

Nova Scotia Veterinary Medical Association

NSVMA Policy Statement Pertaining to The License Renewal Process for Registered Veterinary Technicians (RVT)

- 1. The License Renewal period for Registered Veterinary Technicians to submit their Renewal Application online opens at 00:01am on May 1st.**
 - a. Registered Veterinary Technicians are encouraged to submit their completed License Renewal Applications immediately to avoid any possibility of a delay in approval of their License Renewal. For an application to be complete, all relevant information, including payment and continuing education hours must be submitted in the required format.**

- 2. The License Renewal period for Registered Veterinary Technicians to submit their Renewal Application online closes at 11:59pm on May 31st.**
 - a. License Renewals submitted up to May 31st will be considered as having been received on time and will be the first applications to be processed.**
 - b. Licence Renewal Applications will be reviewed/approved in the order in which they are received**
 - c. All Applications received by 11:59pm on May 31st will be reviewed and, if appropriate, approved by June 30th .**

- 3. The Completed Renewal Applications received between June 1st and June 30th will be considered as having been received after the closing date for Renewal Applications and will be classified as Late Applications.**
 - a. Late Applications will be reviewed/ approved in the order in which they are received.**
 - b. Due to limited staff resources, review and approval of applications that arrive after 11:59 on May 31st cannot be assured by June 30th.**
 - c. A Registered Veterinary Technician whose Renewal Application is awaiting review/approval, will not be permitted to engage in the practice of veterinary medicine after June 30th until the Application has been Approved and the License granted.**
 - d. An Administration Fee of \$150.00 will be applied to these Late Applications and must be paid prior to approval of the License Renewal.**

- 4. A Registered Veterinary Technician whose License expired at 11:59pm on June 30th and did not submit a renewal application will be provided an extension until July 14th to submit their completed Application. Applications in this category are considered to be overdue. Failure to submit their overdue renewal application by 11:59pm on July 14th will result in the Registered Veterinary Technician being removed from the Official NSVMA Register and forfeiting his/her privilege of engaging in the practice of veterinary medicine as an RVT in Nova Scotia.**

 - a. Licence Renewal Applications will be reviewed/approved in the order in which they are received.**
 - b. The Registered Veterinary Technician will not be permitted to engage in the practice of veterinary medicine as an RVT until the application has been approved and the License granted.**
 - c. An Administration Fee of \$200.00 will be applied to these overdue Applications and must be paid prior to approval of the License.**

- 5. A submitted Renewal Application that is determined to be incomplete when reviewed, will be “unsubmitted” and returned to the Registered Veterinary Technician. The Registered Veterinary Technician will be required to address the deficiencies in the Application and resubmit it. Only applications determined to be complete upon review, including the paid application fee, will be considered as submitted.**

April 13, 2022