



NAVLE®

North American Veterinary Licensing
Examination

November 12 - December 8, 2018
April 8 - 20, 2019



SETTING A HIGHER STANDARD TOGETHER™



International Council for
Veterinary Assessment

The policies, procedures, requirements and other information in this bulletin pertain to applications for the North American Veterinary Licensing Examination (NAVLE®) for the testing windows specified on the front cover. This bulletin contains important information. Please keep it for reference throughout your application, testing, licensure, and score transfer process.

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NAVLE® FAST FACTS: Application and Approval

ELIGIBILITY REQUIREMENTS	ADDITIONAL INFORMATION
<ul style="list-style-type: none">• Officially enrolled in, or graduate of, an AVMA-accredited veterinary school; or• Officially enrolled in, or hold certificate issued by, the ECFVG or PAVE. You must also have completed the Step 3 examination requirement before applying to take the NAVLE.	<ul style="list-style-type: none">• If you have not graduated at the time of application, for most states your expected date of graduation must be no later than 10 months from the last date of the testing window; or• For candidates applying through California, Nebraska, or New York, the expected graduation date must be no later than 8 months from last date of the testing window.

If you meet the eligibility requirements, you may apply to take the NAVLE.

Please see page 2 for more information regarding the eligibility process.

RETAKES & TIME LIMITS

The ICVA has recommended the following set of policies to individual licensing agencies:

- Candidates should not take the NAVLE more than five times.
- Candidates should not sit for the examination at a date that is later than five years after their initial attempt.
- Each of the final two attempts should be at least one year from the previous attempt.
- Candidates who successfully complete the NAVLE should not retake the examination.

Some boards have adopted the policy; others have their own NAVLE retake policy. Information regarding state-specific requirements can be obtained from ICVA at <https://www.icva.net/navle/retakepolicy/>.

Any attempts by a candidate to pass the NAVLE prior to the November-December 2007 administration do not count toward the five-attempt limit.

If you are applying to take the NAVLE in order to obtain a license to practice veterinary medicine in Canada, you must contact the Canadian National Examining Board (NEB) and follow their NAVLE application procedures and requirements.

ACCOMMODATIONS AND PERSONAL ITEMS: If you have a documented disability covered under the Americans with Disabilities Act (ADA) and require test accommodations, if you require extra testing time or additional break time during the exam day, or if you require a personal item to be in the testing center with you during the exam day, please see pages 2-3 for more information.

NAVLE® FAST FACTS: NAVLE Process Summary

for US and US Territories*

	Process	Additional Information
ICVA NAVLE Application #1	<ul style="list-style-type: none"> ✓ Complete the NAVLE application #1 and pay the corresponding application fee at www.icva.net. ✓ The NAVLE fee is \$650. There is an additional fee of \$305 for overseas testing. ✓ The NAVLE application is due on August 1 for the November-December window and February 1 for the April window. 	<ul style="list-style-type: none"> ✓ The ICVA office staff will assist you with any questions that you have about NAVLE application and registration. ✓ Make sure that your name on your application matches your name exactly as it appears on the photo ID that you will use for admission to the test center.
Licensing Agency ICVA Application #2	<ul style="list-style-type: none"> ✓ Contact your chosen board (or its designated processor) to request their NAVLE application. ✓ No board application deadline will be later than August 1 for the November-December window or February 1 for the April window. 	<ul style="list-style-type: none"> ✓ State board contact information can be found on pages 19-23.
Scheduling your testing appointment	<ul style="list-style-type: none"> ✓ You will receive an e-mail notifying you that your scheduling permit is available. ✓ Visit the Prometric website to schedule your test date (www.prometric.com/ICVA). 	<ul style="list-style-type: none"> ✓ Scheduling permits will be available by September 25 for the November-December testing window and February 27 for the April testing window. ✓ Contact Prometric one week prior to your scheduled testing appointment for confirmation.

*** Candidates applying to take the NAVLE in order to obtain a license to practice in Canada must contact the Canadian NEB.**

SCORES: Scores will be reported to the board through which you were approved approximately four weeks after the close of the testing window. Your NAVLE score will be made directly available to you via a secure on-line portal at the same time. If you want to have your scores transferred to another licensing board, contact the AAVSB at 877-698-8482, or www.aavsb.org.

NAVLE® FAST FACTS: Exam Day and Testing

DO

- ✓ Review NAVLE Rules of Conduct prior to taking your examination.
- ✓ Remember to bring your scheduling permit (printed or electronically) and required identification (see below). You will not be permitted to test without them both.
- ✓ Arrive 30 minutes prior to your testing appointment.
- ✓ Follow all instructions of test center staff before, during, and after your examination.
- ✓ Put all personal belongings, including your cell phone and study materials, in the locker provided.
- ✓ Use approved personal items only during authorized breaks.
- ✓ Be sure to complete all sections of the examination.

DON'T

- ✗ Feel compelled to test if you are ill, under unusual stress or feeling unprepared for the examination, you can reschedule.
- ✗ Bring friends and family members to the testing center; instead arrange to meet them after the examination ends.
- ✗ Bring unauthorized items to the testing room; If you have a documented medical condition that requires you to bring personal items into the testing center, you must contact the ICVA when you submit your NAVLE application for further information. Soft foam earplugs are allowed with no need for authorization.
- ✗ Write anything on laminated note boards prior to entering your Candidate Information Number (CIN) and starting your examination.

ACCEPTABLE FORMS OF UNEXPIRED IDENTIFICATION

- Passport
- Driver's License with photograph
- National Identity Card
- Other forms of dated, unexpired, government-issued identification with a photo.

The name on your identification must match the name on your permit exactly.

SECURITY PROCEDURES ON TEST DAY

During your check-in you will:

- Be scanned with a handheld metal detector and/or walk-through
- Be asked to empty and turn your pockets inside out
- Have your photo ID checked
- You will be asked to complete this process each time you return to the testing room after a break

NAVLE® FAST FACTS: Irregular Behavior

DO	<ul style="list-style-type: none"> ✓ Put all personal belongings, including your cell phone and study materials, in the locker provided ✓ Access personal belongings only during authorized breaks ✓ Verify you are on an authorized break screen before leaving the examination room for a break
DON'T	<ul style="list-style-type: none"> ✗ Ask people what they saw on their examination or share what you saw on yours, including on web forums ✗ Change any information on score reports, transcripts, or any other NAVLE-related documents ✗ Write on your hand, tissue, or any surface other than the laminated note board provided to you by test center staff on your examination day ✗ Apply and/or sit for an examination if you are not a current student or a graduate of a veterinary school, even if you are appealing your school's decision to withdraw or dismiss you ✗ Provide examination content to test preparation companies or other entities

Irregular behavior includes, but is not limited to:	The penalties for irregular behavior may include:
<ul style="list-style-type: none"> • Registering for or taking an exam when ineligible • Seeking/obtaining prior access to exam content • Altering exam scores • Having unauthorized items in the testing area • Using a proxy to take your exam • Writing on anything other than the note boards provided 	<ul style="list-style-type: none"> • Cancellation of your exam scores • Barring you from one or more future examinations • Termination of examination • Possible legal action • Fine for damages suffered by the NAVLE program

THINK BEFORE YOU ACT: The ICVA program takes examination security seriously. If you have information of something that may threaten the security or integrity of the NAVLE, please contact ICVA via mail@icva.net or 701.224.0332.

NAVLE® FAST FACTS: Scoring and Score Reporting

WHAT HAPPENS WHILE YOU WAIT FOR YOUR SCORES?

- ✓ After testing, the examination data are delivered electronically to the NBME.
- ✓ Examinee responses are converted into a raw score (the sum of the points earned from correct responses).
- ✓ The raw score is converted into a three-digit score.
- ✓ A final quality control check is performed to verify the score report prior to posting the reports to the candidates.

HOW LONG DOES IT TAKE TO GET RESULTS?	SCORE TRANSFERS
<p>Scores will be reported to you directly and to the board through which you were approved approximately four weeks after the end of the testing window.</p> <p>When your score is available, you will receive an email providing you with instructions for accessing your NAVLE score report.</p>	<p>Your initial NAVLE score will be reported to the licensing board through which you were approved and to the AAVSB. The cost of the initial score reports are included in your NAVLE fee. All subsequent requests for NAVLE score reports must be directed to the AAVSB.</p> <p>To transfer your scores to additional licensing jurisdictions, you must make your request through the AAVSB at https://www.aavsb.org/licensure-assistance/score-transfer-services/veterinarian</p>

Please see pages 14-15 for more information regarding the score reporting process.

THREE-DIGIT VS. TWO-DIGIT SCORES: Effective from the 2015-2016 testing cycle, score reports will only include a three-digit score. Two-digit scores will be reported to state licensing agencies as necessary.

GENERAL NAVLE INFORMATION

General Information

This bulletin contains procedural and policy information for the North American Veterinary Licensing Examination (NAVLE®). You should become familiar with all aspects of this bulletin. Please note that while every attempt has been made to provide accurate and definite information, the International Council for Veterinary Assessment® (ICVA®) may need to change or revise policies and procedures that affect the NAVLE program. Changes will be posted on the ICVA's website (www.icva.net) as soon as they are determined. You should check this website for the most current information about ICVA policies and procedures.

All test questions used in the NAVLE are owned jointly by the ICVA and NBME and are copyrighted. Any reproduction by any means or distribution of NAVLE questions without the express written authorization of the ICVA and the NBME is prohibited. The ICVA and the NBME reserve the right to pursue their rights and remedies to the fullest extent permitted by law without further notice to you, including taking legal action.

Purpose and Mission of NAVLE

The NAVLE is a requirement for licensure to practice veterinary medicine in all licensing jurisdictions in the US and Canada, and is sponsored by the International Council for Veterinary Assessment (ICVA) and the National Board of Medical Examiners® (NBME®). The ICVA supports veterinary licensing authorities through its leadership in the development, delivery, and continual improvement of high-quality assessments across the continuum of veterinarians' preparation for practice.

