

Instructions for Completing an Online Application

1. Register as a new user at <https://vet.hlb.state.mn.us/app/index.html#/Register?RegistrationType>
Click "Register to Access Site"

Register as a New User

- Registration Type
- Verify User
- Registration Info
- Account Info

Registration Type

I am a Licensee
I currently or previously have held a license with the board

Applicant
I am not licensed with the board, but have an application with the board

New User ✓
I have never registered with the board and will be setting up a brand new account so I can submit a new application or service.

Next

2. Fill out personal information to create your account. Click the box next to "Captcha" to verify you are a human and not a robot user.

Register as a New User

- Registration Type
- Verify User
- Registration Info
- Account Info

Verify User

User Type: Individual


First Name: Mollie

Middle Name:

Last Name: Brucher

Last 4 of SSN:

Date Of Birth: 12/12/89

Captcha (check box) I'm not a robot 


Previous Next

3. You will see this confirmation screen if you filled out the form properly:

Register as a New User

- Registration Type
- Verify User
- Registration Info
- Account Info

Registration Information

 **NEW ONLINE ACCOUNT**

Please click Next to create a new online account.

Previous Next

Click next to proceed

4. Enter your personal information to create your account with the Board of Veterinary Medicine. All information is secure.

Register as a New User

The screenshot shows a registration form titled "Enter Account Information". On the left, there is a sidebar with navigation options: "Registration Type", "Verify User", "Registration Info", and "Account Info" (which is highlighted in green). The main form contains the following fields:

- Social Security #: [Redacted]
- User Name: MollieBrucher
- User Password: [Redacted]
- Confirm User Password: [Redacted]
- Security Question1: What is the name of your favorite pet? (dropdown)
- Security Answer1: Lassie
- Security Question2: High school mascot? (dropdown)
- Security Answer2: Rooster

At the bottom right of the form, there are two buttons: "Previous" and "Complete".

When you are done, click "complete". Please remember your user name and password as you will use this to log in on the next page and you will use this to maintain your online account, including renewing your license.

5. Log in with your new user name and password

Login

The screenshot shows a login form with two input fields: "User Name" and "Password". Both fields contain placeholder text: "Enter User Name" and "Enter Password". A blue "Login" button is located to the right of the password field. Below the login fields, there are two links: "Register to Access Site" and "Forgot Username/Password".

6. Logging it will bring you to your profile maintenance page. You do not need to enter any information on this page at this time but in the future you may use this page to update your contact information. Please click "online services" in the upper right hand corner and then "submit an application for licensure"

The screenshot shows the user profile maintenance page. The user is logged in as "Mollie Brucher". The page has a navigation bar with "Home", "Online Services", "Your Cart", "Help", and "Log out". The "Online Services" dropdown menu is open, showing options: "License Lookup", "License Verification", and "Submit an Application for Licensure". A red arrow points to the "Submit an Application for Licensure" option. The main content area shows the "Profile Information" section with the following details:

- Name: Mollie Brucher
- Birth Date: 12/12/1989
- Email Address: No Email Address on Record
- Website: No Website on Record

Below this is a section for "Phone Numbers" with a table structure:

Type	Number	Public	Primary
No phone numbers specified. Click (+) to add a phone number.			

At the bottom, there are instructions for "New User" and "Existing User".

7. Fill out the drop downs and click the box next to “Licensure Requirements” and “Minnesota Statutes and Rules” after you have reviewed the information. Click continue when you are done.

Submit an Application for Licensure

Type of license applying for?

License Type ⓘ

Basis for Application ⓘ

Requirements

Licensure Requirements
By checking here you affirm that you have reviewed the Licensure instructions.

