

“How To” Tips

If you have forgotten your password, please click on the “recover my password” button and a new, temporary password will be emailed to the last email we had on file for you. If you have forgotten your email, please contact the registrar (registrar@nbvma-amvnb.ca)

 New Brunswick Veterinary Medical Association Version Française

New Brunswick Veterinary Medical Association Members

Please sign in to continue.

Sign in to your Account

Email	Enter your email
Password	Enter your password

[SIGN IN](#) [Recover my password](#)

[New to the site?](#) [Create an Account](#)

To edit any information within your profile such as your email, address, place of employment, etc. please click on the green pencil icon.

To add CE hours, go under the Professional Details section and click on “Edit CE Hours”

Professional Details

EVTA #	not entered 
PLACE(S) OF EMPLOYMENT	Not employed  04/18/2021 to Present add a facility 
VET TECH PROGRAM	Dalhousie Agr. Campus 
GRADUATION YEAR 	2021 
SPECIAL INTERESTS (If applicable)	add a special interest 
CE HOURS  (previous year required)	2020/2021 15 2019/2020 0 2018/2019 0 2017/2018 0 Edit CE Hours 

Once in the CE hours section, please enter the date your CE was completed, the name of the CE, the location and hours. Once completed, click the maroon "save" button.

ManageCE Hours 

Edit the table below and save when ready. Use "+ Add another row" to add new entries to the table. Please upload proof of CE hours in your Supporting Documents section.

-  For name/topic use a conference or event name, or the title/topic of study materials used.
-  You may omit the location if not applicable.
-  To enter dates, type in MM/DD/YYYY format, or click in the typing area to select from the calendar. Clicking the calendar Month or Year allows quicker scrolling through available options.

Date	Name / Topic	Location	Hours
03/01/2021	ABC Virtual Conference	Online	15

[+ Add another row](#) 

Hours Summary

2020/2021: 15 **2019/2020:** 0 **2018/2019:** 0 **2017/2018:** 0

Please enter the date of the CE by using the calendar option. To access the calendar, simply click the date box. The portal works best if you use Google Chrome or Firefox browsers.

Once your CE hours have been entered, you will then need to upload proof of CE such as CE certificates. Under the Supporting Documents section, click on the “add document” button in the Continuing Document Section. It may take up to 1 min for the screen to open depending on your internet speed so please be patient. You can scan your certificate or take a picture of it with your smart phone. Please use the file types .pdf .png or .jpeg only

Supporting Documents

PROGRAM DIPLOMA

(Ensure the copy you send shows the College name, your name and the graduation date.)

none added

ADD DOCUMENT

VERIFICATION OF VTNE RESULTS

(Provided by the AAVSB but also available from the EVTA. As a last option, the NBVMA can obtain the information.)

none added

ADD DOCUMENT

EVTA MEMBERSHIP CERTIFICATION

(After May 1, please have proof of membership for the next year.)

none added

ADD DOCUMENT

CONTINUING EDUCATION DOCUMENTS (If applicable)

(Include documents verifying CE hours here.)

none added

ADD DOCUMENT

Once your information is updated and your CE completed, it is time to submit your application. Under Registration and Payments section, click the “**View Application 2021/2022**” Button.

Registration and Payments

* Membership year is June 1 to May 31

2020/2021 APPLICATION

Incomplete Application
2020/2021 membership year ends 05/31/2021

VIEW APPLICATION 2020/2021

FLAG AS EXPIRED

Clicking Flag as Expired will expire this user - they will be unable to apply for membership and will not show up in any pending application lists.

Scroll down to the **2025/2026 Application** section and select your application type. Please make certain you click the Agree box in #3.

2020/2021 Application Not Submitted

1. Please choose type of application

- Active Registrant Student New Graduate

2. Please list any NBVMA / EVTA / CVMA-RVTTC Committees on which you serve (if any).

[add a committee](#) 

3. The information provided in this application - documents, declarations, etc, are accurate and up-to-date. By checking this box, you are verifying that all information is accurate.

Agree

Application Notes

Notes added here are visible to administrators and the applicant.

No notes added

[add a note](#) 

If your employer is paying your registration fees, please indicate your employer in the “payer” box. This is very important to do as this is how your employer will receive their payment receipt.

Then choose your method of payment by clicking the correct option. If paying by credit card, you will be prompted to do so here. If paying by e-transfer or cheque, please submit payment ASAP. Once completed, hit the “save and submit” button. The registrar will review your submitted application within 24-48 hours. If there is any information missing, your application will be unsubmitted and you will be notified to make the necessary changes. Once the changes are completed, you will need to resubmit your application for review.

Application Fees

If a third party (such as an employer or company) is paying your application fees, please enter the paying third party below.

Payer	
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NBVMA Fees 2020/2021	Dues	4% Credit Card Charge	15% Tax	Subtotal
Active Registrant Licence	\$0.00	NA	\$0.00	\$0.00
EVTA (General)	\$125.00	NA	NA	\$125.00
Late Application Fee	\$0.00	NA	NA	\$0.00
				Total \$125.00

Total Fees: \$125.00 Choose your payment method:

- Credit Card (online) E-transfer Other (cheque, in person, etc)

Please choose a payment method

NBVMA will make every effort to process applications within 36 hours. Heavier workloads may necessitate a longer period before your application is approved, or returned to you with requests for changes or more information.

If you have any questions as to your CE, or registration, please contact the registrar at registrar@nbvma-amvnb.ca or 506-693-9994. Registration opens on April 1st, but the last day is May 31, in order to avoid a late fee and delays. Avoid the last-minute rush!

Sincerely,

Dr M.E.Thémens
Registrar NBVMA/AMVN-B