

IMPORTANT 2010 NH VETERINARY LICENSE RENEWAL INFO

Renewal notification via postcard: Beginning this year, a postcard will be mailed to each licensee as a reminder that their license expires December 31, 2009 if not renewed. A licensee who does not wish to renew online may print out the 2010 renewal form located on the Board website, www.nh.gov/veterinary. As always, the renewal must be postmarked by December 31, 2009 or the form will be returned and a late fee of \$50 assessed. Online renewals must be completed no later than December 31, 2009 or a \$50 late fee will be assessed. You will be considered unlicensed until the renewal process is completed and the late fee paid. After January 1, 2010, the names of the veterinarians who have not renewed and are believed to be practicing in the state will be sent to the DEA, Federal Veterinarian and NH Board of Pharmacy.

Online renewal: A new licensing system was implemented in 2008. The option is available to renew your veterinary license online and pay by credit card. To use this option, visit www.nhlicenses.nh.gov and choose Veterinarians under Professional Licensing. If you did not obtain a registration code in 2009 for online renewal, you must do so now during the 2010 process.

Expired license: If your license expired prior to 2009, contact this office for fees and CE credits due to renew for 2010.

Continuing education: Please note that copies of the **Certificates of Attendance** from Board approved CE programs **must be submitted** with your renewal form. There are no exceptions. **No faxes** will be accepted. If renewal is done via our online process, the certificates of attendance must be e-mailed or sent via regular mail. Most medical/surgical programs certified by the Registry of Approved Continuing Education (RACE) are accepted for CE credits. Practice management programs are **not** accepted. A total of three CE credits per year may be obtained by completing online programs (VIN) **or** compendium/journal. Programs must be pre-approved by the Board. If there is a question whether it is Board approved, contact the program provider or this office. CE credits are not required of 2009 graduates for 2010 renewal.

CE Extension: An extension of time to obtain CE credits must be requested **prior** to December 31, 2009. The written request with explanation of circumstances preventing you from obtaining the CE credits must be submitted with the renewal form and check for \$200 (includes \$50 late fee). Confirmation of obtaining CE credits (Certificates of Attendance) must be submitted via mail or e-mail attachment **by March 31, 2010**.

Renewal certificate: Renewal certificates will **no longer be issued** to licensees. To confirm your license renewal, you may check your license expiration date under the **License Lookup** section of the Board website. Also, time constraints prevent us from issuing receipts for license renewals. Your credit card statement or cancelled check must suffice as a receipt.

E-mail address: E-mail is an important way for this office to correspond with licensees. Please provide your e-mail address, check your e-mails regularly and be sure to update us via e-mail on any change. The e-mail address you provide is not shared with anyone outside this office.

Address change: The NH Code of Administrative Rules, Vet 404.01, requires that this office be notified of any change of address within 30 days of the change. Please do not wait until the renewal notice has been received to update your address. Correspondence is not forwarded by the post office; it is returned to this office to be re-addressed.

License verification: Be sure to include a check for \$20, payable to NH Board of Veterinary Medicine, with any request for a license verification to be sent to another state/jurisdiction, so there will be no delay in sending it.

Reprimand/Discipline: Disciplinary action taken against you in another state/jurisdiction must be reported to the Board within 15 days of the action. You must request that the disciplining state send a copy of the Final Order/Settlement Agreement within 30 days of signing for the Board's review. Failure to do so may result in disciplinary action and/or revocation of your NH veterinary license.