

GEORGIA STATE BOARD OF VETERINARY MEDICINE

Adopted Board Policies

Table of Contents

Administratively Processed Applications	Pg. 2 - 3
Affidavit of Applicant	Pg. 4
Applications Reviewed by the Board	Pg. 5
Application Time Limit	Pg. 5
Clinical Competency Test Waiver	Pg. 5
Cognizant Review	Pg. 6
Approval of Continuing Education Programs	Pg. 6
Continuing Education Audit	Pg. 6
Internet Pharmacies	Pg. 7
Reinstatement/Reactivation Policy	Pg. 8 - 10
Records/Written Prescription Release	Pg. 11
Rabies Vaccine Administration	Pg. 12
Re-examination Policy	Pg. 13
Cease and Desist Policy	Pg. 14

This policy manual was approved by the Board on July 2, 2003.
Any updates to the manual will reflect the date approved by the Board.

Please note that policy statements issued by the Board are subject to change and require no prior notice from the Board. You may contact the Board office to confirm that the information in this publication is still current.

Administratively Processed Applications

Applications will be approved administratively once all criteria as outlined in the law and Board rules have been met. The administrative processing of licenses means that the Board staff has reviewed the documents and approved licensure based upon the laws, rules and board policies that pertain to that specific type of licensure. License reinstatements will be administratively processed in compliance with the Board's current Reinstatement/Reactivation Policy. The Board will review any applicant with an affirmative answer to the conviction or Board sanction questions. Administratively issued licenses are considered for a vote to ratify at the next regularly scheduled board meeting.

Administratively Processed Applications with report of Arrests

	GEORGIA STATE BOARD OF VETERINARY MEDICINE POLICIES & PROCEDURES
---	---

Category: Licensure **Policy:**
Procedure:
Title: Staff Approval of Applications for Licensure and Renewal Related to Criminal Offenses
Statutory Basis: O.C.G.A. § 43-50

The Georgia State Board of Veterinary Medicine accepts the following guidelines for review of applications for licensure and renewal which indicate that the applicant has an arrest and/or conviction. Applications that do not fall within the parameters indicated below will be referred to the Board Cognizant and/or the Board for consideration.

Offense	Frequency	Other	Action
DUI	One Time	No active probation / No active parole	If conviction is older than five years proceed with licensure with a letter of concern Criminal.
Bad Checks, Municipal Ordinance Violations, Driving with Suspended/Revoked License	One Time	No probation / No parole	If conviction is older than five years proceed with licensure with a letter of concern Criminal.
Petit Theft, Shoplifting, Non-Violent Property Crimes (not related to drugs)	One Time	No probation / No parole	If conviction is older than five years proceed with licensure letter of concern Criminal.
Marijuana Possession of Less than One Ounce	One Time	No probation / No parole	If conviction is older than five years proceed with licensure letter of concern Criminal.
Misdemeanor Offenses with the Exception of Drug Related Misdemeanor Crimes	No Limit	No probation / No parole	If conviction is older than five years proceed with licensure letter of concern Criminal.
Any offenses of a sexual nature	No Limit	N/A	Must be presented to the Board.
Any felony offense	No Limit	N/A	Must be presented to the Board.
Applicants to multiple offenses	No Limit	N/A	Must be presented to the Board.

*Policy approved at the July 4, 2004 Meeting.
 Policy revised at the February 19, 2014 Meeting.*

Affidavit of Applicant

The Georgia State Board of Veterinary Medicine allows for a sworn affidavit from the applicant in lieu of requiring a state Jurisprudence examination for licensure. **Please initial below:**

_____ I have read and understand 43-1-19 – Grounds for refusing to grant or revoking licenses; application of “Georgia Administrative Procedure Act”, subpoena powers; judicial review.

_____ I have read and understand 43-50-3 – Definitions of the legal terms in Chapter 40 of Title 43.

_____ I have read and understand 43-50-21 – General power of the Georgia State Board of Veterinary Medicine.

_____ I have read and understand 43-50-22 – License requirement for practice of veterinary medicine.

_____ I have read and understand 43-50-27 – Disciplinary action; emergency action and summary suspension; judicial review; reinstatement; investigatory powers; voluntary surrender of license.

