Colorado Division of Professions and Occupations
Office of Licensing—Veterinary
1560 Broadway, Suite 1350
Denver, CO 80202
Phone: (303) 894-7800 / Fax: (303) 894-7693
www.dora.colorado.gov/professions

APPLICATION FOR LICENSE BY ENDORSEMENT—VETERINARIAN

APPLICANT INSTRUCTIONS

Mandatory Practice Act. Colorado has a mandatory practice act, which means that you may not practice as a Veterinarian in this state without a Colorado license. Submission of this application does not guarantee licensure. Therefore, do not make life or career decisions based on the probability that you may receive a license. Plan ahead for the time it will take for us to receive all required documents and complete our evaluation.

Basic Requirements. Requirements for licensure are outlined in the Board Statute and Rules. Both can be found online at www.dora.colorado.gov/professions/veterinarians.

About the Application. This application is to be completed by you and returned to the Office of Licensing. All questions on the application are mandatory, and all supporting documents must be submitted as requested. You may copy as many forms as needed; however, each form submitted must be completed in original ink or typed. Keep a copy of the completed application for your records.

Application Expiration. Your application will be kept on file for one (1) year from date of receipt in the Division. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process in one year. You will need to resubmit a new application packet and fee after that time.

Social Security Number is Required. Effective January 1, 2009, a Social Security Number is required for all licensees. The Division will consider an application to be incomplete when the applicant fails to submit his/her Social Security Number. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number. You may call (303) 894-7800 to request that one be mailed to you.

Disclosure of Addresses. Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your address and contact information up-to-date in our database. All letters, renewal notices, and licenses are mailed to the last known address of record. **It will significantly delay the processing of your application if your address of record is not current.** You can change your address online by using Online Services at www.dora.colorado.gov/professions/onlineservices.

Checking Your Application Status. Visit Online Services at www.dora.colorado.gov/professions/onlineservices to track your application from the date we log it in our database to the date your license is printed. Please allow us enough time to receive the application through the mail and enter your application into our database before you check the website. We recommend waiting at least 10 business days from date of mailing before checking the status of your application.

License Expiration Grace Period for New Applicants. All new applicants who are issued a license within 120 days of the upcoming renewal expiration date will be issued a license with the subsequent expiration date. For example, licenses issued between July 1, 2012 and October 31, 2012 will reflect a license expiration date of October 31, 2014. Licenses issued prior to July 1, 2012 will reflect an expiration date of October 31, 2012 and must renew in the upcoming renewal period.

- All Colorado Veterinarian licenses expire on October 31 of even-numbered years and must be renewed to continue practicing.

APPLICANT CHECKLIST

To apply for a Colorado **Veterinarian** license by endorsement:

- ☐ **Complete the attached application.** Return the completed application and all supporting documentation to the Office of Licensing.
- ☐ **Enclose the non-refundable application processing fee.** See page 1 of the application form for current fees. Fees may be paid by a check or money order drawn in U.S. dollars on a U.S. bank and **made payable to *State of Colorado*.** All fees are **non-refundable** and subject to change every July 1.
- ☐ **Complete and return the attached Affidavit of Eligibility form.** Pursuant to C.R.S .24-34-107, all applicants for licensure are required to complete and sign an Affidavit of Eligibility, and may also be required to provide a copy of a secure and verifiable document.
- ☐ **Provide documentation of any name change.** If your name has changed since you obtained a previously-issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).
- ☐ **Submit letter(s) of verification from your original state of licensure, and all states and countries in which you have ever held a veterinarian license.** Use the attached verification form to request this information. The verification letter/forms should be submitted with your competed application packet in sealed envelopes from the providing state/country.
- ☐ **Request an official verification of passage of the NAVLE examination.** Contact the AAVSB online at www.aavsb.org, or call (877) 698-8482. For examinations taken prior to November 20, 2000, passing scores for both the National Board Examination (NBE) and Clinical Competency Test (CT) are required.
- ☐ **Submit an official transcript in a sealed envelope from your degree granting institution.** Transcript must contain degree, and conferral date. Conferral date may not be a future date.

INCOMPLETE APPLICATIONS MAY DELAY PROCESSING TIME.