Primary Objectives of the NAVLE

- To provide a comprehensive objective examination to state, territorial, or provincial boards charged with the licensing of veterinarians
- To protect the public by ensuring that veterinarians demonstrate a specified level of knowledge and skills before entering veterinary practice
- To assess the professional competency of veterinarians in terms of their qualifications to enter private clinical practice
- To provide a common standard in the evaluation of candidates that will be comparable from jurisdiction to jurisdiction
- To contribute to the veterinary profession through the development of improved definitions of the relationship between knowledge and professional practice
- To facilitate interstate/interprovincial licensing reciprocity for practicing veterinarians

Computer-Based Testing (CBT)

The NAVLE is administered on computer. CBT offers enhanced security measures for the examination process. Security of the test materials is ensured by the encryption of data prior to transmission to the test centers. Audio and video monitoring in the test centers enhances the proctoring of the examination, and digital cameras are used to identify NAVLE candidates.

Description of the Examination

The NAVLE consists of an optional 15-minute tutorial and 360 multiple-choice questions administered in six blocks of 60 questions each. You will have 65 minutes to complete each block, for a total of 390 minutes (or six and one-half hours) of total examination time. Forms of the examination are randomly assigned to each examinee. All candidates will have the same number of questions and the same time allotment. Within each block, you may answer questions in any order and review and/or change your answers. When you exit a block, or when time expires, no further review of questions or changing of answers within that block is possible.

The NAVLE is designed to assess your knowledge of veterinary medicine as it relates to entry-level private clinical practice. The examination covers all animal species commonly seen by private practitioners in North America. Approximately 15%-20% of the NAVLE questions will include graphic or pictorial information (such as a photograph or radiograph). Pictorial information will be displayed in a viewer window that provides zoom, contrast adjustment, and panning capabilities. Sixty of the 360 questions will be used as pretest questions and will not be counted in scoring. Pretest questions will occur randomly throughout each block. You will not be able to distinguish between the scored and pretest items. You will have 45 minutes of total break time which may be used to make the transition between blocks and for breaks. Breaks are not fixed - you will have the personal flexibility to use this time to suit your needs. Breaks may only be taken between blocks of questions.

APPLICATION AND APPROVAL PROCESS

Assistance for NAVLE Candidates

The ICVA office stands ready to help answer your questions or resolve problems you may encounter with the NAVLE application and registration process. Please do not hesitate to contact our office by mail, telephone, or e-mail, if you need assistance. It is better to ask for assistance than to assume that everything is fine, only to discover too late that you are unable to take the NAVLE because of problems with your applications or your Scheduling and Admission Permit.

To reduce the potential for misunderstandings and to ensure the privacy of candidate information, the ICVA office will correspond only with the candidate regarding NAVLE application, request for test accommodations, fee payment, registration, and score reporting questions, unless the candidate specifically authorizes the ICVA, in writing, to correspond with a third party. The ICVA may, however, correspond with the appropriate licensing board and/or veterinary school official regarding a candidate's status in the NAVLE program.

Eligibility Requirements

The NAVLE is administered only to bona fide candidates for licensure to practice veterinary medicine. This includes candidates who:

- Graduated from or are enrolled in a school or college of veterinary medicine accredited by the Council on Education of the American Veterinary Medical Association; or
- Enrolled in, or hold certificates issued by the Educational Commission for Foreign Veterinary Graduates (ECFVG) or the Program for the Assessment of Veterinary Education Equivalence (PAVE). Candidates who are enrolled in ECFVG or PAVE must have completed the Step 3 examination requirement of the respective program before they may be approved by a licensing board to take the NAVLE.

In Canada and most US states, if you have not graduated from veterinary school at the time of application, you must have an expected graduation date no later than ten (10) months from the last date of the applicable testing window. Please note for candidates applying through the California, Nebraska, and New York, state boards, there is an eight (8) month graduation requirement. If your eligibility status changes after you are approved to take the examination, you must notify the organization that approved you for the NAVLE. Failure to do so may result in the cancellation of your NAVLE score results.

If you are a candidate who is repeating the NAVLE, please refer to the Retake Policy information on page 4.

Candidates Requesting Test Accommodations

If you have a documented disability covered under the Americans with Disabilities Act (ADA) and require test accommodations, you must contact the ICVA to obtain information regarding testing accommodations, application procedures, and documentation requirements before you apply for the NAVLE.

If your accommodation request requires that you have extended testing time for your examination, you must take the NAVLE over a two-day period.

It takes time to review the documentation necessary to approve test accommodations. If you do not submit the required documentation to the ICVA in time to allow them to review it, you will not be eligible for accommodations.

All supporting documentation must be provided to the ICVA prior to, or at the time of, submission of your NAVLE application.

Candidates With Pre-Existing Medical Conditions

If you have a pre-existing medical condition that could affect your ability to take the NAVLE on your scheduled test date, or if you have a medical condition that requires frequent use of the restroom, notify the ICVA of your condition at the time you submit your NAVLE application.

Examinees Who Require Additional Break Time

Examinees with medical conditions, such as lactation, may apply for additional break time/standard testing time by submitting the form available on our website along with a letter from a qualified health care professional documenting the medical necessity of the request. Please submit the request at the time of your NAVLE application to the ICVA office. If the medical issue develops after you have submitted your application, please contact the ICVA immediately.

Personal Item Exceptions

Unauthorized possession of personal items while you are in the secure areas of the testing center is prohibited. However, in certain limited circumstances, exceptions to this policy may be made for medical reasons, provided that permission is granted in advance of the test day. To request approval to bring personal items into the secure areas of the testing center for medical reasons, please submit a written request and documentation to the ICVA at the time of your NAVLE application. If the medical issue develops after you have submitted your application, please contact the ICVA immediately.

Some appliances and devices required for chronic or acute medical situations are already pre-approved for test candidates to use while in the Prometric Testing Centers, including but not limited to service animals, insulin pumps, inhalers, canes, crutches, slings, casts, wheelchairs, TENS units, and eyeglasses. These pre-approved items may be brought to the testing center without receiving prior approval from the ICVA. If you are unsure whether you should request an exception or not, please contact the ICVA. All personal items brought to the examination, either with prior approval from the ICVA or without pre-approval, are subject to inspection at the test center. If you bring a non-approved item to your examination, you may not be permitted to test, you may be required to relinquish the item, and/or you may be investigated for irregular behavior.

Candidates are not required to obtain advance permission to consume food or take medication on authorized breaks.

NAVLE Application Process for Licensure in Canada

If you are applying to take the NAVLE in order to obtain a license to practice veterinary medicine in Canada, you must contact the Canadian National Examining Board (NEB) in Ottawa and follow their NAVLE application procedures and requirements. NAVLE application and fee payment must be made directly to the NEB (not to the ICVA) by their application deadline date. NEB and provincial licensing board contact information can be found on page 23.

NAVLE Application Process for Licensure in the United States and U.S. Territories

Application Procedures

TWO APPLICATIONS must be submitted by NAVLE candidates.

- **Application #1: ICVA NAVLE application**

The ICVA NAVLE application is located on the last two pages of this bulletin and is also available on the ICVA website during application periods. Application and payment can be submitted electronically. Refer to the NAVLE Application Information section of the ICVA website on how to apply for the NAVLE on-line and pay the fee by Visa or MasterCard.

- **Application #2: State or territorial NAVLE application**

NAVLE candidates must apply for approval to take the NAVLE through one state or territorial licensing board. Each jurisdiction sets its own eligibility requirements for the examination, and you are responsible for obtaining the necessary NAVLE application materials from the jurisdiction in which you plan to seek licensure (or from their designated NAVLE application processor). Because the NAVLE application requirements, deadlines, and application fees vary among jurisdictions, contact your chosen board well in advance of the NAVLE application deadline. U.S. state and territorial licensing board contact information can be found on pages 19-22.

You can apply for NAVLE approval through one board only, and your score will be reported to that board. You may not change your licensing board after your eligibility file has been submitted to our test coordinator. Once you pass the NAVLE, you may request score transfers to other jurisdictions through the American Association of Veterinary State Boards. See the NAVLE Score Transfers section on page 15 for more information.

Application Fees

The NAVLE fee is \$650, payable in U.S. funds. An additional overseas fee of \$305 will be assessed for candidates taking the NAVLE outside the U.S., U.S. territories, and Canada.

Licensing board NAVLE application and approval fees vary. Contact your chosen board (or its processor) for accurate information on how to submit the application fee. You will not be permitted to take the NAVLE unless both the ICVA NAVLE application #1 fee and the licensing board NAVLE application #2 fee have been paid.

The NAVLE has been approved by the Veterans Administration (VA) for VA education benefits. Call 1.888.442.4551 or visit www.gibill.va.gov for more information.

The NAVLE fee is nonrefundable and nontransferable. If you do not take the examination during the testing window for which you were approved, you must submit a new application and pay the full fee to take the NAVLE during a subsequent window. If there are extenuating circumstances that make it impossible for you to take the NAVLE once you have submitted your application and paid your fee, contact the ICVA office for guidance. Please note, if the payment method selected by you results in a dishonor or a later dispute as to the validity of the payment for any NAVLE services, your NAVLE eligibility may be suspended, your scores may be withheld, and any scores that have been reported may be rescinded pending resolution of the dishonor or dispute and the payment of additional fees by you arising from such dishonor or dispute.

Application Deadlines

The deadline for receipt of your applications by the licensing board and the ICVA will be no later than **August 1** for the November-December testing window and **February 1** for the April testing window. You should contact your chosen board early, because some boards have an earlier deadline. Both the ICVA NAVLE application #1 and fee, and the licensing board NAVLE application #2 and fee, must be received by the designated offices by their respective deadlines.

