**Application Process**

**For a**

**New RVT Applicant**

* Programs accredited by the CVMA:

<https://www.canadianveterinarians.net/education-and-events/accreditation/animal-health-technology-veterinary-technician-programs/>

* Documents submitted for licensing purposes that are not in English or French must be accompanied by a certified translation.
* **Expected Timelines:** When you submit an application for licensure with the NSVMA, our staff will review your submissions carefully and contact you with information about any outstanding requirements within 7 business days. Once you meet all the requirements, it can be processed and approved within 3 business days.
* **Alternative Documentation:** Should a request be made for consideration of alternative documentation by an applicant due to circumstances outside of the control of the applicant, the Registrar will present a formal written request for consideration by the applicant to the Council for consideration.

A written decision will be provided to the applicant.

* **Internal Review process:** Should an application for licensure with the NSVMA be rejected, the Registrar will give the applicant the reasons for refusal, in writing, and the applicant will be given the opportunity to appeal the Registrar’s decision to the Council.

The review process will ensure that no one who acted as a decision-maker with respect to a registration decision will act as a decision-maker during the internal review process.

The Council will provide written notice no later than 60 days after receipt of the appeal of the place, date and time of the appeal hearing. An applicant has the right to be represented by counsel. The Council will provide its decision in writing and will notify the applicant of the decision in writing by registered mail or personal delivery service.

For further information or questions about the Application Process, please contact the NSVMA Office:

Phone : 1-902-865-1876

Email: admin@nsvma.ca
11 Memory Lane

Lower Sackville, Nova Scotia

 B4C 4H1.