Return your completed application packet and all supporting documentation to:

Division of Professions and Occupations
Office of Licensing—Veterinary
1560 Broadway, Suite 1350
Denver, CO 80202

Dora
Department of Regulatory Agencies

IMPORTANT NOTICE

TO: All Applicants

FROM: Director of the Division of Professions and Occupations

SUBJECT: Licensure and Criminal History

Thank you for your interest in becoming a licensed* professional within the Division of Professions and Occupations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Professions and Occupations is "public protection through effective licensure and enforcement." One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division will ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Instead, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action to determine whether you are fit for licensure. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be completely honest on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the licensure questions. Failure to fully disclose could constitute grounds alone for denial of your application or revocation of your license. More important, avoid some of the common excuses we have heard from people who failed to disclose, such as:

- My attorney told me I didn't have to disclose the criminal conduct or disciplinary actions.
- I didn't think the prior conduct had anything to do with the profession.
- I didn't think the disciplinary action, arrest, charges, or conviction was still on my record.
- I didn't think it was subject to disclosure because I received a deferred sentence/judgment.

Remember, there is no excuse not to disclose disciplinary actions and criminal conduct. Even after licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

The Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, you will not necessarily be revoked or denied a license if you have been disciplined, arrested, charged or convicted, but you will most likely be denied or revoked if you fail to disclose it.

**The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the website of the appropriate board or program.*

1560 Broadway, Suite 1350 Denver, Colorado 80202 Phone 303.894.7800
Fax 303.894.7693 www.dora.state.co.us V/TDD 711

Consumer Protection

Colorado Department of Regulatory Agencies
Division of Professions and Occupations
1560 Broadway, Suite 1350
Denver, CO 80202

Licensee/Applicant Full Legal Name

Last	First	Middle	Suffix

Colorado Professional or Occupational License/Certification/Registration Number: _____
(if already licensed)

Professional or Occupational License/Certification/Registration type applying for: _____

AFFIDAVIT OF ELIGIBILITY

Pursuant to H.B. 06S-1009, C.R.S. 24-34-107, ALL applicants for original licensure* or licensees renewing or reinstating a current Colorado license after January 1, 2007 are required to complete and sign this Affidavit of Eligibility.

**The word "licensure" is used as a general term. While most of the professions and occupations are licensed, others may be certified, registered, or listed. For precise terminology and requirements related to a profession or occupation, please consult the website of the appropriate board or program.*

Section A: LAWFUL PRESENCE in the United States

1. ☐ I am a U.S. citizen. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
2. ☐ I am not a U.S. citizen, but I am lawfully present in the U.S. and authorized by the Department of Homeland Security to be employed in the U.S. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
3. ☐ I am not physically present in the U.S. under 8 U.S.C. sec. 1621 (c)(2)(c) or employed in the U.S. pursuant to 8 U.S.C. sec. 1621 (c)(2)(a). Check one option, a or b below, then skip to Section C. (Do not complete Section B.)
   a. ☐ I am a U.S. citizen, not physically present or employed in the United States.
   b. ☐ I am a Foreign National, not physically present or employed in the United States.

Section B: SECURE AND VERIFIABLE DOCUMENTS
Select ONE document in this section if you checked 1 or 2 in Section A.

Government Issued Identification	Name of state agency or federal agency that issued the document	Full name as shown on driver's license or state/federal issued ID	License/ID Number	Expiration Date (mm/dd/yyyy)
☐ Driver's license or permit				
☐ Government issued ID card				
☐ Valid U.S. military ID/common access card				
☐ Colorado Department of Corrections inmate ID				
☐ Tribal ID card				
☐ U.S. passport				
☐ Certificate of Naturalization				

Section B: SECURE AND VERIFIABLE DOCUMENTS (continued)

Government Issued Identification	Name of state agency or federal agency that issued the document	Full name as shown on driver's license or state/federal issued ID	License/ID Number	Expiration Date (mm/dd/yyyy)
☐ Certificate of (U.S.) Citizenship				
☐ Valid Temporary Resident card				
☐ Valid I-94 issued by Canadian government				
☐ Valid I-94 with refugee/asylum stamp				

☐ Valid I-766 (Employment Authorization Card) — **Issuing federal agency:**

Name on card	Alien Number (A#)	Card Number	Valid from (mm/dd/yyyy)	Expires (mm/dd/yyyy)

☐ Valid I-551 (Resident Alien or Permanent Resident Card) — **Issuing federal agency:**

Name on card	Alien Number (A#)	Country of birth	Card expires (mm/dd/yyyy)	Resident since (mm/dd/yyyy)

☐ Valid foreign passport with an unexpired visa with proper classification for work authorization, and an unexpired I-94

Issuing foreign country	Passport Number	Visa Number	Visa Class (ex.: J-1, P-1, H-1B, etc.)	Date of entry (mm/dd/yyyy)	Until date (mm/dd/yyyy)

☐ Valid foreign passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa

Issuing foreign country: **Passport Number:**

Section C: ATTESTATION

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States when asked as well as submission of a secure and verifiable document. I may also be required to provide proof of lawful presence.
- I understand that in accordance with sections 18-8-503 and 18-8-501(2)(a)(I), C.R.S., false statements made herein are punishable by law. I state under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S. that the above statements are true and correct.
- I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under Colorado law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Regulatory Agencies upon request and is subject to verification.