Change of Name or Contact Information

You must notify the ICVA and your state licensing board (or its NAVLE processor) in writing of any name, e-mail address, postal address, or telephone number changes. Notification of a name change must be accompanied by an attested photocopy of a marriage certificate, divorce decree, or court judgment from a name change petition. For additional information on ID and name requirements, refer to the Security Procedures section on pages 11-12.

Retake Policy

The ICVA has recommended to licensing boards that candidates not be approved to take the NAVLE more than five times, and that they not be allowed to sit for the examination at a date that is later than five years after their initial attempt. Each of the final two attempts must be at least one year from the previous attempt. This recommendation is included in contracts with licensing boards, and took effect beginning with the fall 2007 NAVLE administration. Any attempts by a candidate to pass the NAVLE prior to the fall 2007 administration do not count toward the five attempt limit. If state law permits an applicant to take the NAVLE more than five times, or if state law restricts an applicant to fewer than five attempts, state law will prevail. A table of licensing board policies on NAVLE retakes is available on the ICVA website. Candidates who successfully complete the NAVLE may not retake the examination without the express written permission of the ICVA and the licensing board requiring the individual to retake the examination.

In order to implement the NAVLE Retake Policy stated above, the ICVA reserves the right to notify licensing boards of all previous attempts by a candidate in any jurisdiction. This notification will not include score information.

SCHEDULING

Prometric Test Centers for Computer-Based Testing (CBT)

The NAVLE is administered in Prometric Test Centers (PTCs). Prometric provides CBT services for professional licensure, academic assessment, certification, and for various other professional and academic needs.

All PTCs are set up similarly. This not only helps enhance security, but also provides the same standards of comfort and uniformity for all candidates.

The NAVLE is administered in the United States, U.S. Territories, and Canada, and at selected PTCs in 13 testing regions overseas, as listed on the NAVLE application. Locations of PTCs available for the NAVLE can be found at the Prometric website (www.prometric.com/ICVA).

Prometric test center locations are subject to change, and there is no guarantee that a center listed on the Prometric website at the time of application will be available for a future NAVLE administration. In the event a Prometric testing center closes, affected candidates will be advised on making alternate testing arrangements at another site.

Scheduling and Admission Permits

A Scheduling and Admission Permit with instructions for making an appointment at a Prometric Test Center will be issued to you after you submit your completed applications, have paid the NAVLE fees, are deemed eligible by a licensing board, and have been processed by the NBME. The permit specifies the eligibility period during which you must complete the examination. You will receive an email with instructions for accessing your permit no later than **September 25th** for the November-December testing window and **February 27th** for the April testing window. Please review your Scheduling and Admission Permit upon receipt to ensure that the name listed on the permit is correct and that it matches the government-issued identification that you plan to provide on test day. Please notify ICVA immediately if the name listed on your scheduling permit is not correct.

Scheduling a Test Date

You must have your Scheduling and Admission Permit before contacting Prometric to schedule your testing appointment. Your Scheduling and Admission Permit will contain a Scheduling Number. This is the number that you will use when you schedule your testing appointment.

The testing windows are November 12 - December 8, 2018 and April 8 - 20, 2019. To obtain your preferred test center and date, contact Prometric as soon as possible after accessing your Scheduling and Admission Permit. If you delay scheduling an appointment, you may not receive the location or test date you want. Try not to schedule on or near the last day of your eligibility period. If something unexpected happens you may need the extra time remaining in the testing window to reschedule. Please note that PTCs are closed on major holidays and some centers are open on weekend days.

If you do not take the examination during the testing window for which you were approved, but wish to take it in the future, you must reapply and pay the fees again. A new Scheduling and Admission Permit is issued to approved candidates for each testing window.

When scheduling, Prometric will issue you a Prometric Confirmation Number. Please note that your Confirmation Number is not the same as your Candidate Identification Number (CIN). You will need this number to confirm, reschedule, and/or cancel your testing appointment with Prometric. The ICVA does not have access to your Prometric Confirmation Number.

Changing Testing Appointment or Location

If you are unable to keep a testing appointment on your scheduled date or at your scheduled location, you may change your date or location within that testing window and within your chosen testing region using the Prometric contact information on your Scheduling and Admission Permit. You will need to provide your Prometric Confirmation Number (issued to you by Prometric when you made your original appointment) when you reschedule. A request to reschedule an appointment must be made by noon local time (of the region in which you are registered to test as noted on your permit) at least two business days before your testing appointment. When contacting Prometric by telephone, you must speak with a representative. Leaving a voice mail message does not satisfy the requirement to provide advance notice.

To avoid a Prometric rescheduling fee, you must reschedule your appointment by noon local time (of the region in which you registered to test as noted on your Scheduling and Admission Permit) at least 2 business days before your appointment. If you need to reschedule your appointment or change your test center location within 2 business days of your appointment, you must pay a rescheduling fee to Prometric. If you cancel your appointment within 2 business days or do not test as scheduled, before you can schedule a new appointment, you must call Prometric Candidate Cares at the number listed in the second paragraph of your permit and pay to reinstate your eligibility record. Having your eligibility reset does not guarantee an opening will be available within the testing window. Reset fees are non-refundable.

If you need to change your testing region at any point after your eligibility file has been submitted to our testing coordinator, contact the ICVA. You will receive a new Scheduling and Admission Permit containing a new scheduling number. Any existing appointment will automatically be cancelled and it will be your responsibility to schedule a new appointment. You will be required to pay additional fees. Any changes in your testing region must be made at least 14 days prior to the start of the testing window.

Sample Scheduling and Admission Permit

Your first and last name printed here must match your current government-issued signed photo identification

IMPORTANT DOCUMENT – REQUIRED FOR ADMITTANCE TO TEST CENTER

International Council for Veterinary Assessment (ICVA®)

Telephone: 701-224-0332 E-mail: mail@icva.net

North American Veterinary Licensing Examination (NAVLE®)

Scheduling and Admission Permit

You must either print a hardcopy or present electronically (e.g. Smartphone) this permit at the test center along with your required identification in order to take your exam.

Name:
Program: ICVA
Exam:
Scheduling #:
(for appointment scheduling)
Testing Region:

Use to schedule your exam with Prometric

Region where you chose to test

Eligibility Begins:
Eligibility Ends:
of Test Days:
CIN (Candidate ID#):
(for use on test date only to access your exam)

NAVLE testing window dates

You must have your CIN to unlock your examination on test day

This Scheduling and Admission permit authorizes you to sit for the examination during the period noted above, **unless there is a change in your eligibility status. In the event of such a change, you must contact the ICVA.**

- SCHEDULE A TEST DATE:** Using the information above, schedule a test date via the Prometric website at www.prometric.com/ICVA, available 24 hours per day, 7 days per week, or call (insert Call Center Number) located in Call Center Name, available M-F 8AM-8PM (local time). When scheduling on-line, provide a valid telephone number and e-mail address so Prometric can e-mail you a Confirmation Notice and contact you in the event that your appointment must be rescheduled. The Confirmation Notice contains a Prometric Confirmation Number. You need this number to **confirm, reschedule, or cancel** your appointment. You should also record this Confirmation Number at the bottom of this form in the space provided. Prometric schedules testing appointments on a first-come, first-served basis. The earlier you schedule, the more likely you are to receive your preferred test date and location. **You are strongly encouraged to print your Scheduling Permit at least several days in advance of your scheduled testing appointment to avoid any problems accessing or printing your permit on your scheduled test date.**
- CONFIRM, RESCHEDULE, OR CANCEL APPOINTMENT:** Confirm your test date and center location using your Prometric Confirmation Number one week before your appointment at www.prometric.com/ICVA or by calling the Prometric telephone number above. You may reschedule your appointment only within the testing period noted above. **To avoid a Prometric rescheduling fee, you must reschedule your appointment by noon local time (of the region in which you are registered to test as noted on your permit) at least 2 business days before your appointment.** If you reschedule your appointment or change your test center location within 2 business days, you must pay a fee to Prometric at the time you make the change. If you cancel your appointment within 2 business days or do not test as scheduled, before you can schedule a new appointment, you must call **Prometric Candidate Cares** (insert Candidate Cares Number) to pay a fee to reinstate your eligibility record.
- ADMISSION TO THE TEST CENTER:** **You will not be admitted to the testing room without presenting either a printed or electronic copy of this permit and an unexpired, government-issued form of identification (such as a driver's license or passport) that includes both your photograph and signature.** The name on your ID must match the name on this permit exactly. The only acceptable difference would be the presence of a middle name, middle initial or suffix on one document and its absence on the other. If your name is misspelled on this permit or differs from your name as it appears on your identification, contact the ICVA immediately. Name changes or corrections cannot be made within 7 business days of your scheduled testing date.
- TEST DAY:**
 - ARRIVAL:** Report to the test center 30 minutes before your scheduled appointment. You must sign in and your photograph will be taken. If you arrive later than your scheduled appointment, you **may not** be admitted. If you arrive **more than 30 minutes after your scheduled appointment**, you **will not** be admitted to the testing center.
 - PERSONAL ITEM STORAGE:** You must place all of your personal items, including cell phones, pagers, watches, wallets, food and beverages in a small locker outside of the testing room. Pagers and cell phones must be turned off.
 - TESTING:** The Test Center Administrator (TCA) will instruct you to write your name and CIN listed above on the laminated writing surface provided for making notes. The TCA will then collect the permit and escort you to the testing room. You will enter your CIN into the computer at your workstation to initiate your exam and to resume testing after breaks. **Do not erase your name and CIN** from the laminated writing surface until the end of your test day. If you are receiving test accommodations and are scheduled to take a two-day examination, **ask the TCA to return this permit** to you at the end of your test day since you will need to repeat this process on the following test day.

