



Candidate Bulletin

2025 - 2026
TESTING WINDOWS

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This bulletin addresses the policies, procedures, requirements, and supplementary information relevant to applications for the North American Veterinary Licensing Examination® (NAVLE®) for the designated testing windows specified on the front cover.

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North American Veterinary Licensing Examination[®] (NAVLE[®])

CANDIDATE CHECKLIST

APPLYING FOR THE NAVLE

- ☐ Ensure you are [eligible](#) to take the NAVLE.
- ☐ Review and familiarize yourself with the NAVLE Candidate Bulletin.
- ☐ [Apply](#) to take the NAVLE.
- ☐ Ensure the name you enter in the online application exactly matches the name listed on the unexpired, [government-issued photo ID](#) you plan to use for testing.
- ☐ Select your licensing board (if applicable) for the NAVLE approval process.
- ☐ Indicate in the NAVLE application if you need [test accommodations](#) under the Americans with Disability Act (ADA).
- ☐ If you have a documented disability covered under the ADA, complete and submit a [NAVLE Accommodation Request Form](#) for the NAVLE if you require exam accommodations.
- ☐ Finalize your [NAVLE application](#) and satisfy all applicable fees.
- ☐ Ensure your [AVMA COE-accredited school](#) or your educational equivalency program (e.g. [ECFVG](#), [PAVE](#)) has submitted your documentation for the approval process.



PREPARING FOR THE NAVLE

- ☐ After your application is processed and you are approved, check your email inbox to access to your [Scheduling and Admission Permit](#). Note: Email delivery is not immediate and is dependent on processing.
- ☐ [Schedule your test date](#) with the test delivery provider, Prometric.
- ☐ Prepare for the NAVLE by completing the free [NAVLE Tutorial](#) and [NAVLE Self-Assessment](#).
- ☐ Contact [Prometric](#) if you need to reschedule your test date.
- ☐ Review the [NAVLE Candidate Agreement](#) before exam day to familiarize yourself with appropriate and inappropriate behaviors.



NAVLE EXAM DAY

- ☐ Arrive at the test center at least 30 minutes before your scheduled appointment.
- ☐ Bring an electronic or paper copy of your [Scheduling and Admission Permit](#) to the test center.
- ☐ Bring an acceptable form of an unexpired, [government-issued photo ID](#).
- ☐ Comply with security checks when entering the test center throughout your test time.
- ☐ Report any issues or suspicious behavior you encounter on test day to security@icva.net.



AFTER THE EXAM

- ☐ Allow four (4) to five (5) weeks after the end of the testing window for your score to be made available online to you and your selected licensing board (if applicable).
- ☐ After four (4) weeks, check your email inbox for instructions on how to access your NAVLE score report.
- ☐ If you need to submit a request for a NAVLE score report transfer to a licensing jurisdiction, reach out to the [American Association of Veterinary State Boards \(AAVSB\)](#).

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INTRODUCTION TO THE NAVLE



Congratulations on taking the first step in the North American Veterinary Licensing Examination® (NAVLE®) journey. The NAVLE is a requirement for licensure to practice veterinary medicine in all licensing jurisdictions in the United States and Canada, and has been administered by the International Council for Veterinary Assessment® (ICVA®) since 2000.

Use this Candidate Bulletin as your guide through the NAVLE experience. It contains essential information needed throughout the application, testing, licensure, and score transfer process. The document includes information outlining the application and approval process, procedural and policy details, exam preparation tips, and score reporting details.

It's crucial to note that, despite our best efforts to provide accurate and definitive information, the ICVA may need to change or revise policies and procedures that affect the NAVLE program. Your role in staying informed is vital, and we encourage you to check the [ICVA website](#) regularly for the most current information about ICVA policies and procedures.

PURPOSE AND MISSION

The NAVLE is a requirement for licensure to practice veterinary medicine in all licensing jurisdictions in the United States and Canada and is developed by the 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.

IMPORTANCE OF THE NAVLE CANDIDATE BULLETIN

The International Council for Veterinary Assessment NAVLE® Candidate Bulletin (the "Bulletin") sets forth the policies and procedures that apply to the North American Veterinary Licensing Examination® ("NAVLE®") administered by the International Council for Veterinary Assessment® ("ICVA®"). The Bulletin includes policies and procedures for examination application, examination registration and scheduling, examination administration, scoring, retesting, violations, and investigations. The policies and procedures contained in the Bulletin help protect the NAVLE® content, maintain the integrity of the application process, and ensure NAVLE® fairness and validity for all Candidates. All Candidates must read, accept and agree to comply with the policies and procedures contained in the Bulletin, which are incorporated by reference into the NAVLE® Candidate Agreement, the text of which is also included in the Bulletin. The NAVLE® is made available to Candidates exclusively under these terms and policies.

PRIMARY OBJECTIVES

The primary objectives of the NAVLE are to:

1	Provide a comprehensive objective examination to state, territorial, or provincial boards charged with the licensing of veterinarians.	4	Provide a common standard in the evaluation of candidates that will be comparable from jurisdiction to jurisdiction.
2	Protect the public by ensuring that veterinarians demonstrate a specified level of knowledge and skills before entering veterinary practice.	5	Contribute to the veterinary profession through the development of improved definitions of the relationship between knowledge and professional practice.
3	Assess the professional competency of veterinarians in terms of their qualifications to enter private clinical practice.	6	Facilitate interstate/interprovincial licensing reciprocity for practicing veterinarians.

