Republic of Latvia

Cabinet

Regulation No. 25

Adopted 7 January 2021

**Requirements for the Issuance of a Certificate of Veterinary Medical Practitioner**

*Issued pursuant to*

*Section 54, Paragraph seven and Section 54.3, Paragraph two of the Veterinary Medicine Law*

**I. General Provisions**

1. The Regulation prescribes:

1.1. the professional qualification requirements for obtaining and extending a certificate of veterinary medical practitioner and the procedures for the qualification test;

1.2. the provisions and procedures for the issuance of a certificate of veterinary medical practitioner, duplicate thereof, extension of the term of validity of the certificate, suspension, cancellation, and renewal of the certificate, and also the requirements for the manufacture and renewal of a personal stamp;

1.3. the provisions and procedures by which the issuance of a certificate of veterinary medical practitioner is refused;

1.4. the time period for which a certificate of veterinary medical practitioner is issued;

1.5. the procedures for the registration of certified persons;

1.6. the composition of a certification commission and procedures for the activities thereof.

2. An applicant for the certificate of veterinary medical practitioner (hereinafter – the applicant) may receive the certificate if he or she meets the following requirements:

2.1. has acquired the education of a veterinarian that conforms to the requirements laid down in the law On the Regulated Professions and the Recognition of Professional Qualifications;

2.2. has passed the qualification test organised by the Latvian Association of Veterinarians (hereinafter – the Association).

3. A certificate of veterinary medical practitioner (hereinafter – the certificate) (Annex 1) shall be issued for five years.

4. The certified person has the obligation to raise the qualification and to comply with the following criteria in accordance with the assessment for the raising of qualification measures (Annex 2):

4.1. to obtain not less than five qualification points each year;

4.2. to obtain not less than 25 qualification points for attending courses, workshops, and conferences in the field of veterinary medicine in Latvia and abroad;

4.3. to obtain not less than 50 qualification points in total.

5. If the certified person, also the person for whom the certificate has been suspended during the term of validity of the certificate, has failed to comply with the criteria referred to in Paragraph 4 of this Regulation, he or she has the right to take a qualification test and obtain the certificate in accordance with the procedures laid down in Chapter III of this Regulation.

**II. Certification Commission**

6. The Association shall establish the certification commission and it shall be comprised of the representatives (veterinarians) of the following authorities:

6.1. the Association – three representatives;

6.2. the Faculty of Veterinary Medicine of the Latvia University of Life Sciences and Technologies – two representatives;

6.3. the Ministry of Agriculture – one representative;

6.4. the Food and Veterinary Service – one representative.

7. Members of the certification commission shall elect the chairperson of the commission from amongst themselves by majority vote. The chairperson of the certification commission shall organise and manage the work of the certification commission, and convene the meetings thereof.

8. The secretariat functions of the certification commission shall be ensured by the Association.

**III. Issuance of the Certificate**

9. The applicant shall submit to the Association:

9.1. an application for the issuance of the certificate (Annex 3);

9.2. a copy of the diploma of higher veterinary medical education or the certificate for the recognition of professional qualification which is issued on the basis of the laws and regulations regarding the recognition of professional qualification acquired abroad for the permanent professional activity in the regulated professions in the Republic of Latvia – by presenting a personal identification document, if necessary.

10. The applicant shall, within five working days after submission of the application referred to in Paragraph 9 of this Regulation, cover the expenditures which are related to the issuance of the certificate in accordance with the laws and regulations regarding the pricelist of the paid services provided by the Association within the framework of State administration tasks.

11. If a person who acquires a higher veterinary medical education corresponding to the State accredited study programmes (hereinafter – the veterinary medicine student) in Latvia and wants to obtain the certificate concurrently with the diploma of higher education, he or she shall, within one working day after passing the State examinations, submit an application to the Association for obtaining the certificate for the first time (Annex 4) by presenting a personal identification document, if necessary.

12. The veterinary medicine student shall, within five working days after submitting the application referred to in Paragraph 11 of this Regulation, cover the expenditures which are related to the issuance of the certificate for the first time in accordance with the pricelist of the paid services provided by the Association within the framework of State administration tasks.

13. The Association shall, each year by 1 June, request the information from the Latvia University of Life Sciences and Technologies – the given name, surname, personal identity number, and diploma number – in respect of the persons to whom the diploma of higher veterinary medical education has been granted in the current year.

14. The certification commission shall evaluate the documents referred to in Paragraph 9 or 11 of this Regulation and, within 10 working days after receipt of the application, take one of the following decisions:

14.1. to grant the certificate;

14.2. to request additional information from the applicant;

14.3. to refuse to issue the certificate.

15. The Association shall notify the decision of the certification commission referred to in Sub-paragraphs 14.1 and 14.3 of this Regulation within one working day after taking thereof to each applicant individually.

16. If the certification commission has taken the decision referred to in Sub-paragraph 14.2 of this Regulation, the Association shall, within one working day after taking thereof, send written request to the applicant and determine the deadline for the submission of additional information by the applicant.

17. The certification commission shall take the decision to refuse to issue the certificate if the applicant:

17.1. fails to meet the requirements referred to in Paragraph 2 of this Regulation;

17.2. has not submitted additional information within the determined deadline;

17.3. has not made the payment referred to in Paragraph 10 or 12 of this Regulation.

18. The Association shall, within five working days after taking the decision of the certification commission referred to in Paragraph 14.1 to grant the certificate, issue the certificate in paper form if the applicant or veterinary medicine student has made a note in the application referred to in Paragraph 9 or 11 of this Regulation that he or she wants to receive the certificate in paper form and has made the payment for the issuance of the certificate in paper form in accordance with the laws and regulations regarding the pricelist of the paid services provided by the Association within the framework of State administration tasks.

