

Evaluation of Qualifications for veterinary nurses trained outside the United Kingdom

Introduction

1. All veterinary nurses in the UK have to be registered with the RCVS. Registered Veterinary Nurses (RVNs) must follow the [Code of Professional Conduct for Veterinary Nurses](#).

Veterinary nurses who have trained outside the UK are not permitted to work as a veterinary nurse or a student veterinary nurse in the UK unless they have permission in writing from the RCVS to do so.

If you intend to work as a veterinary nurse in the UK you must apply to enter the register of veterinary nurses. The first stage of the application involves you having your qualification assessed. You must complete this stage before applying to enter the register. Eligibility to enter the RCVS Register of Veterinary Nurses is based on an individual evaluation of the qualifications of each applicant.

This document provides details about the evaluation process which involves assessing/comparing your qualification and experience with the [RCVS Day One Competences for Veterinary Nurses](#) and [RCVS Day One Skills for Veterinary Nurses](#). All student nurses training in the UK are required to meet these before they qualify. In addition the level of your qualification, the length of your training and practical experience will also be considered to ensure that this is also similar to that expected of nurses trained in the UK.

This form must be completed in full by all applicants. Please note that there are different guidance notes for EU nationals who trained in the EU and for those who trained outside the EU. Please ensure that you are familiar with the guidance notes for your region.

If you are already working in a veterinary practice in the UK you must not use a job title that is misleading to the public. Your employer and the RVNs and veterinary surgeons in the practice must not allow you to use the title 'veterinary nurse'. You may however use the title "Veterinary Nursing Assistant" or "Veterinary Care Assistant". You are also not permitted to undertake medical treatments or minor surgical procedures, regardless of how well trained or experienced you are.

Applicants who completed their qualification by distance learning while living and working in the UK will not be accepted, unless permission was granted by the RCVS to undertake practical experience in the UK as part of their training.

The RCVS does not issue permits for entry to work in the UK. Acceptance of your application by the RCVS does not mean that a permit to enter and work in the UK will be granted. You must pursue all matters relating to entry or work permits with the appropriate government departments in your own country and/or in the UK, and with any potential employer.

Application form A is attached to these notes. If you also need to complete form B, C and D these are available online. If you have difficulty completing this electronically or require further information please contact us by e-mail: ynoverseas@rcvs.org.uk, or phone 020 7202 0715.

Holders of qualifications issued in the European Union/European Economic Area

2. The RCVS considers applications in line with The European Union (Recognition of Professional Qualifications) Regulations 2015. This sets out the general system for the recognition of evidence of training for the purpose of establishment in another EU country. The countries considered under this legislation are Austria, Belgium, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and Switzerland. A copy of this legislation can be found [online](#).
3. **European Qualification Framework**
A qualification at European Qualification Framework (EQF) level 3 or higher is likely to be accepted if there is evidence that the contents of the qualification leads to the applicant working as a veterinary nurse as opposed to a veterinary nurse assistant. Where the applicant has attended a course which has not been approved by the national education authority it is unlikely to have a level determined. It is therefore unlikely to be accepted.
4. **Attestation of competence**
An attestation of competence must be issued by a competent authority. The competent authority is an official organisation given the authority to oversee/award qualifications. This could be the university, Ministry of Education or other recognised authority. The competent authority will also be able to confirm the EQF level. If your course is run by a private organisation and is not a recognised course we are unlikely to accept it.
5. **Examination or Period of Adaptation**
Under certain restricted conditions, RCVS may impose compensation measures, **i.e. an adaptation period of up to three years or an aptitude test**. If we require applicants to comply with such compensation measures, we must take into account your professional experience, and you may in principle choose between the adaptation or the aptitude test.
6. **ACOVENE**
If your course programme provider is accredited by [ACOVENE](#), the European

accreditation organisation for veterinary nursing programmes, (*see list below*) and you achieved your qualification after the date of this accreditation, we do not need to see your syllabus and you are not required to complete form B. **The fee for processing applications from nurses who have an ACOVENE accredited qualification (achieved during the period of accreditation, see dates below) is £68.50.**