ASSISTANCE FOR NAVLE CANDIDATES

NAVLE Candidate Dashboard



The [NAVLE Candidate Dashboard](#) empowers you to stay informed about your application status and testing process, providing real-time information regarding:

- Application and approval status.
- Issuance date of your NAVLE Scheduling and Admission Permit.
- Availability of your NAVLE score report on the MyNBME portal.
- Information detailing previous attempts (for candidates who have taken the NAVLE before).
- Issues that must be resolved before the deadline to allow for application approval.

Candidate Support

- If you have questions about the application process, the ICVA offers additional candidate support in a comprehensive list of [Frequently Asked Questions](#) (FAQs) where you can search and locate answers.
- If you cannot find the information you seek in the FAQs, contact the [ICVA office](#) immediately. To ensure your privacy and reduce confusion, the ICVA office will only address questions with you (the candidate) regarding NAVLE applications, requests for test accommodations or additional considerations, required fees, exam registration, and score reports. The ICVA may also provide updates and correspond with licensing boards, and with veterinary school officials.



Step One: Apply for the NAVLE

ELIGIBILITY CRITERIA

The NAVLE is administered only to valid candidates for licensure to practice veterinary medicine. This includes candidates who meet one (1) of the two (2) criteria below:

1	ACCREDITED COLLEGE OF VETERINARY MEDICINE	2	NON-ACCREDITED PROGRAMS OR FOREIGN GRADUATE
	<p>Candidates who graduated from or are enrolled in a school or college of veterinary medicine accredited by the American Veterinary Medical Association Council on Education (AVMA COE).</p> <p>Important notes:</p> <ul style="list-style-type: none"> • In Canada and most U.S. 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. • Candidates may take the NAVLE up to two (2) times prior to their graduation. • If your eligibility status changes after you are approved to take the examination, you must notify the organization that approved you for the NAVLE and the ICVA. Failure to do so may result in the cancellation of your NAVLE score results. 		<p>Candidates enrolled in, or hold certificates issued by:</p> <ul style="list-style-type: none"> • the Educational Commission for Foreign Veterinary Graduates (ECFVG), or • the Program for the Assessment of Veterinary Education Equivalence (PAVE). <p>Important note:</p> <p>Candidates enrolled in ECFVG or PAVE must have completed the Step 3 examination requirement of the respective program before they can be approved to take the NAVLE.</p>

APPLICATION FEES

NAVLE fees are assessed based on the geographical location of your test site:

Standard NAVLE Fee	\$800 (USD)
(NAVLE candidates testing in the U.S., U.S. territories, and Canada)	
International NAVLE Fee	\$1,180 (USD)
(NAVLE candidates testing outside the U.S., U.S. territories, and Canada)	(standard NAVLE fee + international fee of \$380)

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.

Licensing Board Fees

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 fee and the licensing board NAVLE application fee are satisfied. The NAVLE approval fee for applications using the licensing agency ICVA process or the direct approval ICVA process is \$55.

Veterans

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

Fraudulent Payments

Please note that if the payment method selected by you for any NAVLE services results in a dishonor or a later fraud 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 by you of additional fees arising from such dishonor or fraud dispute.

APPLICATION DEADLINES

The ICVA offers three (3) testing windows beginning with the 2025-2026 testing cycle. Please note the timelines below:

2025 – 2026 NAVLE® TESTING CYCLE			
Testing Window	Application Period	Testing Dates	Approximate Score Release
October – November 2025	June 2 – July 15	October 15 – November 15	December 15 – 27
March 2026	December 1 – January 7	March 1 – 21	April 20 – May 2
July – August 2026	April 1 – May 7	July 13 – August 8	September 7 – 19

All application, eligibility, and accommodations materials must be received by the application deadline, no exceptions.

To meet the application period, be sure to:

- Contact your chosen board (or its processor) in advance to confirm their deadline for receipt of your application.
- Ensure fee payments are received by the designated offices and by their respective deadlines.

APPLICATION ACKNOWLEDGEMENTS



All NAVLE candidates **must** accept and adhere to the policies outlined in the [Application Acknowledgements](#). Familiarizing yourself with the acknowledgements is crucial to understanding your responsibilities.

CHANGE OF CANDIDATE INFORMATION



Before submitting the online ICVA NAVLE application, review your name, email address, and telephone number to ensure accuracy. If any of these details require updating after submitting your application, you must complete the [NAVLE Information Change Request Form](#) and satisfy the applicable fees.

All testing region changes must be made **at least 10 business days** before the start of the testing window. Please [contact the ICVA](#) immediately if you need to change your testing region after submitting your application. Please note:

- There is a required Testing Region Change Fee of \$100.
- If you wish to change your testing region from the United States or Canada to any other region outside North America, you must also satisfy the \$380 International Testing Fee **in addition to** the \$100 Testing Region Change Fee.

APPLICATION PROCESS FOR NAVLE APPROVAL

CANADA



If you are applying to take the NAVLE 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. NAVLE application and fee payment must be made directly to the NEB (**not the ICVA**) by their application deadline date.