- [New Graduate Requirements](#)
- [Previously Licensed Requirements](#)

Minnesota Statutes and Rules
Before answering questions on this application we recommend you become familiar with Statutes 156.001-156.20; Rules 9100.0100 through 9100.1000, which are viewable online by the following link: [Veterinary Medicine Statutes & Rules](#)

We also recommend you become familiar with Minnesota Board of Pharmacy Statutes and Rules, many of which apply to veterinarians. These are viewable online by the following links:

- [Statutes](#)
- [Rules](#)

[Continue](#)

8. Review the Tennessee warning, click the affirmation box, and then click “next”.

Submit an Application for Licensure

🔍 Tennessee

- 👤 Applicant Info
- ✉ Contact Info
- 📖 Education History
- 📄 Other Licenses
- ❓ Questions for Licensure
- ✓ Review
- 📄 Fee Information

Tennessee Warning

The Minnesota Board of Veterinary Medicine is seeking data from you which may be considered private or confidential under the Minnesota Government Data Practices Act, Minn. Stat. § 13.01 et seq. Minn. Stat. § 13.04, subd. 2 requires the Board to notify you of the following four matters before you are asked to supply such information about yourself: (1) This data is being collected to determine whether you meet the requirements for licensure as well as whether you have violated any statutes or rules the Board is empowered to enforce; (2) You are not legally required to provide this information, but failure to do so may result in the denial of this licensure application; (3) If you supply the data requested and it shows a violation of any of the statutes or rules enforced by the Board, you may be subject to disciplinary or other action by the Board. If you refuse to supply the data requested, your licensure application may be denied. In addition, falsification or omission of information may be used by the Board as a basis for disciplinary action; and (4) the data which you supply will be accessible to Board staff. The data you supply may also be released to other persons and/or governmental entities that have statutory authority to review the data, investigate specific conduct, and/or take appropriate legal action. If the Board institutes a formal disciplinary action against you, the information you supply could become public.

Affirmation

By checking here you agree to the above Tennessee

[Next](#)

9. Enter your personal information and then click “next”

Submit an Application for Licensure

Enter Applicant Information

First Name: Mollie

Middle Name:

Last Name: Brucher

Previous Name:

Gender: Female Male

Social Security No: ***-**-6666

Birth Information

Date: 12/12/1989

City: Colorado Springs

State: CO

Country:

Previous Next

10. Enter contact information this screen by clicking the blue  Enter your email address and website if available. Click “next” when you are done.

Submit an Application for Licensure

Enter Contact Information

CLICK THE BLUE + to add items

Address: At least one business, one public and one mailing address are required. A single address may meet more than one (or all) of these requirements. If you provide only one address, it will be considered your business, public and mailing address – and must be marked as such. If you do not have a business address you must check the opt-out box.

“Public” means it may be seen and/or provided to the public
“Mailing” is where all correspondence from the Board will be mailed. Your mailing address is not visible to the public UNLESS you select it as your public address as well.

Addresses

Location	Address	Public	Mailing
No addresses specified. Click (+) to add an address.			

I do not have a business address because I am not currently in the workforce for this profession

Phone Numbers

Type	Number	Public	Primary
No phone numbers specified. Click (+) to add a phone number.			

Email Address:

Website:

Previous Next

11. Enter your education history by clicking the blue +. Please note we need the exact graduate date. Some schools are listed with “University of” before the name. Please click “other” if you do not need your school listed.

Submit an Application for Licensure

12. Enter any previous licenses you have had in the last 10 years. This includes any license that requires regulation by the government. Please list any Board Certifications you may have. Click “next” when you are done or click “I do not have other licenses/registrations/certifications” if this section does not apply to you.

Submit an Application for Licensure

Submit an Application for Licensure

Tennessee

Applicant Info

Contact Info

Education History

Other Licenses

Questions for Licensure

Review

Fee Information

Add Other Licenses

For the purpose of this section, "license" includes licensing, registration, credentialing, certification, or any other form of government regulation of individual practitioners.

- Please list all veterinary licenses professional or previously held in any state or any jurisdiction for this profession. **NOTE:** You need to obtain a written veterinary license verification from each state/jurisdiction where you have held a license in the past 10 years (per MN Statute 156.072). All verifications must be sent directly from the agency(ies) to the MN Board of Veterinary Medicine office.
- Please list all other health care licenses currently held or expired in Minnesota or any other jurisdiction.
- If you are Board Certified in any AVMA recognized specialty, please list the specialty.

