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1. Restricted Licensure

Regulation 1093 under the *Veterinarians Act* permits the issuance of restricted licences. A restricted licence is defined as:

“a licence with conditions or limitations imposed by a committee”

A restricted licence may be requested by an applicant when an applicant does not meet any or all of the requirements for a general licence. The requirement to having earned a basic degree in veterinary medicine is non-exemptible.

An application for a restricted licence is reviewed by the Registration Committee and is assessed on its own merits. In order for a review to be completed, the College must be in receipt of:

- an application for licensure and payment of the application fee, and
- a letter addressed to the Registration Committee outlining the request for a restricted licence and the reasons why the request should be granted.

If applicable, additional documentation may also be submitted:

- a current resume detailing the applicant’s experience in veterinary medicine to date,



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- letters or employment support forms confirming the applicant's employment and providing details of relevant duties and hours, and
- any other information that the applicant believes would support his/her request.

The Committee reviews each application and all material received to determine if it will issue a restricted licence inclusive of any terms, conditions and/or limitations. Each decision is unique and made based on the merits of the application.

Terms, conditions and limitations are defined as follows:

Term – a specified length of time that the licence is active.

Condition – a requirement that must be met in order to practise (e.g. a course to be completed, level of supervision)

Limitation – a restriction that often implies avoiding certain actions (e.g. a limitation on practise scope or employment location)

The Committee issues a decision, inclusive of any terms, conditions and/or limitations, with its reasons. A decision of the Committee is appealable to Health Professions Appeal and Review Board.

2. VSTEP Participant Licensure

Background

Participants in Veterinary Skills and Training Enhancement Program (VSTEP) partake in clinical field placements. These clinical placements include direct performance of veterinary medical skills and as VSTEP participants are not exempt as learners under the *Veterinarians Act*, participants must hold an appropriate valid licence.

Policy

Applicants who are currently enrolled as VSTEP participants, who have graduated with a degree in veterinary medicine from an unaccredited but acceptable institution and who have successfully completed the Basic and Clinical Sciences Exam are eligible for a restricted licence under immediate supervision. All applications from this category must be reviewed by the Registration Committee.

Restricted licences granted to current VSTEP participants will have a condition requiring **immediate supervision** by the host veterinarian, who must hold a general licence. This means that the host veterinarian will be within sight of the restricted licence holder at all times when he/she is engaged in professional activities, and that the supervision will be such that it allows the veterinarian to be assured

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that the VSTEP participant can safely and competently carry out his or her clinical activities. VSTEP restricted licence holders and the VSTEP program director are required to sign a situation specific undertaking to formalize the agreement with the College (see appendix 1). Reports to the VSTEP program director from the host veterinarian must be forwarded to the College's Registrar for review and inclusion in the VSTEP licensed member's file.

The College will endeavour to invigilate the CVO local knowledge examination and process applications from current VSTEP participants in a timely manner to ensure that licences granted become active before clinical field placements begin.

The Restricted licence for current VSTEP participants will be for a specified period of time, valid only while the participant is registered in the VSTEP program (normally from May 1st to October 31st), and for a maximum of 6 months, expiring on the official last date of enrolment in the program.

Authority

From the *Veterinarians Act*:

Section 14 states the following:

(4) The Registration Committee shall determine the eligibility of applicants for licences referred to the Registration Committee under subsection (3) and may in any such case require an applicant to obtain such additional experience, education or training as the Registration Committee specifies.

(5) The Registration Committee may exempt an applicant from compliance with any qualification or requirement for a licence.

(6) The Registration Committee, after considering an application for a licence, may direct the Registrar,

(c) to issue the licence subject to the conditions and limitations the Registration Committee specifies.

From Ontario Regulation 1093:

Section 4 states the following:

(1). A restricted licence is a licence with conditions or limitations imposed by a committee under the Act or by the Council under a predecessor of that Act.

(approved by the Registration Committee 2014)

3.CVO Local Knowledge Examination

CVO Local Knowledge Examination

The passing grade on the written, True/False CVO local knowledge examination is 60%.

(Council, April 3, 1991; moved to Registration Committee Policy Manual, May 19, 2004).

4.Documentation Considerations

a)Transcripts as Evidence of Basic Degree

The Registrar shall accept official transcripts sent directly from the educational institution as evidence of successful completion of the basic degree in veterinary medicine where the applicant is unable to produce the original degree for presentation to the College.

(approved by Registration Committee 2013).

b)English/French Language Proficiency Policy

As per Reg. 1093, all applicants must demonstrate proficiency in either English or French to be eligible for licensure with the College. If the applicant's primary and secondary education was conducted in English or French, or if the undergraduate veterinary education was conducted in English or French, the applicant is considered to have fulfilled the College's language proficiency requirement.

