



# KENTUCKY BOARD OF VETERINARY EXAMINERS

107 Corporate Drive, Second Floor, Frankfort, Kentucky 40601  
(502) 782-0273 ~ Vet@ky.gov ~ kybve.com

## HOW TO APPLY FOR LICENSURE AS A VETERINARIAN

### PLEASE READ CAREFULLY – APPLICATION/EXAMINATION FEES ARE NONREFUNDABLE

#### APPLICATION FEE(S)

A \$100.00 application fee must be submitted in addition to the appropriate examination fee(s).

#### APPLICATION FORM

All answers must be typed or neatly printed. All questions must be answered. If a question is not applicable, enter "N/A" in the space provided. Your application must be signed and dated.

#### SENIOR STUDENT EXAMINATION APPLICANTS

Seniors attending a college of veterinary medicine, which has been accredited by the AVMA, may take the NAVLE within the spring or fall testing window prior to graduation. Senior applicants must submit a letter from the dean of the AVMA accredited school they are attending stating they are seniors and the expected date of graduation. Upon graduation it will be necessary to submit a copy of the actual diploma or final transcripts prior to licensure.

#### LICENSE VERIFICATION FORMS

You must contact each state in which you hold or have held a license to practice veterinary medicine and have their board office forward a letter of good standing directly to the Kentucky Board of Veterinary Examiners (address listed above). Your application file will not be complete until these forms are received. Please note that some board offices charge a fee for this service.

#### FOREIGN VETERINARY GRADUATES

Graduates of colleges of veterinary medicine not accredited by the AVMA must submit documentation verifying that they have obtained a certificate from the ECFVG prior to applying for the Kentucky State Board Examination. There are no exceptions.

#### SPECIAL PERMIT INFORMATION

Special permits are available, by request, to qualified applicants (please refer to 321.201 of the Kentucky Revised Statutes) until such time that the applicant can sit for the next scheduled examination. The fee per special permit is \$50.00. Special Permits will expire on the day following the next examination results. If you do not sit for the examination immediately following the issuance of your special permit, your permit will expire the day of the examination and you must apply for a new permit to continue the practice of veterinary medicine in Kentucky until the next test administration. Permits are valid through one test administration only. Special Permits may be issued to applicants who have not taken the NAVLE while waiting to complete the examination process, provided their application file is complete, including a letter from a Kentucky licensed veterinarian stating the applicant will be practicing under his/her direct supervision during the period of issuance of the special permit. You will not be permitted to practice veterinary medicine under any other circumstance than under his/her direct supervision.

#### ALL EXAMINATION CANDIDATES MUST PROVIDE THE FOLLOWING INFORMATION:

1. Completed application (front and back). Candidates must mark all applicable boxes.
2. A signature and current date on the back of the application.
3. Required fee(s). See application.
4. Certification of good standing from all states in which you are or have been licensed. This certification must be an original from each states' board office. This information could take up to six weeks to be processed and may require payment of a fee.
5. A current photo is required for your permanent file.
6. Copy of your diploma or proof of graduation.
7. Transfer of NBE and CCT, or NAVLE score(s) from AAVSB or ICVA. REQUIRED.
8. If you are applying for a special permit you must provide a letter from the Kentucky licensed veterinarian who is employing your services, stating that you will be practicing under his/her direct supervision during the period of your special permit.

All information should be mailed to the Kentucky Board of Veterinary Examiners, 107 Corporate Drive, Second Floor, Frankfort, Kentucky 40601.

#### SCHEDULE AND CONTENTS OF EXAM

The examination process for Veterinary Medicine consists of two (2) separate examinations.

The NAVLE is administered during a two week window in April and a four week window in November - December of each year. Once a scheduling permit is received from the ICVA, all eligible applicants may select the test location of their choice from any Prometric computer testing center in North America. The NAVLE will consist of clinically relevant multiple choice questions, and approximately

10% of the items will include graphic images (photographs, radiographs, photomicrographs, etc.). Additional information on the NAVLE can be found on-line at [www.icva.net/navle](http://www.icva.net/navle).

The KSB examination is mailed with the licensure application. It consists of fifty multiple choice and true or false questions concerning the laws and regulations relating to the practice of veterinary medicine in Kentucky. The answer/score sheet must be filled out and returned with the completed application, fees, and required documentation.