Other Licenses/Registrations

State	Country	License (type/number)	Issued	Expired		
WI	USA	Veterinarian 1234	1/1/2013	12/31/2015		

Previous

Next

Other License/Registration Detail

State

Type Number

Issue Date Expire Date

13. Enter practical experience (if applicable)

Submit an Application for Licensure

Tennessee

Applicant Info

Contact Info

Education History

Other Licenses

Practical Experience

Practice Questions

Review

Fee Information

Enter Practical Experience

Practice Location(s)

Location	From	To	Supervisor
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No entries. Click (+) to add.

I do not have practice locations.

Previous

Next

14. Please answer the licensure questions. If you select “yes” for any of the questions you will be required to provide a detailed explanation in the accompanying box.

Tennessee

Applicant Info

Contact Info

Education History

Other Licenses

Questions for Licensure

Review


Fee Information

Answer Questions Pertaining to Licensure

1. Have you ever been denied a license to practice veterinary medicine in any state, territory, or country? Yes
Explain in detail
example of why denied license to practice veterinary medicine
2. Have you ever been refused an occupational license in any state, territory or country? Yes
Explain in detail
example of why denied license
3. If you have held an occupational license in another state, territory or country, has your occupational license ever been reprimanded, censured, restricted or subject to disciplinary or corrective action? No
4. Are you currently the subject of any investigation of any occupational license in any state, territory or country? No
5. Have you ever been convicted, entered a plea of guilty, no lo contendere, or no contest, for any felony, gross misdemeanor or misdemeanor offense? You may use the space below for your response or attach additional documents. NOTE: The fact that a conviction has been pardoned, expunged, dismissed, stayed, or deferred, or that your civil rights have been restored, does not mean that you answer “NO”; you should answer “YES.” No
6. Do you have any criminal charge pending? No
7. Do you have a physical or mental disability or illness that may impair your ability to practice veterinary medicine with reasonable skill and safety? Provide a statement explaining management and treatment. You may use the space below for your response or attach additional documents. No
8. In the past five years, have you ever misused or abused alcohol, drugs, or other chemicals or been considered chemically dependent? No
9. Have you ever been adjudicated by a court in any state, territory or country as a person who is incapacitated, mentally incompetent or mentally ill, chemically dependent, mentally ill and dangerous to the public, or a psychopathic personality? No
10. Have you ever violated a state or federal law or rule relating to narcotics or controlled substances? No

Previous

Next

15. Review your license application by clicking **Confirmation:**  to download a copy of your application. Once you have reviewed the application read the affidavits and click the box next to each section, then click “next”.


Submit an Application for Licensure

- Tennessee
- Applicant Info
- Contact Info
- Education History
- Other Licenses
- Questions for Licensure
- Review**
- Fee Information

Review

Please review all information entered on your application. Your answers can be viewed by clicking on the 'Confirmation' icon below.

If any information is incorrect in the confirmation document, return to the appropriate step to correct. You can return to the step by clicking the Previous button.

Application: Veterinarian
 Reference #: 6696
 Confirmation: 

If all information is correct then affirm statements below and continue.

Affidavit

- I have read Minn. Statutes Sections 156.01, 156.001-156.20 and I understand that these are the laws that govern the practice of Veterinary Medicine in Minnesota. I have read Minn. Rules 9100.0100 through 9100.1000, and I understand these are the rules established by the Minnesota Board of Veterinary Medicine to administer and enforce the laws that govern Veterinary Medicine. I understand that as a licensee, I will be legally and ethically obligated to be familiar with and abide by the laws and rules described above.
- I understand that as a licensee I am considered both a practitioner & dispenser, and subject to the statutes & rules of the Board of Pharmacy pertaining to prescribing & dispensing medications.

16. Review the fee information. Please note that you may not pay for a temporary permit online yet. You will need to submit a \$50.00 check to the Minnesota Board of Veterinary Medicine to pay for a temporary permit.