- a. **Belgium** – Thomas More Kempen (issued from 2007 onwards)
 - b. **Denmark** – Hansenberg (issued between 1/7/2008 and 30/7/2012)
 - c. **Ireland** – All VCI Accredited Institutions
 - d. **Italy** – Abivet (issued from 2007 onwards)
 - e. **The Netherlands** – Groenhorst Barneveld (issued from 2007 onwards)
 - f. **Norway** – Norwegian School for Veterinary Science (issued from 2007 onwards)
 - g. **Portugal** – Instituto Politecnico Viseu (issued from 2015 onwards)
 - h. **Sweden** – SLU (issued between 9/6/2007 and 30/7/2012)
7. All other applications from EU nationals will be assessed individually on a case by case basis. You will need to complete Form B and provide a translated copy of your syllabus/curriculum. The application fee is £137.

Holders of qualifications issued outside the European Union/European Economic Area

8. If you hold one of the qualifications listed below then you do not need to send in a syllabus, or complete form B. The qualifications detailed are normally accepted. In some circumstances if we feel that your qualification was achieved without you attending the course or we have concerns about the quality of the course we hold the right to reject your application. If your qualification is accepted you will be required to pass the RCVS pre-registration examinations (theory and practical). The assessor may also request that you complete a Period of Supervised Adaptation (work experience) to be undertaken in a UK practice.
- a. **Australia:** Certificate IV in Veterinary Nursing
 - b. **New Zealand:**
 - (i) Diploma in Veterinary Nursing
 - (ii) Bachelor of Veterinary Technology (*since 2009*)
 - c. **South Africa:** Diploma in Veterinary Nursing
 - d. **United States of America:** AVMA-accredited college qualifications. [The list can be found online.](#)

9. Other Qualifications

Hong Kong

Holders of the BSc (Hons) in veterinary nursing achieved at the Hong Kong Polytechnic University do not need to send in a syllabus or complete form B. This has already been submitted to us by the university.

10. Canada

Applications from Veterinary Technicians trained in Canada must include form B. Canadian schools are not normally accredited by AVMA. The exception to this is Ridgeway College, University of Guelph which is accredited by AVMA.

11. **Australia**

The Cert III Animal Studies (Veterinary Nursing) is not normally accepted for entry onto the register in the UK.

If you completed the Cert IV via distance learning or you were exempted from a number of assessments your qualification will be carefully scrutinised by the assessor, especially if the qualification was completed while living outside of Australia. We may need to contact your course provider for further information. We will let you know if this is likely to happen. If your course provider chooses not to respond then we will not be able to process your application.

Applicants who completed the Cert IV by distance learning while living and working in the UK will not be accepted.

12. **New Zealand**

The Certificate in Veterinary Nursing (level 5) and the Certificate in Animal Technology with Nursing Assistant (level 5) are not normally accepted for entry onto the register.

13. **USA**

Registered Veterinary Technicians who entered the register after completion of a state examination without completing a specific Veterinary Technology programme of study are not normally permitted to register in the UK. RCVS base their decision on the programme of study and not an applicant's registration status.

14. All other applications will be assessed individually on a case by case basis. As a minimum, holders of non EU/EEA qualifications must successfully complete the RCVS pre-registration examinations (theory and practical). The fee for the pre-registration examination in 2017 is £200 for the theory and £361 for the practical examination. Further information regarding these examinations can be obtained by emailing vnoverseas@rcvs.org.uk.

Applications from veterinary surgeons

15. Veterinary surgeons who do not also hold an appropriate veterinary nursing qualification may **not** apply for registration as a veterinary nurse. This is because the required competences and skills (and their training) have significant differences from those of veterinary surgeons.

The application process

16. Your application and the supporting evidence you include regarding your qualifications will be evaluated against the [RCVS Day One Competences for Veterinary Nurses](#) and [the RCVS Day One Skills for Veterinary Nurses](#). These are the accepted minimum standard of professional education and skills required to register as a veterinary nurse in the UK. The evaluation will also take into account the way in which your qualification was assessed (*examined*), your employment experience and whether your qualification

is recognised by a national registration authority.

