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## PAVE CHECKLIST

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*Please note: The Steps of the PAVE program must be completed in order.*

### **Step 1 – Credentials Verification**

- Submit online application** during the posted application window. Candidates must have completed 50% of your veterinary education before taking the Qualifying Science Examination (QSE).

**NOTE:** Candidate who have a documented disability covered under the ADAAA of 2008 and would like to request accommodations, submit the application and supporting documents along with all of the other required documents, **postmarked by the application deadline.**

- Submit credentials documents. Must be postmarked by the application deadline.**
  - ✓ **Identity documents** (original birth certificate or notarized copy of birth certificate or passport)
  - ✓ **Affidavit for Release of Information** (signed and notarized with photo. Please include an extra copy of the photo.)
  - ✓ **Citizenship papers if ever a citizen of country other than US** (certified copy of naturalization papers or VISA permit; or resident alien card number)
  - ✓ **Educational Documents**
    - If you have graduated: Official Transcript and Diploma or proof of graduation
    - If you are a student: Unofficial Transcript or Grade Report and Letter of University Standing

### **Step 2 – English Proficiency**

It is strongly recommended to take the English examinations *before* applying to the PAVE Program. Candidates must complete **Step Two: English Proficiency** in order to be eligible to sit for the Qualifying Science Examination. Scores on TOEFL and IELTS are valid for two years.

- Submit English Proficiency test scores.** The English proficiency must be demonstrated before sitting for the Qualifying Science Examination. Score reports must come directly from the test vendor.
    - TOEFL (Enter **institution code 8216** on application for TOEFL to have score sent directly to AAVSB)
- OR
- IELTS

OR

- Proof that 3 or more years of your high school education was conducted primarily in English. (High Schools transcripts or letter from a school official is acceptable)

### **Step 3 – Qualifying Science Examination**

- Pass Qualifying Science Examination.** Report to testing center with personal photo identification and the authorization letter.

### **Step 4 – Clinical Proficiency**

- Notify AAVSB of Clinical Rotation Site, address or name changes by email. Contact PAVE staff at [pave@aavsb.org](mailto:pave@aavsb.org) for an ECE school acknowledgement form to be completed and submitted to the AAVSB prior to starting the clinical rotation.
- Complete the pathway for demonstrating clinical proficiency.
  - **Pathway 1** (*pre- or post-graduation*): Evaluated Clinical Experience (ECE) at an AVMA-accredited veterinary school
  - **Pathway 2** (*post-graduation*): Clinical Skills Assessment Examination. ***This option is currently suspended.***

### **Final Steps**

- After graduation, submit:**
  - 1) final official veterinary transcript
  - 2) certified/official copy of veterinary diploma
  - 3) final clinical grade report and ECE completion verification form sent directly from clinical school
- Review from PAVE Committee.** Review will take approximately 5 - 7 business days.
- Receive PAVE Certificate of Completion.** A copy of the PAVE certificate may be sent to a state licensing board upon the candidate's request. There is no charge for this service.