UNITED STATES AND U.S. TERRITORIES



Check your licensing board requirements [here](#).

- If you are applying through a licensing board that involves the ICVA in processing the licensing board portion of the NAVLE approval process, your entire application can be completed online through the [ICVA NAVLE application](#). **All application, eligibility, and accommodations materials must be received by the application deadline, no exceptions.**
- If you are applying through a licensing board that does not involve the ICVA in processing the licensing board portion of the NAVLE approval process, you must:
 1. contact that licensing board directly,
 2. complete the licensing board's requirements,
 3. submit the online [ICVA NAVLE application](#), and
 4. please note that their application deadline may be earlier than the ICVA's deadline dates but will not extend after the ICVA's deadline dates.

APPLICATIONS IN THE UNITED STATES AND U.S. TERRITORIES

ICVA NAVLE Application

The ICVA NAVLE application is located on the ICVA website during application periods. Application and payment(s) are submitted electronically. Refer to the [NAVLE Application Information](#) section of the ICVA website for information on how to [apply for the NAVLE](#) and satisfy the fee by Visa or MasterCard.

NAVLE Licensing Board Application

NAVLE candidates may only apply for approval to take the NAVLE through one state or territorial licensing board. Each jurisdiction sets its own eligibility requirements for the NAVLE, 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 (or its processor) before the NAVLE application deadline. **U.S. state and territorial licensing board contact information can be found [here](#).**

You can apply for NAVLE approval through one board **only**, and that board will receive online access to your NAVLE score automatically upon score release and for one year thereafter. **You may not change your licensing board once your application is submitted.**

Once you pass the NAVLE, you may request score transfers to other jurisdictions through the [American Association of Veterinary State Boards](#) (AAVSB).

'No Board' Option

There is a 'No Board' option on the online [ICVA NAVLE application](#). You can select the 'No Board' option if you are unsure of where you will be seeking licensure. You will go through the same NAVLE approval process as candidates applying through the boards that have the ICVA complete their NAVLE approval process. After scores are released, use the [AAVSB](#) to have your score sent to the necessary board(s)/jurisdiction(s) to seek veterinary licensure.

Retake Policy

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 additional time.

The ICVA reserves the right to notify licensing boards of all previous attempts made by a candidate in any jurisdiction without including score information.

SCHEDULING AND ADMISSION PERMIT

A Scheduling and Admission Permit with instructions for making an appointment at a Prometric test center will be issued to you after you:

1. submit your completed application,
2. satisfy all NAVLE fees,
3. are deemed eligible by a licensing board (or directly by ICVA), and
4. have been processed by the NBME.



The permit will be emailed to you with instructions on how to access the [MyNBME® Examinee Portal](#) to complete the required [MyNBME account](#) registration.

Make sure to complete the following:

1	Create a MyNBME account as soon as you receive the email to access your Scheduling and Admission Permit.
2	Note your eligibility period to complete the examination.
3	Thoroughly review your Scheduling and Admission Permit to ensure your name as listed on the permit is correct and matches the government-issued identification that you plan to use on test day.
4	<p>Notify the ICVA immediately if the name listed on your Scheduling and Admission Permit is not correct and requires updating.</p> <p>Important note: Any changes after submission are subject to a change fee. For additional information on ID and name requirements, refer to the Identification Requirements.</p>

TEST ACCOMMODATIONS

The ICVA is committed to following the principles of the Americans with Disabilities Act (ADA) by providing equal exam access to all candidates. The application process includes an opportunity for you to indicate the need for reasonable test accommodations. If you have a documented disability covered under the ADA and require test accommodations, you must do the following:

1. Indicate in the application that you will request accommodations.
2. Complete and submit the [NAVLE Accommodation Request Form](#) and your documentation before deadline for your NAVLE testing window.

The request for ADA accommodations requires ICVA review and approval. All supporting documentation must be provided to the ICVA prior to, or during the submission of your NAVLE application.

- If you have documentation on file from a previous NAVLE attempt, you must still mark on the application that you are requesting accommodations.
- If you are requesting different accommodations from a previous NAVLE attempt, you must complete a new [NAVLE Accommodation Request Packet](#) before the application deadline for the applicable testing window.
- If your accommodation request requires that you have extended testing time, or more frequent breaks, you must take the NAVLE over a two (2) day period, presenting the Scheduling and Admission Permit on both days.
- The processing of your NAVLE Scheduling and Admission Permit can only begin once you are approved for both the test **and** your requested accommodations.
- It is recommended that you contact Prometric to schedule your examination appointment date(s) as soon as possible after you receive your NAVLE Scheduling and Admission Permit.

ADDITIONAL EXAM CONSIDERATIONS

Non-Standard Testing Conditions



If you have temporary medical conditions (i.e., post-surgery, injury, lactation), you may apply for additional break time/standard testing time by submitting the following items at the time of your NAVLE application:

1. The completed [Request for Additional Break Time/Standard Testing Time](#).
2. A letter from a qualified health care professional documenting the medical necessity of the request.

Important note: If the medical issue develops after you have submitted your application, please [contact the ICVA](#) immediately.