17. If your qualification does not fully meet the requirements for registration you will be advised of any additional training or assessment that must be achieved before you can apply to register in the UK. This may be a period of adaptation training, to be undertaken in UK veterinary practice, or a competence assessment, or both. If your qualification is at a lower level or it does not cover the areas detailed within the Day One Skills for Veterinary Nurses and Day One Competences for Veterinary Nurses then it is likely to be rejected.
18. If you are asked to complete any formal assessment(s) you will be given the opportunity to undertake a Period of Supervised Adaptation (PSA) in a UK practice for up to 12 months while you prepare for the assessment or examination. This is only available where you are employed in a veterinary practice under direct supervision of a veterinary surgeon or registered veterinary nurse.

If you feel a decision regarding your qualifications is unfair, you may ask for the evaluation to be reviewed, and may submit additional supporting evidence. A further fee may be payable in such cases, please contact us for further advice.

19. Ensure you read the instructions on each of the forms carefully and complete each section. Please **only** submit completed applications as we can only process the application once all documentation has been supplied. **Processing times for qualifications listed above are normally 2-3 weeks. Qualifications not listed above may take up to 8 weeks to process.**
20. Applications will not be assessed until RCVS has received all the correct documentation and the assessment fee has been received and processed.

We will send you a confirmation email within three working days of receiving your application to confirm it has been successfully received.

If you are sending your documents by email, due to the large size of some attachments, please check that you receive a confirmation email within three working days, which guarantees your application has been successfully received. We recommend you send large documents over several emails.

21. The assessor's decisions will be sent to you by email. This will detail any additional assessments you need to undertake before registration.

When you have completed all the requirements you will be sent a Registration Application Form. You will be invited to attend a registration appointment during which you will be provided with information about the legislation in the UK. You will also be required to bring your original certificate and passport to the appointment.

The registration appointment is normally held in London. If you are required to undertake an assessment, your original documents can be checked at this time and the

information regarding legislation can be provided before or after the exam.

Please note, for security purposes, we electronically screen all ID documents prior to registration and any issues are automatically reported to the Home Office and the Police.

22. The assessor's decision will be valid for two years. If you have not entered the register during that time you will need to submit a fresh application and fee. Please note that you may not work as a veterinary nurse until you are registered.

Completing the application form

23. **Section 1 – Personal details**

Please provide your name, date of birth and nationality as it appears on your passport. We require a contact telephone number, email address and your home address. If you change address please let us know. Our preferred method of contact is via email but we occasionally use the other contact details.

24. **Section 2 – Professional Registration**

If you have worked in a country where there is a professional register for veterinary nurses/veterinary technicians you must complete this section. If your qualification is listed on The EU Single Market Regulated Professions database you should declare this here. [The database can be found online](#)

25. **Section 3 – Referees**

If you are registered as a veterinary nurse with a professional regulatory authority (see section 2), please obtain from them a '*Letter of Good Standing*' in relation to your registration. Your registration authority may either complete form D or provide the RCVS with a similar document.

In addition you must provide a professional reference from your current veterinary employer, using form C. This must be sent directly from the referee.

If there is no professional regulatory authority for veterinary nurses in your country and you therefore cannot provide a '*Letter of Good Standing*', you must provide two professional references. Your referee can use form C for this. The reference must be from another professionally qualified person in the veterinary field who has known you within the last five years and can make an assessment of your professional ability. References and '*Letters of Good Standing*' should be sent **DIRECT** to the Royal College by the person supplying each reference. Remember to send **either** one reference and a '*Letter of Good Standing*' (form C and form D) **or** two references (two copies of form C).

26. **Section 4 – Professional Qualifications**

You are required to provide the date you started at the veterinary nursing school and the date you finished your training. You must provide the exact title of your qualification as it appears on your certificate. If this is not in English please include the English translation.

Your qualification certificate will have been awarded by an official body authorised to

issue that certificate. This may be the University or another body. Please provide the name of the official body.

The qualification date should appear on the certificate and this should be entered in this section of the form.

The assessor needs to understand how the qualification was delivered. It is necessary to provide the approximate days that you attended the school or university and how many hours you attended each day.

We need to understand if you completed the course full time, part time and or by distance learning.

We also need to know the species that were covered in your training.

27. Section 5 Veterinary Nursing Experience

This section gives you an opportunity to provide details of your practical experience. Please provide details of your practical experience. This can include work experience achieved during your training.