Record your Prometric Confirmation # here when you schedule your appointment:

Read all instructions carefully. Follow them exactly

Record your confirmation number here. Use it to confirm, reschedule, or cancel your appointment.

PREPARING FOR THE NAVLE

Test Question Format

The NAVLE includes only single questions with one best answer. They consist of a statement or question followed, in most cases, by five options arranged in alphabetical or logical order (a few items may have four or six options). The response options for all questions are lettered (e.g., A, B, C, D, E). Examinees are required to select the best answer to the question. Other options may be partially correct, but there is only ONE BEST answer.

Sample Questions

Sixty sample test questions and an answer key are available on the ICVA website.

Practice Examination and Tutorial

The ICVA website has a practice examination with 20 additional sample items, formatted as a practice test with the same tutorial and general software interface used by Prometric to deliver the NAVLE. This software includes, among other features, clickable icons for marking questions to be reviewed, automated review of marked and incomplete questions, and a timer panel indicating the time remaining in the test. The tutorial does not include the calculator function available on the NAVLE. You will also be able to practice using the zoom, contrast adjustment, and panning capabilities for pictorial information. Although the software is simple and intuitive, it is highly recommended that you practice before your test date, because practice at the test center will be limited to a 15-minute tutorial.

Self-Assessments

NAVLE Self-Assessments are available for purchase through the ICVA website. Each 200-item assessment costs \$50 and the **fee is non-refundable**. English versions and French versions are offered, and a score report is available immediately after completion of a self-assessment. The score report shows the percentage of items answered correctly for the total assessment, and for each of the main topic areas. It indicates the performance of a comparison group of candidates on the same items, and it includes a projected NAVLE score range based on the participant's performance on the assessment. Answers to individual questions are not provided. See the NAVLE Self-Assessments page on the ICVA website for more information. Please note, if the payment method selected by you results in a dishonor or a later dispute as to the validity of the payment for any NAVLE services, your NAVLE eligibility may be suspended, your scores may be withheld, and any scores that have been reported may be rescinded pending resolution of the dishonor or dispute and the payment of additional fees by you arising from such dishonor or dispute.

SECURITY

Testing Conditions

Policies and procedures governing administration of the examination have been established to ensure that no candidate or group of candidates receives unfair advantage on the examination, inadvertently or otherwise.

Efforts are made to ensure that the examination is administered under standard conditions and is consistent with the principles on which the examination is developed and scored. However, if the integrity of the examination process appears to have been jeopardized, the ICVA reserves the right to invalidate all or any part of an examination or to withhold scores even if it cannot prove that you personally engaged in irregular behavior or that you benefited from the irregular behavior of others.

Physical security of examination materials will be controlled through computerized, electronic transmission of encrypted data. Observation of the testing sessions will be aided by use of audio and video monitors and recording and other equipment available at test centers. All testing sessions for the NAVLE are monitored by staff at the test center.

Candidates observed engaging in possible violation of test administration rules or other forms of irregular behavior during an examination will not necessarily be told of the observation by test center staff at the time of the examination.

You may not bring any personal belongings into the testing room, including, but not limited to mechanical or electronic devices, outerwear, brimmed hats, book bags, backpacks, purses, books, notes, study materials, calculators, watches, recording or filming devices, radios, electronic paging devices, cellular telephones, food, or beverages. If you bring any personal belongings to the test center, you must store them in a designated locker outside the testing area. Upon reasonable suspicion, such personal belongings and their contents may be inspected. If you have any doubt

whether an item may be brought into the testing room, it is your obligation to obtain express permission from staff at the test center before you begin your examination.

Any materials that reasonably appear to be reproductions of any NAVLE materials will be confiscated. Making notes of any kind during an examination, except on the materials provided by the test center for this purpose, is not permitted.

Candidates are not permitted to communicate with, seek aid from, or provide aid to any other candidate during the examination.

There may be test takers from other professions taking examinations during your test administration. Their examination formats and schedules will differ from your schedule. There may be low levels of background activity audible as they arrive, take their examinations, and depart. Candidates are allowed to bring cordless soft-foam earplugs into the testing room. However, they must be out of the packaging and ready for inspection by test center staff during check-in. Earplugs must be left at the workstation during all breaks.

Rules of Conduct

All NAVLE candidates will see this screen as they begin their examination.

Rules of Conduct for the NAVLE

The purpose of this screen is to remind you of the Rules of Conduct that you agreed to follow when you registered to take the computer-based North American Veterinary Licensing Examination® (NAVLE®).

1. You are the person named on the Scheduling Permit for the examination.
2. You will not give, receive, or obtain any form of unauthorized assistance during the examination or breaks.
3. You will not have prohibited materials, including formulas, study materials, notes, papers, or electronic devices of any kind in your possession while you are in the secure areas of the center.
4. You will place in a locker or cubicle all personal belongings, including cell phones, watches, pagers, tablet PCs, iPods/media players, fitness and tracking monitors, any device with transmitting or receiving capabilities (e.g., bluetooth), formulas, study materials, notes, papers, pens/pencils, and your purse and/or wallet, before you enter the testing room.
5. You will not leave your testing station for breaks unless the break screen is visible on your monitor. It is a violation of the Rules of Conduct if you indicate on the center log that your break screen is visible when it is not.
6. You may use a telephone or other communication device only when outside the secure testing area and during an authorized break. You may not use a device for any purpose related to test content.
7. You will not remove materials in any form (written, printed, recorded, or any other type) from the testing center.
8. All examination materials remain the property of the ICVA or the ICVA and the National Board of Medical Examiners® (NBME®), and you will maintain confidentiality of the materials. You will not reproduce or attempt to reproduce examination materials in whole or in part through memorization or any other means. Also, you will not provide information relating to examination content that may give or attempt to give unfair advantage to individuals who may be taking the examination. This includes postings regarding examination content and/or answers on the Internet.

If you violate these Rules of Conduct, you may be directed to leave the testing center before you complete the examination. Also, evidence of violation of any test administration rule, including these Rules of Conduct, will result in actions being taken under ICVA policies and procedures on irregular behavior. If you are found to have engaged in irregular behavior, your score report and transcripts will include this finding, and you may be barred from taking the NAVLE in the future. See the NAVLE Candidate Bulletin for further information regarding irregular behavior.

Irregular Behavior

All NAVLE candidates must agree with the following statement before they will be able to take the examination: "This examination contains test materials that are owned and copyrighted by the International Council for Veterinary Assessment® (ICVA®), or jointly by the ICVA and the National Board of Medical Examiners® (NBME®). Any reproduction of these materials or any part of them, through any means, including, but not limited to copying or printing of electronic files, reconstruction through memorization and/or dictation, and/or dissemination of these materials or any part of them is strictly prohibited."

Irregular behavior is defined as any behavior that undermines the application, assessment, or certification processes of the ICVA or that threatens the integrity of the NAVLE certification process. Anyone having information or evidence that suspected irregular behavior has occurred should submit a written, signed statement to the ICVA providing a detailed description of the incident and/or circumstances and copies of any supporting documentation and evidence. Insofar as possible, such reports will be handled confidentially; however, the ICVA generally will not investigate and/or act on unsigned or verbal reports. Irregular behavior may occur prior to, during, and/or following examination application and administration.

Specific examples of conduct that may be deemed to be irregular behavior include, but are not limited to, the following:

- seeking, providing, and/or obtaining unauthorized access to examination materials
- providing false information or making false statements on or in connection with application forms, scheduling permits, or other NAVLE-related documents
- taking or attempting to take an examination for which you are not eligible
- taking an examination for someone or engaging someone to take an examination for you
- seeking, providing, or obtaining unauthorized assistance during the examination or attempting to do so
- making notes of any kind while in the secure areas of the test center, except on the writing materials provided at the test center for this purpose
- failing to adhere to any NAVLE policy, procedure, or rule, including instructions of the test center staff
- verbal or physical harassment of test center staff or other examination staff, or other disruptive or unprofessional behavior during the registration, scheduling, or examination process
- possessing any unauthorized materials, including, but not limited to, photographic equipment, communication or recording devices, fitness and tracking monitors, and cell phones, in the secure testing areas
- altering or misrepresenting examination scores
- unauthorized reproduction by any means, including, but not limited to, reconstruction through memorization and/or dissemination of copyrighted examination materials by any means, including the Internet
- communicating or attempting to communicate about specific test items, cases, and/or answers with another examinee, potential examinee, or formal or informal test preparation group at any time before, during, or after an examination
- failure to cooperate fully in any investigation of a violation of the NAVLE rules

Any irregular behavior will be reported to the ICVA and will constitute grounds for the NAVLE program to:

- bar you from one or more future examinations or permanently; and/or
- invalidate the results of your examination and any prior examinations; and/or
- withhold your scores; and/or
- fine you in an amount that reflects damages suffered by the NAVLE program, including its costs of investigation and the costs of replacing any items that must be removed from the item bank; and/or
- censure you; and/or
- sue you for damages and civil remedies; and/or
- pursue prosecution of you for any conduct that constitutes a criminal or civil violation; and/or
- take any other appropriate action.

Candidates also understand and agree that the NAVLE Program may withhold their scores and may require them to retake the examination if the NAVLE Program is presented with evidence demonstrating to the NAVLE Program, in its sole discretion, that the security of the examination has been compromised, notwithstanding the absence of any evidence of their personal involvement in the compromising activities. Candidates have an affirmative duty to cooperate in any investigation conducted by or on behalf of the NAVLE Program, including but not limited to providing written or oral statements to the NAVLE Program and providing copies of documents and items in their possession, custody or control. This duty to cooperate exists whether or not the candidate is a specific target of the investigation or is merely a potential witness to the irregular conduct of others. Candidates further understand and agree that the examination and related materials utilized in the NAVLE are copyrighted and must not be removed from the test area or reproduced in any way, and that reproduction of copyrighted material, in whole or in part, is a federal offense and may subject them to the sanctions listed above.

