

NAVLE® ATTEMPT POLICY WAIVER FORM

RETAKES POLICY

The International Council for Veterinary Assessment (ICVA®) administers the North American Veterinary Licensing Examination (NAVLE®), which is required for licensure to practice veterinary medicine in all [United States and Canadian licensing/registration authorities](#).

Candidates can take the NAVLE up to five (5) times, including incomplete attempts (when a candidate initiates the NAVLE and responds to questions without completing the exam). The NAVLE Retake Policy provides candidates an opportunity to request a waiver from the Board of Directors for approval to take the NAVLE **one (1) additional time**.

If a waiver request is approved, candidates are granted **one (1) final NAVLE attempt, no exceptions**. The waiver approval is valid for one (1) year from the date of the decision. Candidates must reapply to retake the NAVLE within this timeframe; no extensions of this timeline are permitted.

POLICY ADHERENCE

The NAVLE Retake Policy applies to all candidates. The policy adheres to best practices in assessment by limiting the number of attempts a candidate can take on the test, which helps the ICVA reduce test item exposure and maintain the integrity of the exam. Additionally, allowing candidates to retake the test multiple times may result in an inaccurate assessment of their competencies.

Retake requests are considered by the ICVA only if you have:

- 1 taken the NAVLE five (5) times,
- 2 not previously been approved for a waiver,
- 3 submitted a complete and fully supported NAVLE Attempt Policy Waiver Form to a [United States or Canadian licensing/registration authority](#), that has emailed it to waivers@icva.net,
- 4 responded completely and promptly to any requests from the ICVA to clarify, correct, and/or supplement your request.

SUBMITTING YOUR COMPLETED NAVLE ATTEMPT POLICY WAIVER FORM AND SUPPORTING DOCUMENTATION

The NAVLE Waiver Request form includes two (2) sections: [Section 1: Candidate Information](#) and [Section 2: Licensing/Registration Authority Information](#). When the form is complete, the licensing/registration authority must email the completed document along with supporting documentation to the ICVA Team at waivers@icva.net.

PROCESSING

NAVLE Waiver Requests are reviewed within 30 days of receipt, and candidates are notified of the final decision in writing. Please keep copies of your submitted documentation, as the NAVLE Waiver Request Form and any supporting documentation will not be returned after receipt by the ICVA.



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The only exception to the eligibility requirements will be at the explicit request of a United States or Canadian licensing/registration authority. The ICVA will accept a Waiver to the policy for a maximum of **one (1) additional attempt** from a United States or Canadian licensing/registration authority on behalf of a candidate seeking licensure or registration with that licensing/registration authority.

Please type or clearly print the information requested below. If more space is needed to provide a complete response, please attach additional sheets of paper as needed.

SECTION 1: CANDIDATE INFORMATION

(NOTE: The candidate must complete this section and send the form to the UNITED STATES OR CANADIAN LICENSING/REGISTRATION AUTHORITY for a Waiver.)

Name: _____

If you have previously taken the NAVLE under another name, enter that name here: _____

ICVA Identification Number (if available): _____ Date of Birth: _____

Veterinary School Name: _____ Graduation Year: _____

Current Residence: _____

United States or Canadian licensing/registration authority
with which you are seeking licensure/registration: _____

Have you previously been approved to take NAVLE by this ☐ Yes ☐ No
licensing/registration authority?

Dates and scores for **all** previous NAVLE Attempts (attach additional documentation if necessary):

	Date	Score
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Reason for waiver:

(Attach additional documentation, if necessary.)

CANDIDATE ATTESTATION

The information I have provided above is accurate and I meet all the licensure/registration requirements for the licensing/registration authority with which I am seeking licensure/registration.

Printed Name

Date

Signature

CANDIDATES REQUESTING A WAIVER OF THE RETAKE POLICY:

Contact the United States or Canadian licensing/registration authority where you are seeking licensure/registration to inquire about the correct person who can process a waiver on your behalf.

SECTION 2: LICENSING/REGISTRATION AUTHORITY INFORMATION

(NOTE: This section is to be completed by an Administrator or Board Chair.)

BACKGROUND INFORMATION

Have you had any previous interactions with this candidate?

Do you have any evidence that the candidate intends to practice in your licensing/registration authority's jurisdiction?

Does your licensing/registration authority have a remediation requirement after a specified number of attempts? If so, please describe.

LICENSING/REGISTRATION AUTHORITY'S POSITION ON ICVA'S RETAKE POLICY

- ☐ Licensing/registration authority has adopted the ICVA's retake policy.
- ☐ Licensing/registration authority's law requires an additional attempt be granted.

☒ Citation:

- ☐ Licensing/registration authority does not have a law related to attempts, but will permit an additional attempt.
- ☐ Licensing/registration authority has adopted a different retake policy or law (describe and include citation, if applicable):

☒ Description
and
Citation:

LICENSING/REGISTRATION AUTHORITY ATTESTATION

I have reviewed the individual's prior examination history. They are eligible to sit for the exam and would be eligible for licensure/registration in this jurisdiction if they passed the NAVLE after more than five attempts and go on to meet all other licensure/registration requirements.

I certify that I am authorized to present this request on behalf of the veterinary licensing/registration authority.

Printed Name

Signature

Title

Date

LICENSING/REGISTRATION AUTHORITY:

Email this completed form, along with any supporting documentation to waivers@icva.net.

Waiver submissions will be reviewed within 30 days of submission. If a waiver request is approved, candidates are granted **one (1) final NAVLE attempt, no exceptions**. The waiver approval is valid for one (1) year from the date of the decision. Candidates must reapply to retake the NAVLE within this timeframe; no extensions of this timeline are permitted.