28. Section 6 – Assessment and examinations

You are required to provide details of how your qualification was assessed. There are three types of assessment that we are interested in

1. Written examinations
2. Practical examinations
3. Work placement assessment

29. Section 7 - English Language Skills

Veterinary nurses wishing to practise in the UK must be able to communicate effectively with clients, including written and spoken English.

At this stage of your application we ask that you provide details of your English Language skills. You will be informed if further evidence is required.

If at any point during the registration process there is significant doubt about an applicant's language ability, s/he will be given the opportunity to provide additional evidence of their English language ability and the option of passing IELTS level 7 (or an equivalent English language qualification at the same level or higher).

30. Section 8 - Post Qualification Continued Professional Development

If you have undertaken additional courses or qualifications relevant to this application please provide details.

31. Section 9 - Supporting documents checklist

Please use this part of the form to ensure that you have submitted all the supporting documents. We require copies of documents at this stage. We will have sight of the original documents during your registration appointment.

Check you have attached all the documents listed in the form. If you cannot complete a section or cannot attach one or more of the required documents, please explain why in the *comments space* provided. You may post your application and supporting information to us, or scan and send it by email to: vnoverseas@rcvs.org.uk. **Please note incomplete applications will not be assessed. Please do not send original documents with the application. Your original certificate and ID will need to be seen at your registration appointment.**

32. Translation of documents

If any of the documents you provide in support of your application are not in English, you **must** also submit official translations in English. This can be certified by your school or by a qualified translator or translation company.

The translation will need to be stamped and signed by the translator, or the translation company will need to certify it as a true translation.

Items such as signatures and crests should be described and should not be pasted into the translation. For example [signature of Rector], [crest of University], [stamp of University].

We appreciate that translating large documents can be expensive. We are happy to help you identify the parts that need to be translated. We may also be able to contact previous applicants and ask if they are willing to share their translated version.

33. Criminal convictions

Veterinary nurses and those applying to be registered as veterinary nurses must disclose to the RCVS any caution or conviction, including absolute and conditional discharges and spent convictions, or adverse findings (including by another regulator or professional disciplinary proceedings) which may affect registration, whether in the UK or overseas (except for minor offences excluded from disclosure by the RCVS). For more information, please see www.rcvs.org.uk/convictions

Form A

Evaluation of Qualifications for veterinary nurses trained outside the United Kingdom

Before completing this form please read the guidance notes on how to complete the form and what supporting documentation to submit with your application. The form should be completed electronically and printed out before signing and sending to the RCVS

Section 1 - Personal details	
Title:	
Family name /Surname:	
Forenames:	
Date of Birth:	
Nationality:	
Telephone Number:	
Email address:	
Current Address:	

Section 2 - Professional registration

If you have worked in a country/region where there is a professional register you must complete this section. You will be required to request that a letter of good standing or form D be forwarded to the RCVS. Applications will not be processed until this has been received.

Is there a professional register in the country you trained in?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Is your qualification listed on the EU Single Market Regulated professions database ?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Are you registered as a veterinary nurse?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Which is your current registration authority?	
Please provide the address of your current registration authority	
Please provide the date of registration	
Please confirm that you have asked the named registration authority to send a letter of good standing or form D.	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

Section 3 - Referees

Please provide the name(s) of your referees. It is your responsibility to ensure that the reference is returned to us directly by the referee(s). Applications will not be processed until the references have been received.

Name		
Address		
Telephone		
Email		

Section 4 - Professional qualifications

Please provide the dates you completed your veterinary nurse training:	Start:		End:	
Title of your veterinary nursing qualification as it appears on your certificate. Please enter original title and the title translated into English:				
Awarding university or official qualification body:				
Date qualification achieved:				
Approximately how many days did you attend college/ university?				
Approximately How many hours a day did you attend college/university?				
What type of course did you attend?	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Distance Learning <input type="checkbox"/> Other <input type="checkbox"/>			
What species did you cover in your course?				

Section 5 - Veterinary Nursing Experience

Have you worked in a veterinary practice?

Yes

No

Provide details of your employment/work experience. If you had worked in more than five veterinary practices please provide details on a separate sheet.