Any irregular behavior or violation of the test administration rules may, in the sole discretion of the ICVA and NBME, be reported to the applicable board or boards of veterinary medicine, which could jeopardize your potential for licensure. In addition, if the NAVLE Program has reason to believe that a candidate may have engaged in irregular behavior, it may notify the applicable board or boards of veterinary medicine, even if the investigation is ongoing and no findings have been made.

If you have any questions or doubts about whether an activity might constitute irregular behavior, you should contact the ICVA Chief Executive Officer for clarification.

EXAMINATION DAY

Check-in Procedures

You should arrive at the test center 30 minutes prior to your scheduled test appointment. If you arrive after your appointment time, you may not be admitted. If you arrive more than 30 minutes after your scheduled testing appointment, you will not be admitted and must pay a fee to reschedule your test. Your rescheduled test date(s) must fall within your eligibility period. Please contact the ICVA office if you must reschedule your test.

After you present the required identification, you will sign a test center log, be photographed, and store your personal belongings in your assigned locker. You may be scanned with a handheld metal detector and asked to empty and turn your pockets inside out before entering the testing room to confirm that you have no prohibited items. You may be asked to repeat this process prior to every entry into the testing room after a break.

Security Procedures

When you arrive at the test center, you must present your scheduling and admission permit and the required identification as described on your scheduling and admission permit. Acceptable forms of unexpired identification include:

- Passport
- Driver's license with photograph
- National Identity Card
- Other form of dated, unexpired, government-issued identification

Your name, as it appears on your scheduling and admission permit, must match the name on your form(s) of identification exactly. Your identification must contain both your signature and a recent photograph. If the name listed on your scheduling and admission is not correct, contact the ICVA immediately. Please review your scheduling and admission permit for details and limited exceptions.

Name changes or corrections cannot be made within 7 business days of a scheduled testing date. If your government-issued identification form contains only a photograph, a second form of unexpired identification with your signature is required, such as a student ID or credit card.

Remember! If you do not bring your scheduling and admission permit on paper or electronically (e.g., via smartphone) and acceptable identification, you WILL NOT be admitted to the test and will be required to pay a fee to reschedule your test. Your rescheduled test date(s) must fall within your eligibility period. Having your eligibility reset does not guarantee an opening will be available within the testing window.

Please note the following:

- You will be scanned with a handheld metal detector or a full body scanner
- You will be asked to empty and turn your pockets inside out; you will be asked to repeat this process prior to every entry in to the testing room after a break.
- You will be required to remove eyeglasses for visual inspection by the test center administrators. These inspections will take a few seconds and will be done at check-in and upon return from breaks.
- Jewelry, except for wedding and engagement rings, is prohibited.
- Hair accessories are subject to inspection. You should not wear ornate clips, combs, barrettes, headbands, and other hair accessories. Any examinee wearing any of these items may be prohibited from wearing them in the testing room, and asked to store such items in their locker.

Before you enter the test room, test center staff will give you laminated writing surfaces and markers to use for making notes and/or calculations during the testing session. You will be instructed to write your name and CIN, as shown on your scheduling and admission permit, on one of the laminated writing surfaces provided.

They should be used only at your assigned testing station, and only after you have entered your Candidate Identification Number (CIN) to start your test session. If you have filled the laminated writing surfaces and need additional space for making notes, raise your hand to ask test center staff for a replacement. You must return laminated writing surfaces to test center staff at the end of the testing session. Do NOT write on anything other than the laminated writing surface (e.g., your hand, other body part, tissue, etc.). Failure to comply may result in a finding of irregular behavior.

Test center staff will escort you to your assigned testing station and provide brief instructions on use of the computer equipment. You must enter your CIN to start the examination. A brief tutorial is available before each examination. It is important that you run the sound check for the audio headphones in the tutorial so that, if a problem is detected, it can be resolved before you start the examination.

An on-screen calculator will be available for use during your examination.

There are no facilities available for family and friends to wait at the center while you test; plan to meet them elsewhere after the examination ends.

Break Time

Your test session is scheduled for a fixed amount of time and the computer keeps track of the time allocated for each block and for breaks. At the start of the testing session, you have a total of 45 minutes of break time for authorized breaks and for computer transitions between blocks. Authorized breaks include any time you spend between test blocks, whether you remain at your seat or you leave the testing room. If you complete the tutorial or other testing blocks early, the remaining time will be added to your total break time.

Once you begin a testing block, no authorized breaks are provided during the block. During the blocks, the block and daytime clocks continue to run even if you leave the testing room (e.g., for a personal emergency). If you leave during the block, the test center will file a report of the incident. Additionally, the unauthorized break screen, described in the examination tutorial, will appear on the monitor after a defined period of inactivity. After the unauthorized break screen appears, you will need to enter your CIN to continue with the examination. Each time you leave the testing room, you are required to sign out and sign in when you return. You must present your identification each time you sign in.

If you take too much break time and exceed the allocated or accumulated break time, the excess will be deducted from your total testing time. Use the time summary feature (explained in the tutorial on test day) to keep track of your time.

Starting and Completing the Test

The test session ends when you have started and exited all blocks or the total test time expires. You will receive an end of session notice during checkout that you have appeared for the test. If your test is scheduled for multiple days, be sure to bring a copy of your scheduling and admission permit with you each day or you may not be permitted to test.

After you start taking your examination, you cannot cancel or reschedule your examination. If you experience a computer issue during the test, notify test center staff immediately. The testing software is designed to restart the test at the point that it was interrupted.

In the rare event that a technical problem occurs that does not permit you to complete your examination, please send a written description of the incident to the ICVA. The ICVA must receive your notice within 10 days of your testing date or it may not be possible to investigate your concerns. Your correspondence should include your name, your NAVLE ID number, date of administration, and a detailed description of the difficulty experienced. Please allow at least 15 business days for your report to be investigated and evaluated. You will receive written notification of the investigation results.

If you start the examination but do not complete it for reasons other than a technical problem or expiration of time, you should promptly write to the ICVA explaining, in detail, the reasons you decided not to finish the examination.

For more information on how to report a test administration problem, visit the ICVA website.

NOTE: The NAVLE program may prohibit an examinee from completing the exam and/or may impose conditions on retesting if the examinee appears to represent a health or safety risk to test center staff. Such circumstances include, but are not limited to, an examinee performing careless or hazardous acts during the physical examination, exhibiting signs of illness (e.g., persistent coughing or sneezing) during the examination, or showing visibly open skin lesions or active bleeding.

If you do not feel well on the day of your examination, we strongly encourage you to consider rescheduling your examination. You must pay a fee to reschedule your test. Your rescheduled test date(s) must fall within your eligibility period. Please contact the ICVA office if you must reschedule your test.

Every effort is made to administer an examination at the scheduled test time and location. On occasion, however, exam administrations may be delayed or cancelled in emergencies such as severe weather, a natural disaster that renders a Prometric Testing Center (PTC) inaccessible or unsafe, or extreme technical difficulties. If Prometric closes a testing center where you have already scheduled a testing appointment, it will reschedule the examination appointment at no additional charge.

In that event, Prometric will attempt to notify you in advance of your testing appointment to schedule a different time and/or center. Rescheduling an appointment for a different time or center may occur at the last minute due to limited availability of seats in a PTC. You are strongly advised to reconfirm your appointment with Prometric and maintain flexibility in any travel arrangements you may make.

SCORING AND SCORE REPORTS

Scoring, Analysis, and Standard Setting

After all responses are recorded, analyses are conducted to review the statistical properties and performance for each test question. When such analysis and/or candidate comments indicate the need, specific questions are reviewed again by one or more test committee members to ensure that the answer key is correct. Any question that fails to perform acceptably may be dropped from both the current scoring key and from the test question pool. Examinations are then scored for all candidates. Test questions are not weighted, and additional points are not subtracted for incorrect responses.

The minimum passing score for the NAVLE is established by criterion-referenced (also known as content-based) methods. Using content-based standard setting means that an established level of proficiency in the content is required in order to pass. If all candidates meet this criterion (passing standard), then all candidates will pass; if only 50% meet the passing standard, then only 50% will pass.

Whether a candidate passes or fails is not influenced by the relative performance of others taking the examination. Equating methods are used to maintain the same passing standard from administration to administration, despite potential differences in ability levels of candidate groups and/or question difficulty across administrations. Calculating scores in this manner facilitates both comparisons of individual performance and comparisons of examinations from year to year. Your score report will be formatted to meet the specific requirements of the licensing board through which you were approved to take the NAVLE. The information that may be included on your score report is outlined in the table below.

Score reports will show a pass or fail designation and a three-digit scaled score.

Performance Information	Explanation
Pass or Fail Decision	The ICVA recommends to licensing boards that an individual candidate’s passing status on the NAVLE be determined based on the criterion-referenced passing score approved by the ICVA. The NAVLE passing standard is determined by a panel of veterinarians who are experts in the content areas assessed by the NAVLE. This panel reviews the NAVLE and makes judgments as to the test performance required of entry-level veterinarians. The collective judgments of the panel members are used to establish a NAVLE score representing the lowest acceptable passing score on the examination. Candidates who achieve a score equal to or higher than this criterion-referenced passing score receive a “pass” classification.
Three-Digit Scaled Score	This score is expressed on a numerical scale that ranges from 200 to 800. On this scale, a score of 425 is equivalent to the criterion-referenced passing score established by the ICVA.

Scoring Process and Score Reports

As you take the NAVLE, your responses will be recorded and stored by the computer. After you complete testing, these responses are transmitted to the National Board of Medical Examiners for scoring. The NAVLE score report shows your score, a pass/fail designation, and a diagnostic report of your performance on the major content areas of the NAVLE. Your score report is sent to the licensing board through which you were approved. Score reports for all NAVLE candidates will be made available via a secure on-line portal at that time. You will receive an e-mail notifying you that your score report is available to access.