**ALL ADDRESS/NAME CHANGES MUST BE SUBMITTED TO THE BOARD IN WRITING OR ONLINE.** A form is available upon request.

**YOU ARE ADVISED, YOU ARE NOT PERMITTED TO PRACTICE VETERINARY MEDICINE IN KENTUCKY, UNDER ANY CIRCUMSTANCE, UNTIL YOU ARE LICENSED BY THIS BOARD. THE PRACTICE OF VETERINARY MEDICINE IN KENTUCKY WITHOUT A LICENSE IS A VIOLATION OF THE KENTUCKY REVISED STATUTES AND GROUNDS FOR DISCIPLINARY ACTION.**

PLEASE REMIT FEE(S) BY CASHIERS CHECK OR MONEY ORDER PAYABLE TO: **KY STATE TREASURER**

The completed application may be submitted either by mail or hand delivery to the Kentucky Board of Veterinary Examiners, 107 Corporate Drive, Second Floor, Frankfort, Kentucky 40601.



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## APPLICATION FOR VERIFICATION AND EXAMINATION FOR LICENSURE TO PRACTICE VETERINARY MEDICINE IN KENTUCKY

### Check applicable box(es):

- Applying to take the NAVLE: Nov- Dec.20\_\_  April 20\_\_  Other:
- KY State Board Examination (Must be attached) Fee: \$100.00
- Application fee (Must be attached) Fee: \$100.00
- Special Permit (only if requested) Fee: \$50.00
- NBE and/or CCT, or NAVLE Score is being transferred to the Kentucky Board from ICVA or AAVSB.

### BOARD USE ONLY

Approved  Denied

Date Issued: \_\_\_\_\_

License Number: \_\_\_\_\_

All items on this application are mandatory. You must answer fully and completely all questions contained on this application. Insufficient answers or omissions of data requested will be sufficient grounds for rejection of this application.

SS# (required)

- -

1. Full Name: Last			First	Middle		2. Birthday / Month / Day/ Year/	
3. Mailing Address: Number and Street			City	State	Zip Code	Home Phone Number ( ) -	
4. Permanent Residence Address:			City	State	Zip Code	Business Phone Number ( ) -	
5. E-mail address:						Date(s) for Name Change(s)	
6. Have you ever changed your name through marriage or through action of a court, or have you ever been known by any other name: <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, List Names: _____							

### 7. Veterinary College or University

School	Name and Location	Dates Attended		Course	Degree Obtained
		From	To		

### 8. In what other states do you hold or have you held a license? Written certification of license status from those state boards is required.

State	License Number	Date Issued	How did you obtain this license? (Exam, Endorsement)	Status of License	Period of Practice

9. A. Have you ever had your license to practice veterinary medicine revoked, suspended, restricted, or denied in any state or territory, been placed on probation, or entered into a voluntary surrender of your license?  Yes  No. If your answer is yes, please specify state, date, charge and circumstances and submit formal documentation of final orders/outcome (if applicable.)

B. Has any disciplinary action ever been taken against a veterinary license held by you, in this or any other jurisdiction?  Yes  No. If yes, please specify state, date, charge, and circumstances and submit formal documentation of final orders/outcome. (if applicable)



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10. A. Have you ever been denied the right to take a veterinarian licensure examination?  Yes  No.
- B. Have you ever been refused a veterinarian license or the renewal thereof in any state?  Yes  No.
- C. Are you now or have you ever been a defendant in civil litigation in which the basis of the complaint against you was an alleged negligence, malpractice, or lack of professional competence?  Yes  No.
- D. Is there currently a complaint against your professional conduct or competence as a veterinary pending in any jurisdiction?  Yes  No.
- E. Have you been charged with, convicted or, or pled guilty to a felony or misdemeanor other than a minor traffic violation?  Yes  No.
- F. Are you now, or have you ever been, addicted to, or undergone treatment for the use of narcotics, drugs, prescription drugs or the excessive use of intoxicating liquor?  Yes  No.

IF ANY QUESTION(S) IN SECTION 9 and 10 ABOVE IS ANSWERED YES, YOU MUST PROVIDE COMPLETE DETAILS AS TO STATE(S), LICENSE NUMBER(S), DATE(S) AND RELEVANT CIRCUMSTANCES.

Please attach a separate sheet of paper if more space is needed to provide information.