Submit an Application for Licensure

- Tennessee
- Applicant Info
- Contact Info
- Education History
- Other Licenses
- Practical Experience
- Practice Questions
- Review
- Fee Information**

Payment Fee Details

Temporary permits are not available online. If you need a temporary permit to practice, please submit a \$50.00 check to the Board at:

2829 University Ave SE
 Suite #401
 Minneapolis, MN 55414

Clicking the 'Proceed to Checkout' or 'Add to Cart and Continue Shopping' will add your detail fees below to a Cart.

Note: Your application is **NOT** complete until you have submitted your cart to the payment vendor site and received a 15 character confirmation number. All payments must be in U.S. funds and are non-refundable.

Payment Information	Amount
Application Fee	\$50.00
Initial License Fee	\$200.00
State Exam Fee	\$50.00
Total Amount	\$300.00

Cart

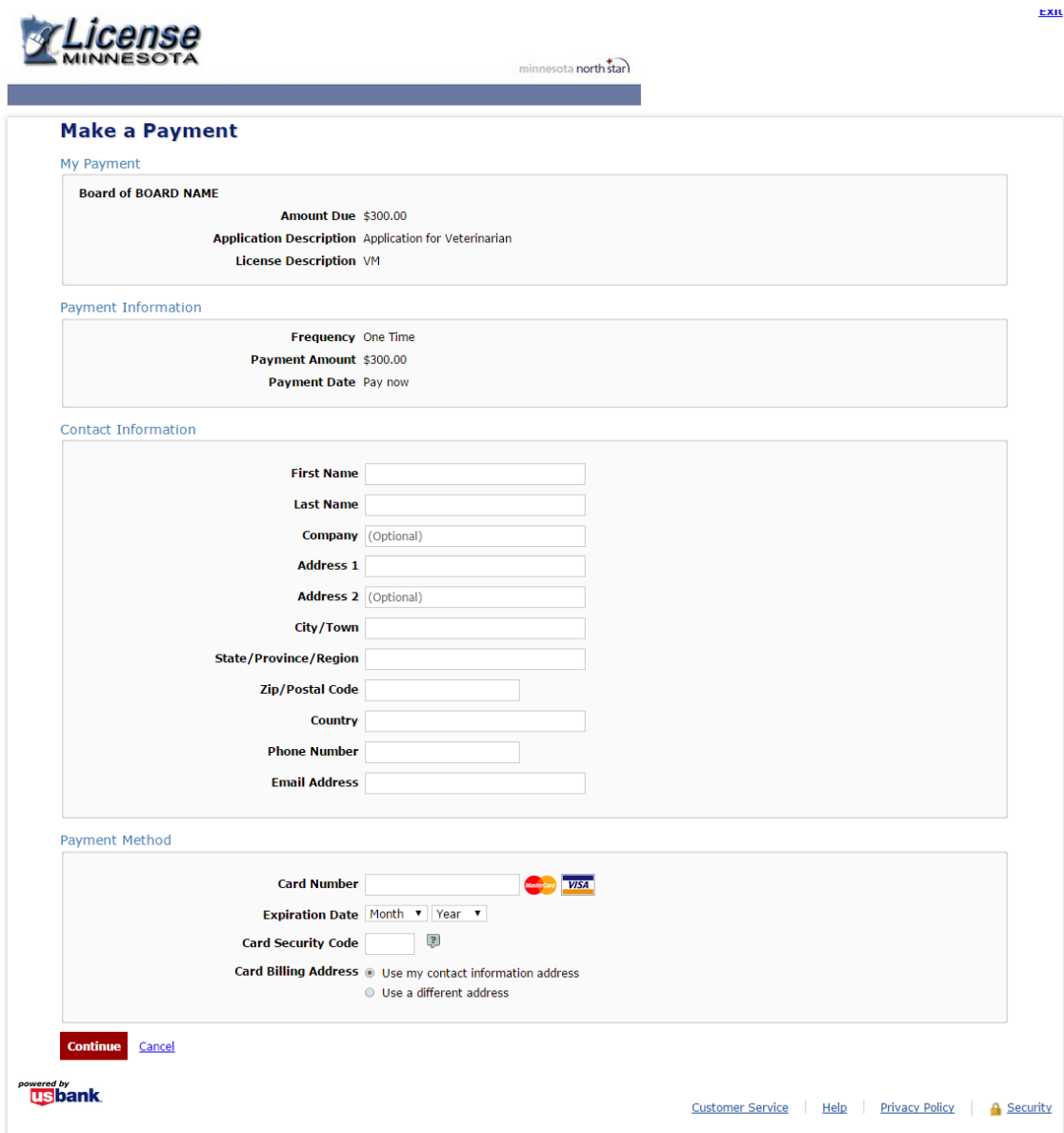
Click 'Proceed to Payment' to submit item(s) to the payment vendor site. When successful the payment vendor site will display a 15 character confirmation number (ex. HLBH7W000012345).