If you completed the NAVLE, but it is determined that you were not eligible, or that you engaged in irregular behavior, scores for that examination will not be reported or, if previously reported, may be rescinded.

Examination Scores

Uniform and precise procedures ensure that the score reported for each candidate to the licensing board is an accurate reflection of the responses recorded by the computer, and the validity of scores has been historically verified. You may confirm with the ICVA that the score reported to you by your licensing board is the identical score as reported to the ICVA. There are no re-scores or appeals of NAVLE scores once the score reports are released.

NAVLE candidates are not permitted to review their examinations.

School Score Reports by Candidate Consent

The NAVLE application includes a consent statement, authorizing the ICVA to report individual NAVLE scores, identified by name, to the candidate's veterinary school. This consent is only for candidates who are senior students at AVMA-accredited veterinary schools. Scores for candidates who grant consent will be reported to the Associate Dean of Academic Affairs at the candidate's veterinary school (or his/her designee) shortly after the release of scores to the licensing boards. In addition, for candidates who do not pass, the school will receive a copy of the candidate's diagnostic score report. A candidate's score and diagnostic score report will not be made part of such candidate's academic record. Schools will be required to keep the score reports confidential, and to use the information only for internal purposes at the veterinary school. Candidates are under no obligation to agree to the consent statement, and scores for candidates who do not grant consent will not be reported to their veterinary school. A candidate's decision whether to release his or her score will not affect the candidate's student status at the veterinary school. Consents for Canadian candidates will be collected by the Canadian National Examining Board as part of the NEB NAVLE application. Candidates may change their consent status by submitting a written request to the ICVA by fax or e-mail at any time up to the opening of the testing window.

Grievances

If you believe that the administration of the examination or the examination conditions adversely affected your performance, for consideration, you must send a signed, written request to the ICVA for an investigation. Such requests must be received by the ICVA within 10 days following your test date. Indicate the date and location of the administration and describe the event in as much detail as possible. In addition to notifying the ICVA, you need to file a complaint with Prometric staff.

Each grievance filed with the ICVA will be evaluated. If your grievance cannot be substantiated through analysis, or if it is determined that your performance was not adversely affected, the score as reported will stand. However, if your complaint can be supported, appropriate corrective action will be taken.

NAVLE Score Transfers

Your initial NAVLE score will be reported to the licensing board through which you received NAVLE approval and to the American Association of Veterinary State Boards (AAVSB). These initial score reports are included in your examination fee. All subsequent requests for NAVLE score reports must be directed to the AAVSB. The ICVA does not process score transfers. Through an agreement with the ICVA, the AAVSB maintains all national veterinary licensure examination results in a secure file at its national headquarters. NAVLE scores may be used by the ICVA for statistical purposes and may be released to third parties provided all candidate identification has been deleted prior to release.

To transfer your scores to additional licensing jurisdictions, you must make your request through the AAVSB's website. The AAVSB website will provide the current fees for score transfer services. Your scores cannot be transferred until after they have been reported to the initial licensing board.

For information regarding transferring your scores or process, please visit the AAVSB website (www.aavsb.org/licensure-assistance).

DEVELOPMENT AND CONTENT

Examination Development

Test questions for the NAVLE are written by veterinarians representing all aspects of the profession, including academicians and private practitioners, many of whom are members of specialty boards recognized by the American Board of Veterinary Specialties. With the assistance of staff from the NBME[®], each newly written test question is reviewed by a test development committee. Questions that seem problematic are revised or discarded. All accepted questions are then reviewed and validated by at least three experts in the field of veterinary medicine for accuracy, content relevance, importance, and difficulty. The NAVLE is prepared in a manner to meet the testing standards of the American Psychological Association.

Examination Content

The NAVLE is constructed according to the following examination blueprint, which was derived from a job analysis conducted by the ICVA, previously known as the NBVME, in 2009 and approved in 2010. There are two dimensions to the blueprint: activities and animal species.

Activities are tasks that veterinarians perform in practice, and are grouped into three main categories. Weights are assigned to each category and subcategory based on its relative importance in practice.

Animal species is the other dimension of the NAVLE blueprint. Weights are assigned based on the relative importance of the various animal species categories to the overall practice of veterinary medicine in North America.

The numbers listed below represent targets for the number of items for each category out of the 300 scored items on each form of the NAVLE.

For additional information on the blueprint and the NAVLE job analysis, see the ICVA's website.

ACTIVITIES

I. Data Gathering and Interpretation (140 items)

- A. Obtain history, perform physical examination, and evaluate the environment (35 items)
 1. Gather information from client, trainer, herd manager, etc., by asking appropriate questions and using interpersonal skills to
 - a) clarify concerns, presenting problems, and expectations
 - b) identify possible epidemiological problems and public health concerns
 - c) analyze previous medical history and/or production record
- B. Determine the status (normal/abnormal) of the animal(s) and/or environment by (24 items)
 1. Observation and physical examination
 2. Medical or production record evaluation
- C. Record pertinent information in a legible and orderly system of medical records to promote retrieval and sharing of information (11 items)
- D. Develop a problem list, and a differential diagnosis list (47 items)
 1. Correlate clinical signs or abnormalities with organ systems
 2. Formulate a complete problem list and differential diagnosis list(s), to determine the need to collect additional information
 3. Recommend relevant procedures to the client, trainer, herd manager, etc., to obtain specific information about the problem(s)
 4. Order or perform diagnostic procedures to further define the problem(s)
- E. Interpret collected information and establish a working or final diagnosis or conclusion (23 items)

II. Health Maintenance and Problem Management (140 items)

- A. Identify and evaluate prevention, treatment, and management options (64 items)
 - 1. Develop a plan of action by assessing the following
 - a) expected outcome
 - b) feasibility
 - c) urgency
 - d) client expectations
 - e) economic considerations (e.g., ability to pay, value of animal)
 - f) humane considerations including pain management
 - g) ethical and legal implications
 - h) environmental and public health implications
 - i) professional abilities, resources, and facilities
 - 2. Communicate case management options and prognosis to the client, trainer, herd manager, etc., including prevention, treatment, and husbandry alternatives
 - 3. Obtain assistance through information retrieval, consultation, and/or referral
- B. Implement plan of action (47 items)
 - 1. Obtain informed consent as needed from client or authorized representative
 - 2. Protect animal and human health and the environment by doing the following
 - a) order or perform indicated tests
 - b) apply epidemiological principles
 - c) comply with regulations (e.g., government, show, legal transport, drug use and withdrawals, organic vs. conventional)
 - 3. Perform preventive and/or therapeutic procedures (surgical, medical, etc.)
 - 4. Communicate to the client or staff procedures that will optimize compliance with the treatment plan
 - 5. Monitor the effectiveness of preventive and/or therapeutic measures
 - 6. Advise the client on relevant additional issues (e.g., nutrition, behavior, genetics, husbandry, production management and performance, environment, public health)
- C. Assess outcome (29 items)
 - 1. Evaluate interventions by
 - a) reviewing existing data
 - b) collecting additional information
 - c) assessing client compliance
 - d) validating working diagnoses
 - 2. Modify therapeutic and preventative plans as needed

III. Professional Behavior, Communication, and Practice Management (20 items)

- A. Conduct oneself in a professional, ethical, and legal manner
- B. Adhere to regulations regarding the veterinarian client patient relationship
- C. Pursue educational opportunities to enhance continued personal and professional development
- D. Communicate and work effectively with colleagues and staff
- E. Evaluate practice methods to enhance productivity and knowledge (e.g., task delegation,
- F. Educate staff and public in proper animal care and health
- G. Ensure safety (e.g., occupational hazards, handling/restraint, drug interactions, food safety)
- H. Address client concerns in an empathetic and understandable manner (e.g., crises, grief management, economic restraints, compliance issues)
- I. Preserve and protect the human animal bond

<u>SPECIES</u>	
<u>Species</u>	<u>Number of Items</u>
Canine	70
Feline	68
Pet Birds	10
Other Small Animals	10
Bovine	45
Porcine	17
Ovine/Caprine	10
Cervidae	2
Equine	47
Camelidae	2
Poultry	6
Public Health	10
Non-Species Specific	<u>3</u>
Total	300

VETERINARY LICENSING BOARDS

**For the 2018-2019 testing cycle, NAVLE candidates applying through these jurisdictions will submit their state NAVLE applications to, and will be approved by, the ICVA office. Please go to www.icva.net or call 701.224.0332 for more information.*

***For the 2018-2019 testing cycle, NAVLE candidates applying through California will submit their state NAVLE application to, and be approved by, the AAVSB office. Please go to www.aavsb.org or call 877.698.8482 for more information.*

****For the 2018-2019 testing cycle, NAVLE candidates applying through Illinois will submit their state NAVLE application to, and be approved by, the CTS office. Please go to www.continentaltesting.net or call 708.354.9911 for more information.*

United States

Alabama State Board of Veterinary Medical Examiners

8 Commerce Street, Suite 910
Montgomery, AL 36104
334.262.8068
<http://asbvme.alabama.gov>

Alaska Board of Veterinary Examiners

PO Box 110806
Juneau, AK 99811-0806
907.465.2695
<https://www.commerce.alaska.gov/web/cbpl/professionallicensing/boardofveterinaryexaminers.aspx>

***Arizona State Veterinary Medical Examining Board**

9535 E Doubletree Ranch Rd, Suite 100
Scottsdale, AZ 85258
602.364.1738
<https://vetboard.az.gov/>

Arkansas Veterinary Medical Examining Board

PO Box 8505
Little Rock, AR 72215
501.224.2836
<https://arvetboard.statesolutions.us/>