Pre-approved Personal Items

When necessary, you can bring [Pre-approved Items](#) that do not require ADA accommodations or approval from the ICVA to use while in the Prometric testing centers. The permissible items are typically required for chronic or acute medical situations and include standard items and medical devices, including but not limited to:

- | | | |
|-------------------|-------------------|---------------------------------|
| • Cough drops | • Inhalers | • TENS units |
| • EpiPens | • Service animals | • Hearing aid/Cochlear implants |
| • Glucose tablets | • Wheelchairs | • Continuous Glucose Monitors |
| • Head coverings | • Oxygen tanks | • Insulin pumps |

Prometric test center administrators will visually inspect your pre-approved item(s) without directly touching them or asking you to remove the item unless otherwise stated on the list of [Pre-approved Items](#).

Personal Item Exceptions

Unauthorized possession of personal items while you are in the secure areas of the testing center is prohibited. However, in certain circumstances, exceptions to this policy may be granted for medical reasons. Permission for exceptions must be

granted before the scheduled testing appointment and require approval from the ICVA. If you need 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.

Important notes:

- If you are unsure whether to request an exception, please contact accommodations@icva.net.
- Candidates are not required to obtain advance permission to consume food or take medication on authorized breaks.
- 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 a possible irregular behavior violation.



Step Two: Prepare for the NAVLE

EXAM DEVELOPMENT

The NAVLE is designed to assess your knowledge of veterinary medicine as it relates to entry-level private clinical practice and covers all animal species commonly seen by private practitioners in North America. The NAVLE follows the American Psychological Association (APA) testing standards and test questions are created by veterinarians from various fields, including academics and private practice. Each new test question is reviewed by the National Board of Medical Examiners (NBME®) and a test development committee for acceptance and validated by veterinary medicine experts.

EXAM BLUEPRINT

The NAVLE is based on a blueprint created from a job analysis done by the ICVA in 2017, and approved in 2018. The blueprint has two main parts:

1 Competencies

Competencies are the tasks that veterinarians perform in their daily work, and they are divided into four main categories. Each category is assigned a weight reflecting its importance in veterinary practice.

Competency Domains	Target Blueprint
Clinical Practice	70%
Data Gathering and Interpretation	35%
Health Maintenance and Prevention	35%
Preventive Medicine and Animal Welfare	15%
Animal Welfare Issues and Concerns	6%
Environmental Health and Safety	5%
Veterinary Public Health	4%
Communication	8%
Communication with Clients	5%
Communication with Veterinary and other Professionals	3%
Professionalism, Practice Management and Wellness	7%
Veterinary Practice Management	4%
Professional Development and Life-Long Learning	3%

2 Species and Diagnoses

Species and Diagnoses pertains to the various animal species involved in veterinary medicine. Each species is assigned a weight based on how frequently they are encountered in veterinary practice in the U.S. and Canada.

Species	Target Blueprint
Canine	25.6%
Feline	24.3%
Equine	14.7%
Bovine	13.3
Porcine	5%
Other Small Mammals	3.3%
Ovine/Caprine	3.3%
Pet Bird	2.3%
Poultry	2%
Non-Species Specific	2%
Camelid/Cervidae	1.7%
Reptiles	1.5%
Aquatics	1%

RESOURCES

There are available [resources](#) for you to use when preparing for the NAVLE:

NAVLE Competencies and Diagnoses

The NAVLE is designed based on the exam blueprint and assesses your knowledge of veterinary medicine, including entry-level private clinical practice and all animal species commonly seen by private practitioners in North America.

To assist in your exam preparation, download these two essential outlines that are based on the blueprint and content assessed on the NAVLE:

1

[NAVLE Competency Domains](#)

2

[NAVLE Species and Diagnoses](#)

NAVLE Self-Assessments

The ICVA offers web-based [NAVLE Self-Assessments](#) (following the exam blueprint) to help you identify relative strengths and weaknesses while familiarizing yourself with the test's content and format as you prepare for the NAVLE.

NAVLE Self-Assessments are available for purchase through the [ICVA website](#).

Each NAVLE Self-Assessment consists of 200 multiple-choice questions, presented in four blocks of 50 questions each and offers two **modes**:

Mode	Section Timing	Total Test Time	Additional Information
Standard-Paced	55 minutes per section	220 minutes	Includes optional brief breaks between sections, partially aligning with the full exam.
Self-Paced	110 minutes per section	440 minutes	Provides twice the amount of time offered in the standard-paced option.

The NAVLE Self-Assessment is offered in **regular and expanded feedback** formats through multiple forms and in English or French.

Format	Fee	Forms	Benefits
Regular	\$50.00 (USD)	<ul style="list-style-type: none"> English Form 1 English Form 3 French Form 1 (Contains the same items as English Form 1) 	<ol style="list-style-type: none"> Shares a Self-Assessment Report with projected NAVLE score range and performance breakdown of the blueprint areas.
Expanded Feedback	\$65.00 (USD)	<ul style="list-style-type: none"> English Form 2 French Form 2 (Contains the same items as English Form 2) 	<ol style="list-style-type: none"> Shares a Self-Assessment Report with projected NAVLE score range and performance breakdown of the blueprint areas. Provides an answer review of incorrectly answered questions.

