
4. Do you know of any information that may discredit this person? ☐ Yes ☐ No

If you answer "Yes" to questions 1-4, please provide a written explanation below, and attach a copy of all supporting documentation (e.g., Board order, complaint, etc.).

_____

_____

_____

Certification:

Signature _____ Date _____

Type or Print Name

Title

Full Name of Licensing Board

Please Affix
Board Seal Here

Please return directly to the Board at the above address. Thank you for your prompt cooperation.

RHODE ISLAND UNIFORM CONTROLLED SUBSTANCES ACT REGISTRATION (CSR)

☐ NEW APPLICATION
☐ CHANGE OF OWNERSHIP
☐ CHANGE OF LOCATION

**** FOR OFFICE USE ONLY ****

RECEIPT # _____

ID# _____

ISSUE DATE _____

LICENSE # _____

1) PLEASE TYPE OR PRINT IN UPPERCASE
2) DO NOT SEND CASH - MAIL CHECK OR MONEY ORDER, PAYABLE TO: **RI GENERAL TREASURER**
3) PRACTITIONER FEE - $200.00
_____4) RETURN ENTIRE APPLICATION TO:

RI BOARD OF PHARMACY
ROOM 205
3 CAPITOL HILL
PROVIDENCE, RI 02908-5097

REGISTRANT NAME AND BUSINESS LOCATION ONLY:

FULL NAME

BUSINESS ADDRESS

TELEPHONE NUMBER

CURRENT STATE LICENSE OR CERTIFICATION NUMBER

E-MAIL ADDRESS - **(THIS WILL BE USED FOR REGISTRATION TO THE RHODE ISLAND PRESCRIPTION MONITORING PROGRAM)**

Complete the following information to apply for a registration to prescribe, dispense, store or ship controlled substances in or into the State of Rhode Island. A CSR is not required if there will be no controlled substances prescriptions prescribed, dispensed, stored or shipped in or into this state. The CSR is renewed at the same time as the professional or facility license is renewed. NOTE: Please read important information on the next page.

REGISTRATION CLASSIFICATION:
BUSINESS ACTIVITY (CHECK ONE ONLY):

A. ( ) COMMUNITY PHARMACY B. ( ) PRACTITIONER C. ( ) MANUFACTURER/DISTRIBUTOR D. ( ) RESEARCHER
E. ( ) MEDICAL INSTITUTION/CLINICF. ( ) TEACHING INSTITUTION G. ( ) NTP PROGRAM H. ( ) ANALYTICAL LAB

DRUG SCHEDULE - Check all that apply (Non-practitioners only)

1. ( ) SCHEDULE I *Attach Protocol* 2. ( ) SCHEDULE II 3. ( ) SCHEDULE III 4. ( ) SCHEDULE IV 5. ( ) SCHEDULE V

DRUG ENFORCEMENT ADMINISTRATION (DEA) REGISTRATION

Provide DEA number if one has been issued, or check "pending" if an application is being made for the DEA Registration. **A copy of the DEA Registration must be provided to the BOARD within 60 days of its issuance by the DEA.**

____ ____ ____ ____ ____ ____ ____ ____ ____ _____ **PENDING**

DEA NUMBER

ALL APPLICANTS MUST ANSWER THE FOLLOWING:

A. Has the applicant been convicted of, or entered a plea of nolo contendere to a violation of any state or federal law relating to manufacturing, distributing, possessing, prescribing, administering or dispensing of drugs presently defined as controlled substances under Chapter 21-28, General Laws of Rhode Island? ☐ Yes ☐ No

B. Has the registration application or registration of the applicant, corporation, firm, partner, or officer of the applicant been surrendered, revoked, suspended or denied under any law of the United States or of any state relating to drugs presently defined as controlled substances under Chapter 21-28 of the General Laws of Rhode Island, or is such action pending?
☐ Yes ☐ No

IF "A" OR "B" IS ANSWERED IN THE AFFIRMATIVE, ATTACH LETTER SETTING FORTH CIRCUMSTANCES

DATE **SIGNATURE OR APPLICANT OR AUTHORIZED INDIVIDUAL** **OFFICIAL TITLE**

PLEASE KEEP FOR YOUR RECORDS:

IMPORTANT INFORMATION

Licensed drug facilities and licensed practitioners with prescriptive privileges cannot dispense, possess, store or ship controlled substances in or into the State of Rhode Island without a valid drug facility or professional license, Rhode Island Controlled Substances Registration (CSR), and a federal Drug Enforcement Administration (DEA) Registration. Practitioners may only dispense, possess, and store controlled substances within their particular "scope of practice". "Controlled Substances", for purposes of this application, means a prescription drug in Schedules II through V, pursuant to the Rhode Island Uniform Controlled Substances Act, and 21 CFR 1300 of the Federal Code of Regulations. Schedule I drugs are used by researchers, and require the submission of a protocol.

Without a Rhode Island CSR and federal DEA Registration, licensed drug facilities and practitioners with prescriptive privileges may dispense or possess non=controlled prescription medications under its facility or professional license. A CSR will not be granted to an applicant whose BOARD licensure application is "pending" in this state.

A Rhode Island Controlled Substances Registration must be obtained prior to applying for the DEA Registration. Federal regulations require that applicants comply with individual state requirements prior to issuance of a DEA Registration. Once the CSR is issued, applicants must apply to the US Drug Enforcement Administration for a federal registration using that agency's DEA Form 224 (New application for Retail Pharmacy, Hospital/Clinic, Practitioner, Teaching Institution, or Mid-Level Practitioner). Applicants may apply online for the DEA Registration at the following web site:

www.deadiversion.usdoj.gov/drugreg/reg_apps/index.html

or by contacting the Drug Enforcement Administration at the following location:

Registration Unit
US Drug Enforcement Administration
JFK Federal Building
15 New Sudbury Street
Boston, MA 02203-0131
1-888-272-5174

Call the Drug Enforcement Administration to check on the status of a pending DEA Registration. ***A copy of the DEA Registration must be provided to the BOARD within 60 days of its issuance by the DEA.***

PLEASE NOTE: Prescriptions in Schedules III, IV, and V cannot be written for more than one hundred (100) dosage units. A "dosage unit" is defined as a single capsule, tablet or suppository, or not more than one (1) teaspoon or an oral liquid. Prescriptions in Schedule II may be written for up to a 30-day supply, with a maximum of two hundred fifty (250) dosage units, as determined by the prescriber's directions for us of the medication.

The Rhode Island Uniform Controlled Substances Act can be accessed at the following website:

http://www.rilin.state.ri.us/Statutes/Title21/21-28/index.htm

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*** Rhode Island Prescription Monitoring Program - (RIPMP) ***

The RIPMP is a database that allows you to view patient's prescription history prior to your writing a prescription for them.

Once your RI Controlled Substances Registration is issued we will email a user id and temporary password to the email address that you provided on the CSR form. RI Law requires that all prescribers of controlled substances be registered with the RIPMP. It is important to make sure your email address is current with the Department.

It is the Department's expectation that you utilize this valuable tool that not only protects you as a prescriber but more importantly protects your patients.

Please visit our website for more information about the program and expectations.

http://www.health.ri.gov/programs/prescriptionmonitoring/