_____ I have read and understand 43-50-33 – Unlawful acts.

_____ I have read and understand 43-50-26 & Rule 700-7 – Renewal of License.

_____ I have read and understand 31-19-5 – Inoculation of canines and felines against rabies.

_____ I have read and understand Rule 700-7-.01(1) concerning change of address.

_____ I have read and understand Rule 700-7-.03 – Continuing Veterinary Education.

_____ I have read and understand Rule 700-8 – Unprofessional conduct.

I certify that I have read the Laws and Rules of the Georgia State Board of Veterinary Medicine and accept the professional responsibility thereof.

Signature of Applicant _____

Notary Public _____

_____ County

_____ State

Personally appeared before me, the undersigned official authorized to administer oaths, comes _____ who deposes and swears that he/she is the person who executed this application for a license to practice Veterinary Medicine in the state of Georgia; and that all of the statements herein contained are true to the best of his/her knowledge and belief.

Sworn to and subscribed before me this _____ day of _____, 2_ _____

Notary Public _____

My Commission Expires _____

Applications Reviewed by the Board

The Georgia State Board of Veterinary Medicine adopts the use of applicant names for files under review by the Board.

Application Time Limit

An applicant must satisfactorily complete all requirements for licensure within one year from the date of receipt of the application. Incomplete applications are void after one year and fees are non-refundable. A failure to submit proof of graduation and a certified copy of official school transcripts within one year of the date of application will result in the withdrawal of the application at which time the applicant will be required to submit a new application with the required fee.

** Policy amended at the September 20, 2014 board meeting.*

Clinical Competency Test Waiver

The Georgia State Board of Veterinary Medicine waives the Clinical Competency Test (CCT) for any licensee candidate who has made satisfactory scores on the National Board Exam (NBE) (scaled score of 75 or higher) and has a license in good standing in another state.

Cognizant Review

The Board has approved one Board member to work as cognizant on behalf of the Board and review disciplinary matters. All cases reviewed by the cognizant are eventually brought before the Board for a vote of resolution.

Approval of Continuing Education Programs

The Board has approved one Board member to work as the CE reviewer on behalf of the Board and approve or deny all continuing education programs. This reviewer abides by the appropriate Board Rule in this review process.

Continuing Education Audit

Any licensee who is currently working under the restrictions of a public consent order will be noted for audit during the biennial renewal period.

Licensees renewing during the biennial renewal period who are selected for audit of their Continuing Education hours and who have not achieved the required hours must provide the following to be considered for renewal:

- Proof of 30 hours during the two-years of the renewal cycle.
- Pay a \$200 Continuing Education penalty fee.
- Pay the Late Renewal fee of \$300.
- Total renewal fee \$500.

Internet Pharmacies

At the August 2001 meeting the Georgia State Board of Veterinary Medicine adopted the statement of the American Veterinary Medical Association concerning Internet Pharmacies as follows:

1. Drug therapy, when medically indicated, should be initiated by the attending veterinarian in the context of a valid veterinarian-client-patient relationship.
2. Drugs may be dispensed or prescribed. Veterinarians should honor client requests to prescribe rather than dispense a drug (AVMA Principles of Veterinary Medical Ethics). The client has the option of filling a prescription at any pharmacy.
3. Clients might be advised to select an Internet pharmacy certified by the National Association of Boards of Pharmacy (vipps@nabp.net) whose VIPPS™ program and its accompanying seal of approval identify to the public those online pharmacies that are appropriately licensed and prepared to practice pharmacy via the Internet.
4. Veterinarians asked by pharmacies to approve prescriptions they have not initiated should do so only if the prescription is appropriate and a valid veterinarian-client-patient relationship exists.
5. It is within the veterinarian's (not the pharmacy's) purview to determine the medical criteria whereby a drug is indicated.)
6. As with any prescription, a written record should be maintained.
7. Prescribing veterinarians should assure that information regarding the proper use of the prescribed drug and the risks associated with its use are communicated to the client, regardless of the drug source.
8. Use of drugs for foreign origin that lack FDA approval generally is not permitted.