Practice Exam and Tutorial

The ICVA encourages you to complete the complimentary computer-based [NAVLE Tutorial](#) before taking the exam at a Prometric testing center. The tutorial:

- includes 20 sample questions,
- is offered in English and French, and
- provides an opportunity for you to familiarize yourself with the software interface and functions.

Sample NAVLE Questions

[NAVLE Sample Questions](#) and answer key provide question examples like those that appear in the NAVLE. The questions were chosen to represent the various species and content areas of the NAVLE, but do not address all areas defined in the exam blueprint.

EXAM STRUCTURE

The total timing for the NAVLE is seven and a half (7.5) hours and consists of 360 multiple-choice questions administered in six blocks of 60 questions each.

The NAVLE is divided into the following sections:

Section	Timing
Tutorial Optional but recommended	15 minutes
Six (6) Testing Blocks 60 Questions Per Block	65 minutes Per Block
Break Time	45 minutes Total break time to be used between testing blocks

Testing Blocks

The NAVLE is sectioned into six (6) testing blocks, with each block including 60 multiple-choice questions consisting of a statement or question that require one answer selection from the provided options. Although multiple options may be partially correct, you should select the **one** best answer to the question. Approximately 15-20% of the NAVLE questions include graphics (i.e., photograph or radiograph) that will be displayed in a viewer window which offers zoom, contrast adjustment, and panning capabilities.



After completing each testing block, you can review your responses and make any edits before submitting. Once you submit each testing block or the testing block time has ended, your answers are final and you cannot regain access to the submitted questions.

Break Time

During the exam, a fixed total time of 45 minutes is designated for use during authorized breaks and transition between blocks.



Authorized Breaks

- Approved breaks built into the exam timing.
- Only permitted between testing blocks.
- Time you spend between testing blocks, whether you remain at your seat or leave the testing room.



Unauthorized Breaks

A break taken **during** a testing block:

- Requires the proctor to file an incident report to be shared with the ICVA.
- Continues consuming your testing time since the clock does not stop.
- May be investigated as an irregular behavior violation.

Keep track of your break time using the summary feature inside the exam and please note:

1. If you complete the tutorial or testing blocks **before the allotted time**, the remaining minutes are added to your total break time.
2. If you **exceed the allotted or accumulated break time**, the excess time is deducted from your total testing time.
3. Each time you leave the testing room, you are required to sign out when you exit. You are also required to sign in and present your identification when you return.

EXAM DELIVERY PARTNER

Prometric is the authorized test delivery provider administering the NAVLE at their international testing centers via computer-based testing (CBT). Prometric is a global testing leader providing testing services for professional licensure, academic assessment, certification and various other professional and academic needs.

Computer-Based Testing (CBT)



Taking the NAVLE with CBT offers standard testing environments with enhanced security through audio and video monitoring and data encryption.

Prometric test center locations may be modified without notice. If you are affected by closures, Prometric will advise on how to make alternate testing arrangements. Test center locations administering the NAVLE are available on the [Prometric website](#).

EXAM SCHEDULING

Booking a Test Appointment

Before scheduling your exam, confirm receipt of your Scheduling and Admission Permit. When ready, schedule and prepare for your testing appointment by following the steps below:

1	<p>Review your Scheduling and Admission Permit to access your Scheduling Number.</p> <p>This is needed to schedule your testing appointment.</p>
2	<p>Confirm your approved testing window and availability.</p> <p>New Scheduling and Admission Permits are issued to approved candidates for each testing window. If you do not take the exam during your approved testing window, you must reapply and satisfy the NAVLE fee again if you wish to take it in the future.</p>
3	<p>Use the Prometric ProScheduler (or call Prometric) to book an appointment date and time.</p> <p>It is recommended you schedule your appointment immediately. Avoid scheduling on or close to the last day of your eligibility period in case there are unforeseen events that may require rescheduling.</p>
4	<p>Save your Prometric Confirmation Number when scheduling your exam.</p> <p>It is needed to confirm, reschedule or cancel your Prometric exam appointment.</p> <p>The Prometric Confirmation Number is not:</p> <ul style="list-style-type: none"> • accessible by the ICVA. • the same as your Candidate Identification Number (CIN).
5	<p> Watch "What to Expect on Test Day" before your testing appointment to familiarize yourself with the Prometric test center experience.</p>
6	<p>Review the Irregular Behavior section to acquaint yourself with acceptable and unacceptable testing behavior.</p> <p> It is essential that you adhere to all policies, procedures, and rules of conduct outlined in this document and within the exam. Failing to do so may result in the cancellation of your exam, invalidation and withholding of your scores, potential legal action, and a report to the relevant veterinary medical board(s), potentially jeopardizing your chances for licensure.</p>

Changing a Testing Appointment or Location

If you need to change your scheduled appointment date, time, or location within the testing window you must do so **at least two business days before** your scheduled appointment. You can complete the change by using your Prometric Confirmation Number in one of two ways:

1. Speaking directly to a representative via the Prometric contact information on your Scheduling and Admission Permit.
2. Accessing the [ProScheduler](#) and completing the process online.