If the applicant's primary and secondary education and undergraduate veterinary education was conducted in a language other than English or French, the applicant can satisfy the language requirements by submitting evidence of proficiency to the College in one of two ways:

- objective evidence of proficiency is demonstrated by satisfactory test results taken within the last two years in each area of language competence; OR, if test results have expired,
- other evidence that he/she is able to communicate in English or French at a level of proficiency that is sufficient for the practise of veterinary medicine.

Acceptable Test Results

The Registrar will generally accept one of the following sets of objective test results as evidence of language proficiency:

English Test	Minimum Score	Details
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Internet-based TOEFL (iB-TOEFL)	<p>Reading – 23</p> <p>Listening – 25</p> <p>Speaking 22</p> <p>Writing - 22</p>	<p>No minimum overall score is required.</p> <p>Must achieve at least the minimum passing scores for each of the four sections of the exam; section scores from separate internet-based TOEFL examinations are acceptable as long as they were administered conducted over a two-year period</p>
International English Language Testing System (IELTS) – Academic Version	<p>Listening - 6.5</p> <p>Writing - 6.0</p> <p>Speaking - 7.0</p>	<p>Must achieve an overall score of at least 6.5.</p> <p>Must achieve the minimum passing score for each of the three sections; section scores from separate IELTS examinations are acceptable as long as they were administered within a two-year period</p>
Canadian Academic English Language (CAEL)	<p>Listening - 60</p> <p>Writing - 50</p> <p>Speaking – 60</p>	<p>An overall score of no less than 60 must be achieved.</p>
Michigan English Language Assessment Battery (MELAB)	<p>Reading – 85</p> <p>Listening – 85</p> <p>Writing – 85</p> <p>Speaking - 3</p>	
French Test	Minimum Score & Details	
Exam of French of the <i>Office de la langue française</i> (OLF) of the Government of Quebec	<p>Writing - 60</p> <p>Writing comprehension - 60</p> <p>Oral communication - 60</p> <p>Oral comprehension - 60</p>	<p>No minimum overall score is required.</p>

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Test results must be submitted as follows:

Test	Method of submission	What to do
iB-TOEFL	Send scores directly to the College through the Internet	Visit http://www.toeflgoanywhere.org/ and enter the College's name into the search engine. The CVO's institution code is 3981.
IELTS	The College will verify results online through the IELTS portal.	Send a legible copy of test results to the College for verification. College staff must be able to read the Test Report Form number in the bottom right hand corner of the report.
CAEL, OLF and MELAB	Test scores must be received directly from the testing institution.	Provide the testing institution with the College's address.

Other Evidence

The Registrar will consider other evidence that the applicant is able to communicate in English or French at a level of proficiency that is sufficient for the practise of veterinary medicine.

The process of providing sufficiently persuasive information to establish to the Registrar's satisfaction that the applicant has met the language proficiency requirement is substantially more onerous than that of taking one of the standard language proficiency tests. Nevertheless, individuals have the right under the legislation to have the Registrar consider other evidence should an applicant wish to do so.

There is no restriction on the type or amount of information that may be submitted by the applicant to support the application. The following is a list of examples of what might be submitted with a cover letter:

- Evidence of having authored veterinary publications in English or French
- Evidence from a professor/supervisor attesting to language proficiency over a period of time (such as a residency or graduate program in an English speaking institution)



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- Evidence of a long-standing history of working in a veterinary-related environment where services were provided in English or French (verified by regulated professionals or recognized academics)
- Evidence of successful English or French language proficiency test scores other than those listed in this policy.

(approved by Registration Committee 2013).

5. Difficulty obtaining required documents

Despite their best efforts, some applicants are unable to obtain the documents required to support their application due to circumstances that are beyond their control.

Examples of such circumstances include:

- An institution (such as a school or governmental organization) is unable to provide the required document because it no longer exists, is not functioning or has lost records due to war, upheaval, natural disaster or other crisis;
- An institution is refusing to provide the required documentation for an improper reason;
- Contacting an institution to request a document raises a wellfounded fear of discrimination or persecution for the applicant or his/her family.

This list of examples is not exhaustive and other circumstances “outside an applicant’s control” will be considered on a case by case basis.

Process

Any applicant indicating that it is impossible to obtain documents will be provided with an opportunity to describe their particular situation for consideration.

1. When an applicant advises the College that documents are not available, staff will ask for a letter to be submitted detailing the reasons why the document is not available.
2. The Registrar will then determine whether it is appropriate to accept alternative documentation given the facts presented.