Reinstatement/Reactivation Policy for Veterinarians

The Georgia State Board of Veterinary Medicine adheres to a reinstatement/reactivation schedule based upon the following:

Within three months of expiration, licenses will be renewed pursuant to the late renewal process.

For licenses Lapsed by Operation of Law for non-renewal OR licenses on Inactive Status –

- Applicant must complete the reinstatement application;
- Applicant must pay a reinstatement fee of \$600.00; and
- Applicant must submit proof of at least 30 hours of Board approved continuing education obtained within the last two years.
- Applicants who have not actively practiced for 3 or more years may be required to take examinations (NAVLE, QE, VCSA or a substantial equivalent) at the board's discretion.

Practice with Lapsed-Late Renewing or Lapsed License

- For less than 1 year – reinstate with PRIVATE Consent Order in addition to fees and C.E. requirements as outlined below.
 - Fees:
 - Applicant must pay the late renewal fee; and
 - Applicant must pay a fine of \$200 per year (not biennium) for unlicensed practice.
 - Continuing education:
 - Applicant must submit proof of at least 30 hours of Board approved continuing education obtained within the last two years; and
 - Continuing education hours submitted for late renewal/reinstatement cannot be used for the upcoming renewal period.
- For more than 1 year – reinstate with PUBLIC Consent Order/Reprimand in addition to fees and C.E. requirements
 - Fees:
 - Applicant must pay a \$600 reinstatement fee;
 - Applicant must pay a fine of \$200 per year (not biennium) for each year of unlicensed practice; and
 - Applicant must complete a reinstatement application
 - Continuing education:
 - Applicant must submit proof of at least 30 hours of Board approved continuing education obtained

within the last two years; and Continuing education hours submitted for reinstatement of license cannot be used for the upcoming renewal period.

The board also allows reinstatement consent orders that have been signed by the licensee and returned to the board office to be accepted upon receipt, with the Executive Director signing for the Board President.

If reinstatement is granted, the license will be required to be renewed by the last day of December in EVEN numbered years, regardless of when the license is reinstated.

*Revised at the June 16 2005 board meeting.
Revised at the October 07, 2009 board meeting.*

Reinstatement/Reactivation Policy for Vet Technicians

The Georgia State Board of Veterinary Medicine adheres to a reinstatement/reactivation schedule based upon the following:

Within three months of expiration, licenses will be renewed pursuant to the late renewal process.

For licenses Lapsed by Operation of Law for non-renewal OR licenses on Inactive Status –

- Applicant must complete the initial application process;
- Applicant must pay a fee of \$50.00; and
- If the applicant does not have an active license in good standing and documented practice within the last 3 years and took the exam over 5 years ago, re-examination with the VTNE is required.

Practice with Lapsed-Late Renewing or Lapsed License

- For less than 1 year – reinstate with PRIVATE Consent Order in addition to fees and C.E. requirements as outlined below.
 - Fees:
 - Applicant must pay the late renewal fee; and
 - Applicant must pay a fine of \$100 per year (not biennium) for unlicensed practice.
 - Continuing Education:
 - Applicant must submit proof of at least 10 hours

of Board approved continuing education obtained within the last two years; and Continuing Education hours submitted for late renewal/reinstatement cannot be used for the upcoming renewal period.

- For more than 1 year – reinstate with PUBLIC Consent Order/Reprimand in addition to fees and C.E. requirements as outlined below.
 - Fees:
 - Applicant must pay a \$50 application fee;
 - Applicant must pay a fine of \$200 per year (not biennium) for each year of unlicensed practice; and
 - Continuing Education:
 - Applicant must submit proof of at least 10 hours of Board approved continuing education obtained within the last two years; and Continuing Education hours submitted for late renewal/reinstatement cannot be used for the upcoming renewal period.

The board also allows reinstatement consent orders that have been signed by the licensee and returned to the board office to be accepted upon receipt, with the Executive Director signing for the Board President.

If reinstatement is granted, the license will be required to be renewed by the last day of December in EVEN numbered years, regardless of when the license is reinstated.