****California Veterinary Medical Board**

1747 N Market Blvd, Suite 230
Sacramento, CA 95834
916.515.5220
www.vmb.ca.gov

***Colorado State Board of Veterinary Medicine**

1560 Broadway, Suite 1350
Denver, CO 80202
303.894.7730
dora.colorado.gov/pacific/dora/veterinary

***Connecticut State Board of Veterinary Medicine**

410 Capitol Avenue, MS #12APP
PO Box 340308
Hartford, CT 06134-0308
860.509.7648
www.ct.gov/dph

Delaware Board of Veterinary Medicine

Cannon Building, Suite 203
861 Silver Lake Boulevard
Dover, DE 19904
302.744.4500
www.dpr.delaware.gov

***District of Columbia Board of Veterinary Examiners**

899 North Capitol Street NE, 2nd Floor
Washington, DC 20002
202.535.2323
<http://doh.dc.gov/service/veterinarians-licensing>

***Florida Board of Veterinary Medicine**

2601 Blair Stone Road
Tallahassee, FL 32399
850.487.1395
www.myfloridalicense.com

***Georgia State Board of Veterinary Medicine**

237 Coliseum Drive
Macon, GA 31217
844.753.1825
sos.ga.gov/index.php/licensing/plb/53

***Hawaii Board of Veterinary Examiners**

PO Box 3469
Honolulu, HI 96801
808.586.2697
www.hawaii.gov/dcca/pvl/boards/veterinary

***Idaho Board of Veterinary Medicine**

2230 Old Penitentiary Road
 PO Box 7249
 Boise, ID 83707
 208.332.8588
<https://bovm.idaho.gov/>

*****Illinois Veterinary Licensing and Disciplinary Board**

320 West Washington
 Springfield, IL 62786
 800.560.6420
<http://www.idfpr.com/profs/vet.asp>

***Indiana Board of Veterinary Medical Examiners**

402 West Washington Street, Room W072
 Indianapolis, IN 46204
 317.234.2054
www.pla.in.gov

***Iowa Board of Veterinary Medicine**

Wallace State Office Building
 502 E. 9th Street
 Des Moines, IA 50319
 515.281.8617
www.iowaagriculture.gov/animalindustry/iowavetboard.asp

Kansas Board of Veterinary Examiners

PO Box 379
 Wamego, KS 66547-0379
 785.456.8781
www.agriculture.ks.gov/kbve

Kentucky Board of Veterinary Examiners

PO Box 1360
 Frankfort, KY 40602-1360
 502.782.8811
bve.ky.gov

Louisiana Board of Veterinary Medicine

301 Main Street, Suite 1050
 Baton Rouge, LA 70801
 225.342.2176
www.lsbvm.org

***Maine State Board of Veterinary Medicine**

76 Northern Avenue
 Gardiner, ME 04345
 207.624.8603
www.maine.gov/professionallicensing

***Maryland State Board of Veterinary Medical Examiners**

50 Harry S. Truman Parkway, Room 102
 Annapolis, MD 21401
 410.841.5862
mda.maryland.gov/vetboard/Pages/default.aspx

Massachusetts Board of Veterinary Medicine

1000 Washington Street, Suite 710
 Boston, MA 02118-6100
 617.727.5899
www.mass.gov/dpl/vt

***Michigan State Board of Veterinary Medicine**

PO Box 30670
 Lansing, MI 48909
 517.335.0918
www.michigan.gov/healthlicense

***Minnesota Board of Veterinary Medicine**

2829 University Avenue SE #401
 Minneapolis, MN 55414-4202
 651.201.2844
www.mn.gov/boards/veterinary-medicine

Mississippi Board of Veterinary Medicine

1089 D Stark Road
 Starkville, MS 39759
 662.324.9380
www.mississippivetboard.org

Missouri Veterinary Medical Board

PO Box 633
 Jefferson City, MO 65102
 573.751-0031
www.pr.mo.gov/veterinarian.asp

***Montana Board of Veterinary Medicine**

PO Box 200513
 301 South Park Avenue, 4th Floor
 Helena, MT 59620
 406.841.2394
www.vet.mt.gov

***Nebraska Board of Examiners in Veterinary Medicine & Surgery**

301 Centennial Mall South
 PO Box 94986
 Lincoln, NE 68509-4986
 402.471.2118
<http://dhhs.ne.gov/Pages/default.aspx>

***Nevada State Board of Veterinary Medical Examiners**

4600 Kietzke Lane, Bldg. O, #265
 Reno, NV 89502
 775.688.1788
www.nvvetboard.us

***New Hampshire Board of Veterinary Medicine**

PO Box 2042
 Concord, NH 03302-2042
 603.271.3706
www.nh.gov/veterinary

***New Jersey State Board of Veterinary Medical Examiners**

PO Box 45020
Newark, NJ 07101
973.504.6500
<http://www.njconsumeraffairs.gov/vet>

New Mexico Board of Veterinary Medicine

7301 Jefferson Street NE, Suite H
Albuquerque, NM 87109
505.553.7021
www.nmbvm.org

***New York State Board of Veterinary Medical Examiners**

NYSED-Office of Professions
89 Washington Ave
State Education Building, 2nd Fl, West Wing
Albany, NY 12234-1000
518.474.3817 ext 210
www.op.nysed.gov/prof/vetmed/

***North Carolina Veterinary Board**

1611 Jones Franklin Road-Suite 106
Raleigh, NC 27606
919.854.5601
www.ncvmb.org

***North Dakota Board of Veterinary Medical Examiners**

PO Box 5001
Bismarck, ND 58502
701.328.9540
www.ndbvme.org

***Ohio Veterinary Medical Examining Board**

77 South High Street - 16th Floor
Columbus, OH 43215-6108
614.644.5281
www.ovmlb.ohio.gov

Oklahoma State Board of Veterinary Medical Examiners

2920 N Lincoln Blvd, Suite C
Oklahoma City, OK 73105
405.522.8831
www.okvetboard.com

***Oregon Veterinary Medical Examining Board**

800 N.E. Oregon Street, Suite 407
Portland, OR 97232
971.673.0224
www.oregon.gov/ovmeb

***Pennsylvania State Board of Veterinary Medicine**

Box 2649
Harrisburg, PA 17105-2649
717.783.7134
www.dos.pa.gov

Puerto Rico Board of Veterinary Medical Examiners

PO Box 10200
San Juan, PR 00908-0200
787.999.8989 x 6605
www.salud.gov.pr

***Rhode Island Board of Examiners in Veterinary Medicine**

3 Capitol Hill, Room 205
Providence, RI 02908
401.222.2837
<http://health.ri.gov/licenses/detail.php?id=247>

***South Carolina Board of Veterinary Medical Examiners**

PO Box 11329
Columbia, SC 29211-1329
803.896.4598
www.llr.state.sc.us/pol/veterinary

***South Dakota Board of Veterinary Medical Examiners**

411 South Fort Street
Pierre, SD 57501
605.773.3321
<http://vetboard.sd.gov/>

Tennessee Health Related Boards

665 Mainstream Drive
Nashville, TN 37243
615.532.5090
www.tn.gov/health/topic/vet-board

***Texas Board of Veterinary Medical Examiners**

333 Guadalupe Street, Tower III, Suite 810
Austin, TX 78701
512.305.7555
www.tbvme.state.tx.us/

***Utah Veterinary Board Division of Occupational & Professional Licensing**

PO Box 146741
Salt Lake City, UT 84114-6741
801.530.6159
<http://www.dopl.utah.gov/>

***Vermont Board of Veterinary Medicine**

Office of Professional Regulation
89 Main Street, 3rd Floor
Montpelier, VT 05620-3402
802.828.2373
www.sec.state.vt.us/professional-regulation/professions/veterinary-medicine.aspx

Virgin Islands Board of Veterinary Medicine

Department of Health
1303 Hospital Grounds, Suite 10
St. Thomas, VI 00802
340.774.7477 ex. 5074
<http://www.vifresh.com/vitnary.php>

***Virginia Board of Veterinary Medicine**

Perimeter Center
9960 Mayland Dr., Suite 300
Henrico, VA 23230
804.367.4497
www.dhp.virginia.gov/vet

Washington Veterinary Board of Governors

PO Box 47852
Olympia, WA 98504-7852
360.236.4700
[www.doh.wa.gov/
LicensesPermitsandCertificates/
ProfessionsNewReneworUpdate/
Veterinarian.aspx](http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/Veterinarian.aspx)

West Virginia Veterinary Board

5509 Big Tyler Road, Suite 3
Cross Lanes, WV 25313
304.776.8032
www.wvbvm.org

***Wisconsin Veterinary Examining Board**

Department of Agriculture, Trade and
Consumer Protection (DATCP)
PO Box 8911
Madison, WI 53708-8911
608.224.4353
[https://datcp.wi.gov/Pages/About_Us/
VeterinaryExaminingBoard.aspx/](https://datcp.wi.gov/Pages/About_Us/VeterinaryExaminingBoard.aspx/)

Wyoming Board of Veterinary Medicine

Emerson Building, Room 104
2001 Capitol Ave.
Cheyenne, WY 82002
307.777.5403
<http://vetboard.wyo.gov/>

Canada

Canadian National Examining Board (NEB)

339 Booth Street
Ottawa, ON K1R 7K1
613.236.1162 ext. 116
<https://www.canadianveterinarians.net/>

All Canadian NAVLE candidates apply through the NEB office.