After the deadline of two business days before the scheduled appointment, if you attempt to reschedule a scheduled appointment or miss the appointment, you will incur a non-refundable fee that must be paid to Prometric before you can test, including but not limited to the following:

Reason	Fees
Failing to change a testing appointment before the deadline of two business days before the exam date.	<p>Satisfy the Prometric Rescheduling Fee by contacting the Prometric Candidate Cares line using the number of your Scheduling and Admission Permit.</p> <p>Paying the rescheduling fee does not guarantee available testing appointments during the window.</p>
Missing your scheduled appointment date and time.	<p>Satisfy the Prometric Reinstatement Fee by contacting the Prometric Candidate Cares line using the number of your Scheduling and Admission Permit.</p> <p>Reinstating your eligibility does not guarantee available testing appointments during the window.</p>

After satisfying the Prometric Rescheduling or Reinstatement Fee, it is your responsibility to schedule a new appointment. You will use the Scheduling Number listed on your NAVLE Scheduling and Admission Permit. These details are needed to schedule a new exam appointment as any existing appointments will automatically be cancelled.



Step Three: Complete the NAVLE

EXAM DAY

Test Center Check-in

Arrive at the testing center – **without friends or family** – at least 30 minutes ahead of your scheduled appointment time to accommodate check-in procedures. Late arrivals (30 minutes or more after the scheduled appointment time) will not be admitted. To reschedule your exam within your eligibility period, you will be required to satisfy the [Prometric Reinstatement Fee](#).

It is recommended you review Prometric's helpful resources to familiarize you with the Prometric test center experience:



Identification Requirements

When checking in, you **must** present your Scheduling and Admission Permit, and the required government-issued photo identification (ID). If you start the check-in process without these two requirements, you will not be admitted to the test and will be required to satisfy the [Prometric Rescheduling Fee](#) before rescheduling the exam within your eligibility period.

- 1 The Scheduling and Admission Permit can be presented on paper or electronically using your smartphone.
- 2 Your government-issued photo ID **must** meet the following requirements:

Must be a government-issued photo ID.

Examples include:

- Passport
- Driver's license
- State ID
- Other forms of government-issued ID

Note: Electronic ID versions are not valid

GOVERNMENT-ISSUED ID



Name: Alex R. Candidate

Expiration Date: 12/31/2025

Alex R. Candidate

Your name **must** match the name listed on your Scheduling and Admission Permit.

Must be current and unexpired.

Must include a signature.

Must include a recent photograph.



If the name listed on your Scheduling and Admission Permit and your government-issued ID do not match, [contact the ICVA](#) immediately.

Important note: Name changes or corrections cannot be made **within seven (7) business days** of your scheduled testing date. If your government-issued ID only contains a photograph, you are required to present a second form of an unexpired ID with your signature (i.e., a student ID or credit card).

Security Procedures



You **must** agree and adhere to the [NAVLE Candidate Agreement](#). Take the time to review and understand which behaviors are considered unacceptable and what constitutes an irregular behavior violation during the exam.

Read the [Testing Conditions](#) and use the links below to familiarize yourself with Prometric test center policies, procedures, and FAQs to ensure you are aware of what is expected of you while on-site:

	Test Center Policies		Test Center Procedures		Frequently Asked Questions
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Important note: Committing an irregular behavior violation may adversely affect your exam experience and could result in eligibility suspension, withholding of scores, or the rescinding of scores pending investigation.

Test Session

After completing the check-in process, test center staff will escort you to your assigned testing station and provide a brief overview on how to use the computer equipment. To start the examination, you must enter the Candidate Identification Number (CIN) found in your Scheduling and Admission Permit. Once you enter the tutorial, you cannot cancel or reschedule your examination. The test session ends after you complete and exit all six (6) testing blocks, or when the total test time expires. At the end of the exam, you will receive an 'end of session' notice, indicating you appeared for the test.

Test Day Issues

Prometric makes every effort to administer examinations at the scheduled test time and testing center location. On occasion, there are incidents that take place, prohibiting you from testing. See the standard reasons below and steps to take should an issue like this occur:

Reason	Next Steps
Technical Issue	<p>If you experience a computer issue during the test, notify test center staff immediately.</p> <p>In the rare event a technical problem occurs that prohibits you from completing your exam, contact the ICVA immediately, and include:</p> <ul style="list-style-type: none"> • your name, • ICVA ID number, • test date, and • a description of the incident. <p>Please allow a minimum of 15 business days for the investigation of your report. Once completed, you will receive written notification of the results.</p>

Illness	If you are ill and unable to attend your exam appointment, it is recommended that you reach out to Prometric immediately to reschedule your exam date. You can then satisfy the Prometric Rescheduling Fee and attempt to locate a new testing appointment within your eligibility period.
Emergency Closures	<p>In an emergency when Prometric testing centers are unsafe or inaccessible, testing appointments may be delayed or cancelled (i.e., severe weather, natural disaster, technical complications).</p> <p>If Prometric must close a testing center, they will reschedule the testing appointment gratis and provide notice.</p>
Other Reasons	Should you begin the exam and not complete it for reasons other than those listed above, you should promptly contact the ICVA to report a grievance.