11. Have you ever applied to take a licensing examination in Kentucky?  Yes  No.  
If answer is yes, specify date and which examination: \_\_\_\_\_
12. Have you ever taken the NBE/CCT or NAVLE in any state other than Kentucky  Yes  No.  
If answer is yes, specify date and which examination: \_\_\_\_\_
13. Have you ever failed the NBE or CCT?  Yes  No.  
If answer is yes, specify date, which examination, and state: \_\_\_\_\_
14. Have you ever failed the NAVLE?  Yes  No.  
If answer is yes, specify date, and state: \_\_\_\_\_
15. Please list below the names, addresses and dates of employment for the last five years.  
\_\_\_\_\_  
\_\_\_\_\_
16. Do you hereby swear or affirm that you have read and understand the Laws and Regulations relating to the Kentucky Board of Veterinary Examiners?  Yes  No.

To complete this application, the following must be included: (a) wallet size photo(s), (b) upon graduation submit a copy of actual diploma or proof of graduation, also (if you have not graduated, send verification that you are enrolled in a college of Veterinary Medicine and status), (c) fee for application and examination(s), (d) your scores for the NBE and CCT or the NAVLE if already taken, must be transferred to this office from ICVA or AAVSB, (e) letters of good standing from each state in which you are or have been licensed, (f) if you are requesting a special permit upon completion of your file and you have not taken the NAVLE, you must be under the direct supervision of a Kentucky licensed veterinarian and that veterinarian must forward a letter on your behalf stating that you will be practicing under his/her direct supervision during the period of your special permit.

**YOU ARE ADVISED, YOU ARE NOT ALLOWED TO PRACTICE VETERINARY MEDICINE IN THE COMMONWEALTH OF KENTUCKY WITHOUT HOLDING A LICENSE. THERE ARE NO EXCEPTIONS.**

I hereby give permission for the Kentucky Board of Veterinary Examiners to secure additional information concerning me or any of the statements in this application from any source the board may desire. I further agree to submit to questioning by the board or any member thereof, and to substantiate my statements if desired by the board. I further state that all the facts, statements and answers contained in this application are true and correct. I am not omitting any information which might be of value to this board or its determination of my qualifications, whether it is requested or not and I agree that any falsification, omission or withholding or pertinent information or facts in regard to my qualifications as an applicant shall be sufficient to bar me from this or any future examination given by the Kentucky Board of Veterinary Examiners and any such falsification, omission or withholding shall serve as sufficient grounds for the revocation, cancellation or suspension of my Kentucky Veterinary License.

#### APPLICATION AFFIRMATION

I hereby swear or affirm, under the penalties of perjury, that the statements made in this application are true, complete, and correct and swear or affirm that I have read the above statements and agree to the same.

Signature of Applicant

Date (month / day/ year)



# KENTUCKY BOARD OF VETERINARY EXAMINERS



**STATE BOARD EXAMINATION**



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## KENTUCKY STATE EXAMINATION

1. The group that is given the authority to administer the Kentucky Veterinary Practice Act of 1992 is known as:
  - A. The Kentucky Veterinary Medical Association.
  - B. The Kentucky Board of Veterinary Examiners.
  - C. The American Veterinary Medical Association.
  - D. The American Board of Veterinary Examiners.
2. The term “chemical restraint” means the use of any prescription or legend drug that restrains or tranquilizes the animal.  
TRUE or FALSE
3. Direct supervision does not require that the veterinarian be on the premises, but he has to be quickly and easily available or in radio contact.  
TRUE or FALSE
4. An “emergency” exists when:
  - A. The animal has been placed in a life threatening situation.
  - B. Immediate treatment is necessary to sustain life.
  - C. Both A and B above.
5. The Veterinary-Client-Patient relationship requires the veterinarian to assume the responsibility for making judgments regarding the health of the animal and the need for veterinary treatment, and the client, whether owner or other caretaker, to agree to follow the instructions of the veterinarian.  
TRUE or FALSE
6. The Veterinary-Client-Patient relationship requires that there is sufficient knowledge of the animal by the veterinarian to initiate at least a general or preliminary diagnosis of the medical condition of the animal.  
TRUE or FALSE
7. The Veterinary-Client-Patient relationship does not require the veterinarian to have recently seen or be personally acquainted with the keeping and care of the animal by virtue of an examination.  
TRUE or FALSE
8. The Veterinary-Client-Patient relationship requires that the veterinarian be available for follow-up medical care in case of adverse reactions or failure of the medical therapy.  
TRUE or FALSE
9. The Veterinary-Client-Patient relationship allows a veterinarian to prescribe medication over the telephone for an animal the veterinarian has never examined nor visited as long as the client promises to bring the animal into the office within 30 days.  
TRUE or FALSE



