

**IMPORTANT DOCUMENT – REQUIRED FOR ADMITTANCE TO TEST CENTER**

**National Board of Veterinary Medical Examiners (NBVME®)**

Telephone: 701-224-0332 E-mail: [mail@nbvme.org](mailto:mail@nbvme.org)

**North American Veterinary Licensing Examination (NAVLE®)**

**Scheduling and Admission Permit**

**You must print and take this permit and your required identification to the test center in order to take your examination. Print your permit in advance, because you cannot print your permit at the test center, and NBVME will not provide a faxed copy.**

<b>Name:</b>	<b>Eligibility Begins:</b>
<b>Program:</b>	<b>Eligibility Ends:</b>
<b>Exam:</b>	<b># of Test Days:</b>
<b>Scheduling #:</b> <b>(for appointment scheduling)</b>	<b>CIN (Candidate ID#):</b> <b>(for use on test date only to access your exam)</b>
<b>Testing Region:</b>	

This scheduling permit authorizes you to sit for the examination during the period noted above, **unless there is a change in your eligibility status. In the event of such a change, you must contact the NBVME.**

- SCHEDULE A TEST DATE:** Using the information above, schedule a test date via the Prometric website at [www.prometric.com](http://www.prometric.com), available 24 hours per day, 7 days per week, or call 877-291-4644 located in Baltimore, MD, available M-F 8AM-8PM (local time). When scheduling on-line, on the Prometric main page, under the “Academic, Professional, Government & Corporate” drop down menu you must select “National Board of Veterinary Medical Examiners”. Provide a valid telephone number and e-mail address when scheduling so Prometric can e-mail you a Confirmation Notice and contact you in the event that your appointment must be rescheduled. The Confirmation Notice contains a Prometric Confirmation Number. You need this number to **confirm, reschedule, or cancel** your appointment. You should also record this Confirmation Number at the bottom of this form in the space provided. Prometric schedules testing appointments on a first-come, first-serve basis. The earlier you schedule, the more likely you are to receive your preferred test date and location.
- CONFIRM, RESCHEDULE, OR CANCEL APPOINTMENT:** Confirm your test date and center location using your Prometric Confirmation Number one week before your appointment at [www.prometric.com](http://www.prometric.com) or by calling the Prometric telephone number above. You may reschedule your appointment only within the testing period noted above. **To avoid a Prometric rescheduling fee, you must reschedule your appointment by noon local time (of the region you’re registered to test in as noted on your permit) at least 2 business days before your appointment.** If you need to reschedule your appointment but cannot provide at least 2 business days’ notice or you do not appear on your test date, you **must contact the NBVME for further information.**
- ADMISSION TO THE TEST CENTER:** **You will not be admitted to the testing room without this permit and an unexpired, government-issued form of identification (such as a driver’s license or passport) that includes both your photograph and signature.** The name on your ID must match the name on this permit exactly. The only acceptable difference would be the presence of a middle name, middle initial or suffix on one document and its absence on the other. If your name is misspelled on this permit or differs from your name as it appears on your identification, contact the NBVME immediately. Name changes or corrections cannot be made within 7 business days of your scheduled testing date.
- TEST DAY:**
  - ARRIVAL:** Report to the test center 30 minutes before your scheduled appointment. You must sign in and your photograph will be taken. If you arrive later than your scheduled appointment, you **may not** be admitted. If you arrive **more than 30 minutes after your scheduled appointment**, you **will not** be admitted to the testing center.
  - PERSONAL ITEM STORAGE:** You must place all of your personal items, including cell phones, pagers, watches, wallets, food and beverages in a small locker outside of the testing room. Pagers and cell phones must be turned off.
  - TESTING:** The Test Center Administrator (TCA) will instruct you to write your name and CIN listed above on the laminated writing surface provided for making notes. The TCA will then collect the permit and escort you to the testing room. You will enter your CIN into the computer at your workstation to initiate your exam and to resume testing after breaks. **Do not erase your name and CIN** from the laminated writing surface until the end of your test day. If you are receiving test accommodations and are scheduled to take a two-day examination, **ask the TCA to return your permit** to you at the end of your test day since you will need to repeat this process on the following test day.

**Record your Prometric Confirmation # here when you schedule your appointment:** \_\_\_\_\_