_____
Print Full Legal Name

_____ _____
Signature (Full Name) Date

Division of Professions and Occupations
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Application for License by Endorsement
VETERINARIAN
Fee: $180

The content of this application must not be changed. If the content is changed, the applicant may be referred to the Colorado State Attorney General's Office for violation of Colorado law.

Fees may be paid by check or money order drawn in U.S. dollars on a U.S. bank and made payable to *State of Colorado*.

PART 1—APPLICANT INFORMATION

Name: Last:	First:	Middle:	Suffix:
Previous Name(s):			
Social Security Number: *	**Date of Birth** (mm/dd/yyyy)**:**	**Gender:** ☐ *Male* ☐ *Female*	
Place of Birth (city and state, or foreign country)**:**			
Mailing Address: *This is a* ☐ *Home* ☐ *Business*	PO Box, Street: City, State, Zip:		
Daytime Telephone Number: ( )	**E-mail Address:** *Preferred method for communication:* ☐ *Mail* ☐ *E-mail*		

PART 2—EDUCATION

Veterinary school or college attended:	
Type of degree:	**Date granted:** (mm/dd/yyyy)
Do you hold an Educational Commission for Foreign Veterinary Graduates (ECFVG) Certificate?	☐ YES ☐ NO
Certificate Number:	**Date granted:**
Do you hold a Program for the Assessment of Veterinary Education Equivalence (PAVE) Certificate?	☐ YES ☐ NO
Certificate Number:	**Date granted:**

PART 3—EXAMINATION INFORMATION

After November 20, 2000: NAVLE taken in what state? _____ NAVLE date: _____
Date score transferred to Colorado: _____

Prior to November 20, 2000: NBE & CCT taken in what state? _____ NBE date: _____
Date scores transferred to Colorado: _____ CCT date: _____

*Social Security Number Disclosure: Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's social security number. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support under § 14-14-113 and § 26-13-126, C.R.S.; locating an individual who is under an obligation to pay child support as required by § 26-13-107(3)(a)(I)(A), C.R.S.; and reporting to the Health Integrity and Protection Data Bank as required by 45 CFR §§ 61.1 et seq. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Disclosure of your social security number is voluntary for disclosure to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your social security number will not be released for any other purpose not provided for by law.

OFFICE USE ONLY **LICENSE NUMBER:** _____ **DATE ISSUED:** _____

APPLICANT NAME: _____

PART 4—LICENSE INFORMATION

List each jurisdiction in which you are or have been licensed as a Veterinarian (if needed, attach an additional sheet in the same format).

State	License Number	Year license issued	Disciplinary action against license?	Is this license current/active?
			☐ YES ☐ NO	☐ YES ☐ NO
			☐ YES ☐ NO	☐ YES ☐ NO
			☐ YES ☐ NO	☐ YES ☐ NO

PART 5—COMPETENCY TO PRACTICE

By checking at least one box below, I hereby certify that pursuant to Board Rules II.B and II.C, I can demonstrate current clinical competency and professional ability through the method described:

☐ Graduated within the 12 months immediately preceding receipt of this application in the Division with a DVM degree from a school or college of veterinary medicine accredited by the AVMA at the time of my graduation; **—OR—**

☐ Earned a certificate from either ECFVG or PAVE within the 12 months immediately preceding application receipt date; **—OR—**

☐ Passed the NAVLE within one (1) year of application receipt date; **—OR—**

☐ Engaged in the active licensed clinical practice of veterinary medicine since original license in another jurisdiction was issued (if less than three (3) years); **—OR—**

☐ Engaged in the active licensed clinical practice of veterinary medicine in another jurisdiction for at least three (3) years of the five (5) years immediately preceding application receipt date; **—OR—**

☐ Engaged in teaching veterinary medicine in an accredited program for at least three (3) years of the five (5) years immediately preceding application receipt date; **—OR—**

☐ Engaged in service as a veterinarian in the military for at least three (3) years of the five (5) years immediately preceding application receipt date; **—OR—**

Other methods requiring **prior** Board approval:

☐ Successful completion of a Board-approved evaluation by an AVMA accredited institution within one (1) year of application receipt date; **—OR—**

☐ Practice under a probationary or otherwise restricted license for a specified period of time; **—OR—**

☐ Successful completion of courses approved by the Board; **—OR—**

☐ Any other professional standard or measure of continued competency as determined by the Board, including successful completion of species-specific examination(s).