Note: Additional services can be submitted within the same Cart. Items removed from the Cart will not be processed.

Item Description	Total
Application for Veterinarian (New Graduate)	\$300.00 
Grand Total	\$300.00

[Proceed To Payment](#)

17. Please fill out your billing information on our online payment site, License Minnesota. Click “continue” when you have completed all the fields. You will see a confirmation page next, review the information and confirm payment.



The screenshot shows the 'Make a Payment' page on the License Minnesota website. At the top left is the 'License MINNESOTA' logo, and at the top right is the 'minnesota north star' logo. The page is titled 'Make a Payment' and is divided into several sections:

- My Payment:** Displays the board name, amount due (\$300.00), application description (Application for Veterinarian), and license description (VM).
- Payment Information:** Shows the frequency (One Time), payment amount (\$300.00), and payment date (Pay now).
- Contact Information:** A form with fields for First Name, Last Name, Company (Optional), Address 1, Address 2 (Optional), City/Town, State/Province/Region, Zip/Postal Code, Country, Phone Number, and Email Address.
- Payment Method:** A form for card payment with fields for Card Number, Expiration Date (Month and Year), Card Security Code, and Card Billing Address (radio buttons for 'Use my contact information address' and 'Use a different address').

At the bottom left, there are 'Continue' and 'Cancel' buttons. At the bottom right, there are links for 'Customer Service', 'Help', 'Privacy Policy', and 'Security'. The page is powered by US Bank.

18. You may return to the profile maintenance page and you can review the information you submitted and keep track of the supporting documents the Board has received through the “Checklist of Requirements” section.

Home

Profile View

Application (VM)

Application Information

Type	Veterinarian	Received	-
Basis	n/a	Reference #	6746
Status	Started Application	Confirmation	

Addresses +

Location	Address	Public	Mailing	
Home	St. Paul, MN 55117	✓	✓	

I do not have a business address because I am not currently in the workforce for this profession

Checklist of Requirements

Received	Completed	Description	Comment
-	-	Practice Questions	-
-	-	Diploma	-

[Continue](#)

1MFBTF0PUF0IBU0IFT0FT0BSFSFRVSFE0P0VSBMBUPO0BEEUPOBMD0P0IF0MOM0BMBUPO0
MBOU0IFLMTU0B400IF0MMPO0BSFSFRVSFE0P0MFUF0IT0M0FOT0BMBUPO0

- Copy of diploma or letter verifying enrollment and anticipated graduation date
- If student or graduate of non-accredited college of veterinary medicine › proof of ECFVG or PAVE enrollment and completion of Step 3 examination
- 5 reference letters from adults not related to you, at least two of whom are practicing veterinarians with active licenses. Each of these letters needs to be notarized by an official notary.
- Copy of military discharge papers, if applicable
- Passing NAVLE score officially reported to Minnesota

- Applicant Checklist PREVIOUSLY LICENSED › the following are required to complete this license application
- Copy of diploma or letter verifying enrollment and anticipated graduation date
 - If student or graduate of non-accredited college of veterinary medicine › proof of ECFVG or PAVE enrollment and completion of Step 3 examination
 - License verification (letter of good standing) from all states/districts you have been licensed in in the last 5 years
 - 2 notarized reference letters from practicing veterinarians with active licenses, notarized by official notary
 - Copy of military discharge papers, if applicable
 - Passing NAVLE score officially reported to Minnesota