Alternative Documents

Alternative documentary proof from sources other than the originating institution might include:

- a certified/notarized copy directly from the applicant
- copies of documents from another institution (regulatory body, testing agency)
- transcripts from academic studies in veterinary medicine
- an affidavit, which is a formal legal document in which an individual describes circumstances or knowledge and swears that the information provided is true in the presence of a notary or lawyer.

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- affidavits from third parties (such as professors or colleagues) with personal or expert knowledge relating to the applicant's circumstances, academic credentials or qualifications.

Appeal

Applicants may appeal the Registrar's decision by asking for a referral to the Registration Committee.

(approved by Registration Committee 2014)

6. AVMA-COE Accredited School Graduated Exemption

Background

Under Ont. Reg. 1093 ss 3 (1) (i), applicants for licensure must provide evidence that they have earned a basic degree from an AVMA-COE accredited veterinary school or an acceptable unaccredited veterinary school by presenting the degree itself (or a notarized copy thereof).

Since degrees are not issued until the educational institution holds its convocation ceremony, graduands who have completed all degree requirements but who have not yet convoked are not eligible for a licence issued by the Registrar. Therefore they must request an exemption to the requirement, which by law may be considered and decided by the Registration Committee only.

Policy

The Registration Committee will consider, in lieu of the degree, an original letter from the Dean (or equivalent) of the relevant AVMA-COE veterinary college – Canadian or otherwise - confirming that the applicant

- has completed all degree requirements for the program, and
- is expected to graduate at the stated convocation ceremony date.

In these cases the Registration Committee will generally direct that a Restricted Licence be issued with the condition that official transcripts issued after convocation must be sent to the College directly from the educational institution within 6 months of the licence date. Upon receipt of official transcripts (or other acceptable documentation) stating that graduation has taken place and the degree therefore issued, the Registrar is then permitted to issue a General licence to the licensee. If the College does not receive official transcripts (or other acceptable documentation) within 6 months of the licence date, the restricted licence will be revoked.

Authority

Under Regulation 1093,

3. (1) The requirements for the issuing of any licence are that the applicant,
 - (i) submits his or her basic degree from an accredited veterinary school or an acceptable unaccredited veterinary school or a copy of the degree that is,
 - (i) notarized by a person authorized to notarize documents in a Canadian jurisdiction, or

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(ii) certified by a person authorized to practice law in a Canadian jurisdiction. R.R.O. 1990, Reg. 1093, s. 3 (1); O. Reg. 431/00, s. 1; O. Reg. 398/07, s. 2.

Under the *Veterinarians Act*,

ss. 14 (5) the Registration Committee has the authority to exempt an applicant from compliance with any qualification or requirement for a licence.

(approved by Registration Committee 2014)

7. Supervision of Non-OVC Undergraduate Veterinary Students

Background

The *Veterinarians Act* specifically exempts undergraduate students enrolled in the DVM program at the Ontario Veterinary College (OVC), and only at the OVC, from the need to be licensed with the College for the duration of their program. The provision permits them to participate actively in externships and other clinical activities under appropriate supervision, both on campus during coursework and in clinical practice placements in Ontario when they are placed in elective rotations or in externships.

Several other AVMA-COE accredited veterinary programs allow their veterinary students to complete clinical rotations in Ontario, yet these students are not exempted in the Act from the requirement for licensure. The College believes that the intent of the legislation is to facilitate the learning process for students enrolled in an accredited veterinary medical undergraduate program, permitting them to practise for the purposes of completing their program under appropriate supervision.

Policy

The College will permit clinical-placement students from non-OVC programs to work under supervision¹ in Ontario practices without requiring licensure, if the following conditions are met:

1. The Dean of the AVMA-COE accredited veterinary college program has provided a letter confirming that
 - a. the student is actively enrolled² in the DVM veterinary program, and

¹ **Direct Supervision:** the supervising veterinarian must be on the same premises as the STUDENT LEARNER, but not necessarily within sight or hearing.

Immediate Supervision: the supervising veterinarian is within sight of the restricted licence holder at all times when he/she is engaged in professional activities; the supervision will be such that it allows the veterinarian to be assured that the STUDENT LEARNER can safely and competently carry out his or her clinical responsibilities.

² Actively enrolled: the student must be currently participating in studies and coursework, and is not on leave.

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- b. the DVM veterinary program has procedures in place for monitoring the student's performance throughout the clinical placement; and
- 2. An undertaking between the College and a supervising veterinarian in Ontario has been submitted to the College before the placement begins, and has been signed by a licensee of the College who is
 - i. in good standing;
 - ii. holds a General Licence;
 - iii. is willing to supervise the student; and
 - iv. is acceptable to the Registrar.

Authority

This policy addresses a legislative gap that has been added to the list of items for consideration under the strategic key objective for 2014-2017, "Modernization of the Legislation."

(approved by Council 2014)