10. The licensed veterinarian is required to keep records of:
- A. Patient name.
  - B. Diagnosis.
  - C. Treatment.
  - D. All of the above.
11. Kentucky does not issue special permits to practice Veterinary Medicine.  
TRUE or FALSE
12. The renewal date for all Veterinary licenses in Kentucky is:
- A. January 1.
  - B. June 30.
  - C. September 30.
  - D. December 31.
13. After the renewal date for licensure, a \_\_\_\_\_day grace period shall be allowed for the late renewal of licenses.
- A. 15
  - B. 30
  - C. 60
  - D. 90
14. The Board may require the receipt of continuing education as a condition for renewal of licensure.  
TRUE or FALSE
15. A person who has an associate degree related to Veterinary Sciences or its equivalent as approved by the Board and is registered in accordance with KRS 321.441 is described as a:
- A. Veterinary Technician.
  - B. Veterinary Technologist.
  - C. Veterinary Assistant.
  - D. All of the above.
16. A Veterinary Technologist is allowed to perform surgery, diagnose and prescribe medication as long as the veterinarian is located somewhere on the premises of the clinic.  
TRUE or FALSE
17. The duties of a veterinary assistant may include all but:
- A. Minor surgical procedures.
  - B. Dehorning food animals.
  - C. Castration of food animals.
  - D. Routine administration of vaccines under the direct supervision of a veterinarian.
18. Unauthorized utilization of veterinary assistants shall be considered as aiding and abetting an unlicensed person to practice veterinary medicine.  
TRUE or FALSE

19. It is the obligation of the veterinarian to notify the Board of Veterinary Examiners of any change in his mailing address.  
TRUE or FALSE
20. The Board of Veterinary Examiners may permanently revoke a veterinarian's license without giving the individual the opportunity for a hearing before the Board if the veterinarian is convicted of a felony in Kentucky.  
TRUE or FALSE
21. In the event of a dispute between you and a client, the most important factor is:
- A. The price of your service.
  - B. Your knowledge of veterinary medicine.
  - C. Your ability to maintain effective communication with the client.
22. It is permissible for a non-licensed person to practice veterinary medicine even if he does not charge for his services.  
TRUE or FALSE
23. When is it permissible for a non-veterinarian to perform embryo transfers?
- A. If he has a post graduate degree in reproductive physiology and has performed embryo transfers in Kentucky during 1987 – 1992.
  - B. Never.
  - C. If he does not use drugs.
  - D. If he has a post graduate degree in reproductive physiology.
24. A veterinarian may make farm or house calls in a motor vehicle or utilize a motor vehicle equipped with special medical or surgical equipment if the veterinarian has a permanent base of operations with a published address and telephone number recorded with the Board where the veterinarian may be contacted.  
TRUE or FALSE
25. If a person has his license revoked by the Board of Veterinary Examiners, the Board may be petitioned for reinstatement in:
- A. 1 year.
  - B. 3 years.
  - C. 5 years.
  - D. 10 years.
26. A veterinarian is required to maintain adequate equipment to treat patients in his/her practice.  
TRUE or FALSE
27. A veterinarian is not required to keep his/her service premises and all equipment clean and sanitary.  
TRUE or FALSE

28. A veterinarian shall not issue a certificate of health unless:
- A. The animal has been examined by a veterinary technician, technologist, or assistant.
  - B. The owner acknowledges that the animal is sound.
  - C. He has personal knowledge through actual examination and appropriate testing of the animal that it meets the requirements for the issuance of the certification.
  - D. He has been provided with appropriate documentation from another licensed veterinarian that the animal meets the requirements for the issuance of the certification.
29. A veterinarian may not sell, or offer for sale, prescription medicine or drugs at:
- A. The office of the veterinarian.
  - B. The local feed store.
  - C. The clinic where the veterinarian practices.
  - D. The animal hospital where the veterinarian practices.
30. A veterinarian may write testimonials as to the virtue of drugs, medicines, remedies, or foods even if they are not the result of properly controlled experiments or clinical studies.  
TRUE or FALSE
31. A veterinarian is required to keep records of the examination and treatment of only those patients for which they prescribe medicine or drugs.  
TRUE or FALSE
32. A veterinarian is required to promptly notify the Board of:
- A. Conviction of felony.
  - B. Conviction of a misdemeanor.
  - C. Disciplinary action or the voluntary surrender of his license in another jurisdiction.
  - D. All of the above.
33. Medication can be dispensed using items such as a Ziploc bag, envelope, and recycled drug container.  
TRUE or FALSE
34. Any party aggrieved by a final order may appeal to the Franklin Criminal Court after a decision is issued by the Board in accordance with KRS 321.360 (2)  
TRUE or FALSE
35. Failure to appear before the Board as requested or to provide information as requested could result in disciplinary action by the Board.  
TRUE or FALSE