Practice History. List your employment history chronologically for the past five years, most recent first, as shown in the example below (if needed, attach an additional sheet using the same format):

From	To	Employment	Address
6/1/2006	7/1/2011	Private practice, 30 hours per week	233 S Main St, Boise, ID 83701

APPLICANT NAME: _____

PART 6—MILITARY QUESTIONS

1. Are you a Member of the U.S. military? ➢ If **YES**, provide information below:		☐ YES ☐ NO
Branch:	Duty Station:	
2. Are you the spouse of an active duty military member who has been relocated to Colorado and hold a currently valid and active credential to practice your profession in another state? ➢ If **YES**, refer to the *Military Spouse Exemption Form* available on our website at: www.dora.colorado.gov/professions/military.		☐ YES ☐ NO

PART 7—SCREENING QUESTIONS

You must provide the following for each "YES" response to the screening questions below:

- An explanation, signed and dated by you, of your behavior or practice that led to the occurrence, including:
  - Date(s) of event/offense
  - Description of event/offense
  - Location/court
  - Current status/outcome

You may be required to provide the following:

- Copies of legal documents relating to the event/offense.
- Copies of legal documents indicating your compliance with any requirements imposed upon you.

1. Have you ever been convicted of, pled guilty to, pled *nolo contendere* to, or received a deferred judgment for a felony?	☐ YES ☐ NO
2. Have you ever been convicted of, pled guilty to, pled *nolo contendere* to, or received a deferred judgment for a misdemeanor (including but not limited to DUI or DWAI)?	☐ YES ☐ NO
3. Have you ever had any disciplinary action taken against your license to practice Veterinary Medicine or pending against you in any jurisdiction?	☐ YES ☐ NO
4. Have you ever been convicted of, pled guilty to, pled *nolo contendere* to, or received a deferred judgment for any offense pertaining to a charge of cruelty to animals?	☐ YES ☐ NO
5. Do you now abuse or excessively use, or have you in the last five years abused or excessively used, any habit forming drug, including alcohol, or any controlled substance that has a) resulted in any accusation or discipline for misconduct, unreliability, neglect of work, or failure to meet professional responsibilities; or b) affected your ability to practice as a Veterinarian safely and competently?	☐ YES ☐ NO

ATTESTATION

I state under penalty of perjury in the second degree, as defined in C.R.S. 18-8-503, that the information contained in this application is true and correct to the best of my knowledge. In accordance with C.R.S. 18-8-501(2)(a)(I), false statements made herein are punishable by law and may constitute violation of the practice act.

Applicant Signature	**Date**

VERIFICATION OF LICENSE—VETERINARIAN

APPLICANT: Complete the top portion of this form and forward the entire form to your state of original licensure AND all state or countries in which you have ever been licensed. **Request the form be completed and returned to you in a sealed envelope to attach to your application.**

SECTION 1: To be completed by the Applicant

Last Name | First Name | Middle | Previous Name(s) | Social Security Number

Mailing Address (PO Box, street, city, state, zip)

Original License Number | State | Year of License

SECTION 2: To be completed by the State

THIS CERTIFIES that _____ (above named individual) **is a licensed veterinarian, or has been licensed in the state of** _____ **with license number** _____**, issued** _____ (original date of licensure)**, expired** _____ (expiration date)**.**

1. Current license status: ☐ **ACTIVE** ☐ **INACTIVE** ☐ **EXPIRED**
2. Licensed on the basis of:
   - ☐ **NAVLE Examination**. Date taken:_____
   - ☐ **NBE and CCT Examinations**. Dates taken: _____
   - ☐ **Endorsement**. Please identify licensing states: _____
   - ☐ **Other**. Please attach an explanation.
3. Was your state the state of original licensure? ☐ YES ☐ NO
4. Did the applicant submit an official transcript as proof of education in veterinary medicine? ☐ YES ☐ NO
5. Has this license ever been suspended or revoked? ☐ YES ☐ NO
   - If **YES**, please attach documentation.
6. Is the applicant currently under investigation or charged with a violation of the practice act? ☐ YES ☐ NO
   - If **YES**, please provide details.

I certify that the information I have provided on this application is true and correct to the best of my knowledge.

Name | Title

Signature | Date

Internet address of Board's website for online verification (if available)

[AFFIX BOARD SEAL HERE]

Please return this form – in an officially sealed envelope – to the applicant listed in Section 1 above.