Name and address of practice	Start date	End date	Hours worked per week	Job title and details of your duties You may provide a job description if you have one.	Was this part of your veterinary nurse training?
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6 – Assessment and Examinations

Which section of your qualification was assessed using written examinations ? (please provide details):			
Which section of your qualification was assessed using practical examinations? (please provide details):			
If you spent time in a veterinary practice during your training, were you assessed to ensure that you undertook practical skills correctly?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Was this documented (please provide evidence):	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 7 - English Language skills

Was your veterinary nursing qualification taught in English?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have another qualification that confirms your competence in English language?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you demonstrate professional experience of working in the UK or an English speaking role?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you feel your English language skills are sufficient to practise veterinary surgery in the UK? If yes, please explain why (you may provide documentation to support this)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 8 - Post qualification Continued Professional Development (CPD)

Please provide details of all post qualification CPD you have undertaken within the last 3 years.

Section 9 - Supporting documents and payment checklist

**This should be a photocopy or scan. You will be asked to produce original certificates when you apply for registration.*

Please ensure you attach the following documentation with your application:

Documents attached		Applicant's comment
Copy of your passport	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Copy of certificate of name change (e.g. marriage certificate) <i>if applicable</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Copy of your national veterinary nursing registration certificate <i>or other evidence</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Copy* of your qualification certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Copy of, or URL link to, your professional qualification course syllabus and description <i>if applicable</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Form B <i>if applicable</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Syllabus/ Curriculum translated into English	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Arrange for form C and D to be sent directly to the RCVS.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Payment for evaluation (£137 in 2016 or £68.50 for Acovene accredited qualifications)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
English qualification evidence if required	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please send copies and not original documents. You will need to bring your original documents to the registration meeting once you have completed all registration requirements.		

Section 10 - Declaration

I declare that all the information given by me is true at the time of signing and I understand that any inaccuracies may affect the decision(s) given on my application to the RCVS. I also confirm that I have the original birth certificate, passport and qualification certificate and will supply these when requested to do so.

Signature:		Date:	
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Please return this completed form to:

Veterinary Nursing Department
 Royal College of Veterinary Surgeons,
 Belgravia House,
 62-64 Horseferry Road,
 London SW1P 2AF,
 United Kingdom

Email: vnoverseas@rcvs.org.uk

Telephone: 020 7202 0715

Payment methods

When making a bank transfer, please include a reference consisting of your initial, surname and 'VNIQ Fees' *example: Z Wood VNIQFees.*

- a. Payment of £137.00 or £68.50 by bank transfer from a UK bank account to:
Bank Name: Lloyds TSB Plc
Bank Account Name: Royal College of Veterinary Surgeons-Fees a/c
Bank Account No: 01066656
Bank Sort Code: 309897

- b. Payment of £137 or £68.50 by bank transfer from an overseas bank account:
IBAN: GB93LOYD30989701066656
BIC: LOYDGB21031
SWIFT NUMBER: LOYDGB2L
All bank charges are incurred by the person paying the fee, including those levied by Lloyds TSB International which is approx. £7.00

- c. Cheque or postal order for £137.00 or 68.50 to be made payable to **“The Royal College of Veterinary Surgeons”**.
Please write **‘VNIQ Fees’** followed by your surname and initials on the back.

- d. If you would like to pay by Credit Card please complete the form on the next page.

REMITTANCE ADVICE

VETERINARY NURSING INTERNATIONAL QUALIFICATION FEE – 2016

CREDIT/DEBIT CARD PAYMENT AUTHORISATION

*(This authorisation should be sent to the RCVS by **fax or post** and you should **not** to do both as this can result in a double payment)
 Please note we are unable to accept payments over the telephone.*

FULL NAME:			
I acknowledge that only cards carrying one of these symbols are acceptable and am paying by (please <input checked="" type="checkbox"/> the appropriate box):		 <input type="checkbox"/>	 <input type="checkbox"/>
Name and address of card holder if different from that on the application form			

***These boxes must be completed**

***Full name of VN (if different from above)**

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***Card Number:**

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***Expiry Date:**

		/		
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***Card security code back of card, last 3 digits**

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***Amount Payable:**

£

VN IQ Fee

£137.00 or £68.50

I authorise the Royal College of Veterinary Surgeons to charge my credit/debit card account with the above total amount.

***Written signature of card holder:**

***Dated:**

Do not send this form by email because it not secure and cannot be accepted.

Fax: +44 (0)20 7222 2004