Alberta Veterinary Medical Association

Building #3, Elm Business Park
Suite 104, 9452 - 51 Avenue NW
Edmonton, AB T6E 5A6
780.489.5007
www.abvma.ca

College of Veterinarians of British Columbia

Airport Executive Park
Building 7, Suite 210, 10991 Shellbridge Way
Richmond, BC V6X 3C6
604.929.7090
<https://www.cvbc.ca/>

Manitoba Veterinary Medical Association

590 Inkster Blvd.
Winnipeg, MB R2X 2W4
204.832.1276
www.mvma.ca

New Brunswick Veterinary Medical Association

PO Box 24063
Saint John, NB E2M 5R8
506.693.9994
<http://nbvma-amvnb.ca/>

Newfoundland and Labrador College of Veterinarians

PO Box 21029
St. John's, NL A1A 5B2
709.986.1859
<https://sites.google.com/site/nlvetcollege/>

Government of the Northwest Territories Department of Health and Social Services

8th Floor, Centre Square Tower
Box 1320, Yellowknife, NWT X1A 2L9
867.920.8058
www.hss.gov.nt.ca/

Nova Scotia Veterinary Medical Association

15 Cobequid Rd
Lower Sackville, NS B4C 2M9
902.865.1876
www.nsvma.ca

Nunavut Department of Health and Social Services

Box 390
Kugluktuk, Nunavut X0B 0E0
867.982.7655
<http://www.gov.nu.ca/health>

College of Veterinarians of Ontario

2106 Gordon Street
Guelph, ON N1L 1G6
519.824.5600 or 800.424.2856
www.cvo.org

Prince Edward Island Veterinary Medical Association

Box 21097
465 University Ave.
Charlottetown, PEI C1A 9H6
902.367.3757
www.peivma.com

L'Ordre des médecins vétérinaires du Québec

800 avenue Sainte-Anne, bureau 200
St-Hyacinthe, QC J2S 5G7
450.774.1427
www.omvq.qc.ca

Saskatchewan Veterinary Medical Association

202 - 224 Pacific Ave.
Saskatoon, SK S7K 1N9
306.955.7862
www.svma.sk.ca

Candidate Notes

NAVLE PROCESS SUMMARIZED for U.S./U.S. Territorial Licensure

- **Two applications are required.** It is your responsibility to make sure both the licensing board office (or their designated NAVLE processor) and the ICVA have all the required paperwork and fees by their respective application receipt deadlines in order for you to be registered and approved for the NAVLE.
- **Application 1: Apply for the NAVLE.**
 - Complete the ICVA NAVLE application and pay the corresponding fee by the application receipt deadline of August 1 for the November-December testing window and February 1 for the April testing window. During the application periods, you can apply on-line (www.icva.net), or you can fill out the paper application and send it to the ICVA to be received by the deadline.
 - Enter your name on the NAVLE application exactly as it appears on the non-expired, government-issued, signed photo identification you plan on presenting at the testing center on the day of your examination. Name changes or corrections cannot be made within seven business days of your scheduled testing date. If the first and last names on your identification and Scheduling and Admission Permit do not match exactly, you will not be allowed to take the NAVLE.
 - The NAVLE fee is \$650. There is an additional fee of \$305 for overseas testing. For applications submitted on-line, fees can be paid with MasterCard or Visa. For applications submitted by paper, fees can be paid by personal check, cashier's check, or money order (payable in U.S. funds).
- **Application 2:** Apply through one licensing board for approval to take the NAVLE.
 - All NAVLE candidates must apply for NAVLE approval through one state or territorial licensing board, and each jurisdiction sets its own eligibility requirements for the examination. You are responsible for obtaining the necessary NAVLE application materials from the jurisdiction in which you plan to seek licensure. Because the requirements, deadlines, and application fees vary among jurisdictions, contact your chosen board (or its designated NAVLE processor) well in advance of the application deadline. Contact information can be found under the Veterinary Licensing Boards section on pages 19-23 of this bulletin.
 - Request a NAVLE application packet from the licensing board office where you want a license to practice veterinary medicine (or from its designated NAVLE processor). Return all required paperwork and fees to the licensing board office (or its processor) by their deadline, so the board can approve you to take the NAVLE. If you are applying through Arizona, Colorado, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Indiana, Iowa, Maine, Maryland, Michigan, Minnesota, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Utah, Vermont, Virginia, or Wisconsin contact the ICVA office. The ICVA is handling NAVLE application #2 on behalf of the aforementioned states.

If you are a candidate with a documented disability wanting to test with accommodations, contact the ICVA early to obtain information on the requirements and submit your documentation to the ICVA. Do this before submitting the ICVA NAVLE application (application # 1).
- If you are approved by a licensing board to take the NAVLE, a Scheduling and Admission Permit will be available on-line no later than **September 25** for the November-December testing window and **February 27** for the April testing window. If you have not received an e-mail from the ICVA with the on-line link by the permit availability dates, contact the ICVA office. Make your testing appointment as soon as you access your Scheduling and Admission Permit in order to get the date and testing center you prefer. You can find available testing center locations at www.prometric.com/ICVA
- When scheduling your testing appointment, Prometric will provide you with a Confirmation Number. You are strongly encouraged to print your Scheduling and Admission Permit at least several days in advance of your testing appointment to avoid problems accessing or printing your permit on your scheduled test date.
- Contact Prometric (not the ICVA) to confirm your testing appointment one week prior to your testing date, using the Prometric Confirmation Number provided to you by Prometric at the time you scheduled. ICVA does not have access to confirmation numbers.
- Arrive at the test center 30 minutes prior to your appointment with your non-expired, government-issued, signed photo ID and your Scheduling and Admission Permit. Permits cannot be printed at or faxed to the Prometric testing center.
- Scores will be reported to the board through which you applied approximately four weeks after the close of the testing window. Your NAVLE score will be made directly available to you via a secure on-line portal at that same time. If you want to have your scores transferred to another licensing board, contact AAVSB at 877.698.8482, or www.aavsb.org.



INTERNATIONAL COUNCIL FOR VETERINARY ASSESSMENT

Post Office Box 1356 Bismarck, North Dakota 58502
 Phone: 701.224.0332 Fax: 701.224.0435 www.icva.net

NORTH AMERICAN VETERINARY LICENSING EXAMINATION

NAVLE[®] APPLICATION

Type or print legibly.

1. TESTING WINDOW Check testing window during which you wish to take the exam. Check one box only.	<input type="checkbox"/> November 12 - December 8, 2018 (Application receipt deadline: August 1, 2018)			<input type="checkbox"/> April 8-20, 2019 (Application receipt deadline: February 1, 2019)			
	Have you applied to take the NAVLE before?			<input type="checkbox"/> No <input type="checkbox"/> Yes			
2. NAME Spell your name exactly as it appears on the identification you plan to present at the test center.	Last		First		Middle		
	If you have been known by any other name, you must print the name(s) below:						
	Last		First		Middle		
3. CONTACT INFORMATION For communication about this application, and e-mail communications from the ICVA about the NAVLE and your Scheduling and Admission Permit.	Address Line 1						
	Address Line 2 (list apartment or suite number here, if applicable)						
	Address Line 3						
	City		State/Province		Zip/Postal Code		Country
	Daytime Telephone No.			E-mail Address			
	The requested information is used for ICVA identification purposes only. Failure to provide your requested identification number will be considered an intentional omission of information and may invalidate your NAVLE application.						
4. U.S. SOCIAL SECURITY AND NATIONAL IDENTIFICATION NUMBERS Enter your SSN or an official government-issued identification number.	Social Security Number						
	If you have a U.S. Social Security number (SSN) you are required to provide it. If you do not have a U.S. SSN you must provide an official government-issued National Identification Number (such as a passport number, national insurance number, national tax ID number, or driver's license number) and the name of						
	National Identification Number				Name of issuing country		
5. DATE OF BIRTH AND GENDER	Month of Birth	Day of Birth	Year of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Female		
6. ACCOMMODATIONS FOR DOCUMENTED DISABILITY Check this box if you plan to request test accommodations.	<input type="checkbox"/> Yes, I have a documented disability covered under the Americans with Disabilities Act and will be requesting test accommodations.						
	<i>Checking this box does not constitute an official request. You must apply for accommodations through your chosen licensing board (or its designated NAVLE processor) prior to submitting this application. The licensing board (or processor) will provide you information on what documentation they require.</i>						
7. TESTING REGION LOCATION (additional \$305 fee for overseas testing)	<input type="checkbox"/> I will take the NAVLE in the U.S., the U.S. Territories, or Canada						
	<input type="checkbox"/> I request to take the NAVLE at one of the selected overseas Prometric Testing Centers in the testing region marked below, and have enclosed the additional overseas fee of \$305 USD.						
	For additional information on available testing centers within these listed regions, go to www.prometric.com/ICVA . Overseas locations are subject to change, and you should check the Prometric website for the most current availability information. Select your region carefully, because if you want to change your testing region in the future, there may be an additional fee to do so.						
	<input type="checkbox"/> Australia/New Zealand <input type="checkbox"/> Europe: UK, Ireland, Netherlands, Armenia, Croatia, France, Germany, Greece, Israel, Italy, Lithuania, Portugal, Spain, Switzerland, Turkey <input type="checkbox"/> Latin America: Mexico, Argentina, Bolivia, Brazil, Chile, Colombia, Dominican Republic, Guatemala, Peru, Venezuela		<input type="checkbox"/> Indonesia <input type="checkbox"/> India <input type="checkbox"/> Japan <input type="checkbox"/> Korea <input type="checkbox"/> Thailand <input type="checkbox"/> Taiwan		<input type="checkbox"/> Asia: Hong Kong, Bangladesh, Malaysia, Nepal, Pakistan, Philippines, Singapore <input type="checkbox"/> China (excluding Hong Kong - see Asia) <input type="checkbox"/> Middle East: Egypt, Jordan, Kuwait, Lebanon, Oman, Qatar, United Arab Emirates (excluding Israel - see Europe) <input type="checkbox"/> Africa: Ghana, Kenya, South Africa, Uganda (excluding Egypt - see Middle East)		