Grievances

If you believe that the administration of your examination or the conditions during the exam negatively impacted your performance, you can request an investigation by the ICVA. To do this, you must submit a written request via email within ten (10) business days of your test date to mail@icva.net. Include the date and location of the examination and provide as much detail as possible about the event. In addition to notifying the ICVA, you are also required to file a complaint with Prometric staff while on-site. Grievance requests that do not meet these requirements or that ICVA receives more than ten days after the test date will not be considered by ICVA.



Post-Exam Scoring

After testing, exam data are delivered electronically to our testing vendor. The responses are converted into a raw score (the sum of the points earned from correct responses) and then converted into a three-digit scaled score. A final quality control check is then performed to verify scores before making the [NAVLE Score Report](#) available to you.

EXAM RESULTS

Availability of Results

Exam scores will be available online to you and, if applicable, the licensing board that approved you **approximately four (4) to five (5) weeks after the testing window closes**. Please check the [Application Deadlines](#) for estimated score release dates. When your results are ready, you will receive an email with instructions on how to access your NAVLE Score Report. NAVLE candidates are not permitted to review their tests, and there are no rescores or appeals of NAVLE results.

Score Report

The NAVLE Score Report provides a pass or fail designation, three-digit scaled score, and a diagnostic report of your performance on the content areas. The sample [NAVLE Interactive Score Report](#) is a helpful resource to use when familiarizing yourself with the contents of the score report.

ICVA's Right to Cancel, Invalidate and Withhold Scores

ICVA is committed to reporting valid examination scores that accurately reflect Candidate performance on the NAVLE®. For this reason, ICVA maintains test administration, security and scoring standards designed to ensure that all Candidates are given the same opportunity to demonstrate their abilities, and that no Candidate obtains an unfair advantage on any NAVLE®. ICVA reserves the right to conduct psychometric and statistical analyses of NAVLE® administration and Candidate response data and scores to identify potential irregularities and to ensure score validity. ICVA may, in its sole discretion, cancel, invalidate or withhold NAVLE® scores if any psychometric or statistical analysis provides a reasonable basis to question the NAVLE® score's validity.

ICVA reserves the right to cancel, invalidate or withhold any NAVLE® score if, in its sole judgment:

1. there is a reasonable basis to question the exam score's validity; or
2. a testing irregularity occurred before, during, or after the administration of the NAVLE® that could impact the validity of any NAVLE® score; or
3. a Candidate violated the terms of the NAVLE® Candidate Agreement.

If ICVA cancels or invalidates an exam score because there is a reasonable basis to question the exam score's validity, ICVA is not obligated to further investigate the matter or to determine whether an irregularity or violation of the NAVLE® Candidate Agreement has occurred. ICVA may simply cancel or invalidate the score and provide the impacted Candidate with another opportunity to take the NAVLE® at issue. No Candidate is entitled to appeal ICVA's decision to cancel, invalidate or delay a score where ICVA's action is limited to such cancellation, invalidation or delay.

ICVA also has the right in its sole discretion to withhold one or more exam scores pending the outcome of an investigation related to the administration of the NAVLE® that is the subject or related to the investigation, to determine whether a Candidate violated the Candidate Agreement, engaged in an irregular behavior violation, or whether any other potential misconduct has taken place that could threaten the integrity of the NAVLE or the validity of future NAVLE scores. If ICVA is withholding a score pending investigation, ICVA shall inform the Candidate in writing that the score is being withheld and then inform the Candidate when the investigation is complete and provide the decision made by ICVA related to the exam score.

DATA USAGE

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 COE- 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 their designee) shortly after the release of scores to the licensing boards. The school will receive a copy of the candidate's score report, which must be kept confidential. This information is to be used solely for internal purposes within the veterinary school, and the score report will not be included in the candidate's academic record.

Important notes:

- You do not have to agree to the consent statement. If you choose not to give consent, your scores will not be reported to your veterinary school. Deciding not to release your score will not change your status as a student at the veterinary school.
- Consent for Canadian candidates will be collected by the Canadian National Examining Board (NEB) as part of the NEB NAVLE application.

If you wish to change your consent status, you can do so on your [NAVLE Candidate Dashboard](#) or by [contacting the ICVA](#) by the end of the testing window.

Research

Examination data (including performance information) may be used by the NAVLE program or made available to third parties for research and other purposes that are disclosed to or authorized by you, as appropriate. In all instances, the data will be confidential, and individual examinees will not be identifiable in any publication. If you wish to change your consent status, you can [contact the ICVA](#) by the end of the testing window.

NAVLE Score Transfers

Your NAVLE score will be reported to the [American Association of Veterinary State Boards](#) (AAVSB) and to the licensing board through which you received NAVLE approval (if applicable). The initial score reporting is incorporated into your ICVA NAVLE application fee. All subsequent requests for score reports must be directed to the AAVSB online, via [VAULT Transfer Services](#), or by phone at 1.877.698.8482 (**the ICVA does not process score transfers**).



Appendices

APPENDIX A – APPLICATION ACKNOWLEDGEMENTS

Candidate Acceptance and Adherence

As a NAVLE Candidate, be aware that in the application you agreed to the acknowledgements listed below by initialing and checking each box and the actions have the same legal effect as signing a document with the following language.