36. Which of the following duties can a veterinarian delegate to a licensed veterinary technician?
- A. Collection of laboratory specimens for testing (blood, feces, topical culture swabs, needle aspirants)
  - B. Take and develop radiographs
  - C. Surgical procedures
  - D. Prescribe and dispense medications
  - E. Administer controlled substances in the clinic
  - F. Animal euthanasia
  - G. All the above
  - H. Only a, b, e & f
37. Acceptance of a fee from both the buyer and the seller in an inspection of an animal for soundness is not a conflict of interest.  
TRUE or FALSE
38. Acceptance of a fee from both the buyer and the seller in a transaction is a conflict of interest.  
TRUE or FALSE
39. A veterinarian is required to notify the Board of the suspension, revocation, or voluntary surrender of his Federal Drug Enforcement Administration registration.  
TRUE or FALSE
40. A veterinarian is not required to notify the Board of the suspension, revocation, or voluntary surrender of his state controlled substances license.  
TRUE or FALSE
41. A veterinarian may refuse to admit as an inpatient to his hospital an animal that is not currently vaccinated.  
TRUE or FALSE
42. A veterinarian may not refuse to render veterinary medical services for an owner who verbally abuses the veterinarian.  
TRUE or FALSE
43. Indirect supervision means the veterinarian is available to communicate with staff from an offsite location by telephone.  
TRUE or FALSE
44. A veterinarian may routinely dispose of the body of any patient which dies while in the veterinarian's care, while its owner is away or without consent from the owner.  
TRUE or FALSE

45. A veterinarian shall post at his facility and make available over the telephone his policy regarding:
- A. Hours of operation.
  - B. Emergency coverage.
  - C. Other similar provisions for the operation of the facility.
  - D. All of the above.
46. A veterinarian is required to obtain consent from the owner before administering general anesthesia or performing any surgical procedure, unless:
- A. The owner is not readily available.
  - B. Circumstances qualifying as an emergency do not permit such consent.
  - C. The owner has specifically waived this requirement.
  - D. All of the above.
47. It is not necessary to seek the consent of the patient's owner or agent before transporting a patient to another facility for veterinary medical care.  
TRUE or FALSE
48. The renewal fee for licensure as a veterinarian is sixty (\$60) dollars.  
TRUE or FALSE
49. The renewal period for a licensee to practice veterinary medicine is two (2) years.  
TRUE or FALSE
50. In order to be eligible for licensure renewal, each licensee must obtain how many hours of continuing education?
- A. Five (5).
  - B. Eight (8).
  - C. Fifteen (15).
  - D. Thirty (30).

## STATE EXAMINATION SCORE SHEET

NAME: \_\_\_\_\_ SS# \_\_\_\_\_

EXAMINATION DATE \_\_\_\_\_ TOTAL SCORE: \_\_\_\_\_

Please mark the answers to the questions on the State Examination in the appropriate blank.

- |           |           |           |
|-----------|-----------|-----------|
| 1. _____  | 19. _____ | 37. _____ |
| 2. _____  | 20. _____ | 38. _____ |
| 3. _____  | 21. _____ | 39. _____ |
| 4. _____  | 22. _____ | 40. _____ |
| 5. _____  | 23. _____ | 41. _____ |
| 6. _____  | 24. _____ | 42. _____ |
| 7. _____  | 25. _____ | 43. _____ |
| 8. _____  | 26. _____ | 44. _____ |
| 9. _____  | 27. _____ | 45. _____ |
| 10. _____ | 28. _____ | 46. _____ |
| 11. _____ | 29. _____ | 47. _____ |
| 12. _____ | 30. _____ | 48. _____ |
| 13. _____ | 31. _____ | 49. _____ |
| 14. _____ | 32. _____ | 50. _____ |
| 15. _____ | 33. _____ |           |
| 16. _____ | 34. _____ |           |
| 17. _____ | 35. _____ |           |
| 18. _____ | 36. _____ |           |