Revised at the June 16, 2005 board meeting.

Revised at the October 7, 2009 board meeting.

Revised at February 3, 2010 board meeting.

Revised at December 10, 2014 board meeting.

**Guidelines for the Request of Records and/or Written Prescription to
be Released**

1. Upon receipt of a properly signed and executed release from the patient, the veterinarian, at his/her discretion, may release the original x-ray film, patient records, etc. to the patient or his/her designee.
2. If the Board office receives a complaint against a veterinarian whereby the veterinarian will not release the records and/or a written prescription to a patient at the patient's request, a letter from the Board will be sent via Certified Mail to the veterinarian to release the records and/or provide a written prescription to the patient within 10 days of receipt of the certified letter, and submit proof that the records have been mailed to the patient (via Certified Mail) to the Board within 10 days as well. The veterinarian must either submit to the Board proof of the mailing of the records and/or written prescription, or respond to the Board as to why the records and/or written prescription cannot/will not be mailed within 10 days of the receipt of the certified letter from the Board.
3. If the Board office has not received proof that the records and/or written prescription have been released to the patient, or has not received a response from the veterinarian within 15 days of the date of the request was mailed from the Board's office, the veterinarian will:
 - Have his/her license sanctioned by the Board with a PUBLIC REPRIMAND, which will be a permanent part of the veterinarian's records; and
 - Pay a \$500.00 fine.

RABIES VACCINE ADMINISTRATION

At the meeting on August 4, 2004, the Board made a public policy statement concerning the administration of rabies vaccine as follows:

- Pursuant to Georgia law O.C.G.A. § 43-50-3(11)(G), and based upon public health concerns, the Georgia State Board of Veterinary Medicine considers the administration of rabies vaccine, for official vaccinates, in Georgia as the practice of veterinary medicine. Therefore, the Board finds that this practice cannot be delegated to an employee and the vaccine must only be administered by a Georgia licensed Doctor of Veterinary Medicine.

At the meeting on November 7, 2007, the Board amended this policy statement as follows:

- If a rabies clinic is conducted at a Public Health facility (i.e. County Health Department), Government-Sponsored facility (i.e. Animal Control), or sponsored by an Educational entity (i.e. 4-H, UGA, etc.) they are exempt from the board rules and regulations pertaining to facilities and record-keeping.
- Vaccination clinics are not exempt from any laws, rules & regulations of the board.

RE-EXAMINATION FOR APPLICANTS WHO HAVE FAILED THE
EXAMINATION THREE (3) TIMES

Applicants who have failed the national licensing examination three (3) times must submit:

- An application for licensure;
- A written statement to the Board requesting consideration for an additional examination attempt. Such statement must include a listing of the failed area(s) on the examination; and
- An extensive remediation plan to address the areas of deficiency. Such remediation plan must include:
 - Name of program in which you are participating, and
 - Listing of texts/study materials/course outlines utilized.
 - If the program of study is with a Georgia licensed veterinarian, a notarized statement from the veterinarian of his/her participation is required.
 - Such remediation program must not be less than six (6) weeks in length.
 - Applicants must receive Board approval to begin the remediation program.
 - Upon completion of the program, documentation of completion must be submitted and approved by the Board before further consideration is given to an additional examination attempt.

Remediation programs submitted after completion will not be considered by the board.

*Adopted at the Nov 7, 2007 board meeting.
Revised at the June 11, 2014 board meeting.*

Voluntary Cease and Desist Orders

Voluntary Cease and Desist Order Effective Upon Docketing

It is the policy of the Georgia State Board of Veterinary Medicine to accept all Voluntary Cease and Desist Orders upon receipt in the Board office and authorize the president/chairperson or his or her designee to execute the Order and to authorize the Orders to be docketed and served. It is the intent of the Board that the Orders will be in effect upon docketing. The Georgia State Board of Veterinary Medicine will ratify the docketed Cease and Desist Orders at its next meeting after the date of docketing and include a list of the approved orders in the board minutes. Georgia State Board of Veterinary Medicine – April 9, 2008