Acknowledgements

- ☐ I have reviewed and accepted the [NAVLE Candidate Agreement](#).
- ☐ I have reviewed and agree to abide by the terms and conditions outlined in the NAVLE Candidate Bulletin.
- ☐ I understand that my name on the NAVLE application NEEDS TO MATCH EXACTLY as it appears on the non-expired, government-issued, signed photo identification I plan on presenting at the testing center on the day of my examination. I understand name changes or corrections cannot be made within seven (7) days of my scheduled testing date. I understand if the first and last names on my identification and Scheduling and Admission Permit do not match exactly, I will not be allowed to take the NAVLE.
- ☐ I understand the NAVLE fee is nonrefundable and nontransferable. I understand that if the payment method selected by me results in a dishonor or a later dispute as to the validity of the payment for any NAVLE services, my NAVLE eligibility may be suspended, my 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 me arising from such dishonor or dispute.
- ☐ I understand that if I delay scheduling an appointment, I may not receive the location or test date I want. I understand that there are no extensions of the NAVLE testing window. I understand that if I do not take the examination during the testing window for which I was approved, but wish to take it in the future, I must reapply and pay the fees again.
- ☐ I understand that any changes in my testing region must be made at least 10 days prior to the start of the testing window, and that I will be required to pay additional fees.
- ☐ I understand the fee for the ICVA NAVLE Application (testing within the U.S. or Canada) is \$800.

You must agree to the following statements before this application can be processed.

- I certify that I am taking the NAVLE for the purpose of being licensed in the U.S. or Canada, and I am aware that if I selected the 'no board' approval option that I am not authorizing the release of examination scores to a specific state, provincial, or territorial licensing board at this time.
- I understand that state, provincial, and territorial licensing boards have additional requirements for licensure and passage of the NAVLE does not guarantee licensure. This form is for the purpose of NAVLE application only.
- I understand that at the time I apply for licensure, I will need to request a NAVLE score transfer to the applicable licensing board through the [AAVSB](#) if I was not approved through that board on my NAVLE application.
- I hereby certify that all information on this application is true, full, and correct to the best of my knowledge. I have read, understand and agree with the above statements. I understand that making false or misleading statements to ICVA®, may result in the suspension or revocation of NAVLE approval or NAVLE scores.

NAVLE Approval Fee \$55 (if applicable)

- ☐ I agree to the above statements.

APPENDIX B – IRREGULAR BEHAVIOR

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.

Read more on [Testing Conditions](#) below:

Guests Not Permitted	Guests are not allowed to accompany you to the test center. You are the only person permitted in and there are no facilities available for family and friends to wait while you test. Make sure to plan to meet them elsewhere after the exam ends.
Monitoring	All testing sessions for the NAVLE are monitored by staff at the test center. Important note: If you are observed engaging in possible violation(s) of testing rules or other forms of irregular behavior during the exam, you will likely not be told of the observation by test center staff at the time.
Data Encryption	Physical security of examination materials is controlled through computerized, electronic transmission of encrypted data.
Audio and Video	Observation of testing sessions will be aided by use of audio, video, recording and other monitoring equipment available at test centers.
Personal Belongings	<p>You may not bring any personal belongings into the testing room, including, but not limited to:</p> <ul style="list-style-type: none"> mechanical or electronic devices outerwear brimmed hats bags (i.e., backpacks, purses) study materials (i.e., books or notes) calculators watches (analog or smartwatch) recording or filming devices radios electronic paging devices cellular telephones food or beverages (other than water in a clear or transparent container with a lid or cap) <p>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.</p>
Candidate Communication	Candidates are not permitted to communicate with, seek aid from, or provide aid to any other candidates during the exam.
Content Recording	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.

Rules of Conduct

When registering to take the NAVLE, you must agree to the Rules of Conduct before scheduling an appointment. As a reminder, the Rules of Conduct also show at the start of the exam. Take the time to review and understand which behaviors are considered unacceptable and what constitutes **irregular behavior** during the exam.

You are the person named on the Scheduling Permit for the examination.

You will not give, receive, or obtain any form of unauthorized assistance during the examination or breaks.

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.

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.

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.

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.

You will not remove materials in any form (written, printed, recorded or any other type) from the testing center.

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.

Irregular Behavior Policy

As a NAVLE test taker, you agree to the following:



"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.

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.

Failing to adhere to any NAVLE policy, procedure, or rule, including instructions of the test center staff.

Taking or attempting to take an examination for which you are not eligible.

Altering or misrepresenting examination scores.

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.

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.

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.

Providing false information or making false statements on or in connection with application forms, scheduling permits, or other NAVLE-related documents.

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.

Unauthorized reproduction by any means, including, but not limited to, reconstruction through memorization and/or dissemination of copyrighted examination materials by any means.

Failure to cooperate fully in any investigation of a violation of the NAVLE rule.

Taking an examination for someone or engaging someone to take an examination for you.

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 ICVA 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 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, 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](#) for clarification.

Anyone having information or evidence that suspected irregular behavior has occurred should submit a written, signed statement to security@icva.net 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. Irregular behavior may occur prior to, during, and/or following examination application and administration.



Contact: mail@icva.net

Website: www.icva.net

The International Council for Veterinary Assessment® (ICVA®) is an independent not-for-profit 501(c)(3) mission-driven organization.