19. If a person for whom the term of validity of the certificate has expired wants to obtain the certificate, he or she shall act in conformity with Paragraphs 9 and 10 of this Regulation.

**IV. Extension of the Term of Validity of the Certificate**

20. In order to extend the term of validity of the certificate, the certified person shall, not later than a month before the end of the term of validity of the certificate, submit to the Association:

20.1. the application for the extension of the term of validity of the certificate (Annex 5);

20.2. the copies of the documents which certify the raising of professional qualification.

21. The certified person who submits the application for the extension of the term of validity of the certificate after the time period specified in Paragraph 20 of this Regulation shall obtain the certificate in accordance with the procedures laid down in Chapter III of this Regulation.

22. The certified person shall, within five working days after submitting the application referred to in Paragraph 20 of this Regulation, cover the expenditures which are related to the extension of the term of validity of the certificate in accordance with the laws and regulations regarding the pricelist of the paid services provided by the Association within the framework of State administration tasks.

23. The certification commission shall, within 10 working days after receipt of the documents referred to in Paragraph 20 of this Regulation, examine the documents submitted by the certified person, evaluate the conformity thereof with the provisions of Paragraph 4 of this Regulation, and take one of the following decisions:

23.1. to extend the term of validity of the certificate;

23.2. to request additional information from the certified person;

23.3. to refuse to extend the term of validity of the certificate.

24. The Association shall notify the decision of the certification commission referred to in Sub-paragraphs 23.1 and 23.3 of this Regulation within one working day after taking thereof to each certified person individually.

25. If the certification commission has taken the decision referred to in Sub-paragraph 23.2 of this Regulation, the Association shall, within one working day after taking thereof, send written request to the applicant and determine the deadline for the application of additional information by the applicant.

26. The certification commission shall take the decision to refuse to extend the term of validity of the certificate if the certified person:

26.1. has not submitted the requested information within the determined deadline;

26.2. has not raised the qualification in conformity with Paragraph 4 of this Regulation;

26.3. has not made the payment referred to in Paragraph 22 of this Regulation.

27. If the certified person has received the decision to refuse to extend the term of validity of the certificate in accordance with Paragraph 24 of this Regulation, he or she has the right to take a qualification test and receive the certificate in conformity with the procedures laid down in Chapter III of this Regulation.

28. The Association shall, within five working days after taking the decision of the certification commission referred to in Sub-paragraph 23.1 to extend the certificate, issue the certificate in paper form if the certified person has made note in the application referred to in Paragraph 20 of this Regulation that he or she wants to receive the certificate in paper form and has made the payment for the issuance of the certificate in paper form in accordance with the laws and regulations regarding the pricelist of the paid services provided by the Association within the framework of State administration tasks.

**V. Suspension, Renewal, and Cancellation of the Certificate**

29. If the certified person wants to temporarily suspend the operation of the certificate or to cancel it, it shall submit to the Association an application with a justification.

30. The certification commission shall, within 10 working days after receipt of the application referred to in Paragraph 29 of this Regulation, take one of the following decisions:

30.1. to suspend the operation of the certificate temporarily not exceeding the term of validity of the certificate;

30.2. to cancel the certificate.

31. Upon receipt of information that the certified person has been deprived of the right to work in the profession of a veterinarian or in the profession of a veterinary paramedic referred to in Paragraph 2 of Transitional Provisions of the Veterinary Medicine Law, the certification commission shall suspend the operation of the certificate for the time period while the restriction of the right is in force, but not exceeding the term of validity of the certificate.

32. If the certified person referred to in Paragraph 29 of this Regulation for whom the certificate is temporarily suspended wants to renew the validity of the certificate during the term of validity of the certificate, he or she shall submit to the Association an application in free form for the renewal of the validity of the certificate.

33. The certification commission shall, within 10 working days after receipt of the application referred to in Paragraph 32 of this Regulation, take the decision to renew the validity of the certificate until the end of the validity of the suspended certificate, but shall not extend the term of validity of the certificate for the time period while it is suspended.

34. The Association shall, within one working day after taking the decision of the certification commission referred to in Paragraphs 30, 31, and 33 of this Regulation, notify it to each certified person individually.

35. If a person for whom the certificate has been cancelled wants to obtain the certificate, he or she shall act in conformity with the procedures laid down in Chapter III of this Regulation.

36. The Association shall, within one working day, inform the Food and Veterinary Service of the certified person for whom the certificate is cancelled, temporarily suspended, or renewed.

37. If the certified person loses or destroys the certificate, or if it is stolen, the person shall:

37.1. announce the lost, stolen, or destroyed document to be invalid in the official gazette *Latvijas Vēstnesis*;

37.2. submit the application to the Association for obtaining a new certificate and manufacture a personal stamp in which the new certificate number is indicated.

38. The Association shall issue a new certificate in the case referred to in Paragraph 37 of this Regulation without the qualification test for the term of validity of the previous certificate if the applicant has submitted the application for obtaining a certificate and has made a payment for the issuance of the certificate in accordance with the laws and regulations regarding the pricelist of the paid services provided by the Association within the framework of State administration tasks.

39. If the original of certificate of the certified person is damaged, the Association shall issue a duplicate of the certificate. The certified person shall present the original of the certificate and make a payment for the issuance of the duplicate of the certificate in accordance with the laws and regulations regarding the pricelist of the paid services provided by the Association within the framework of State administration tasks.

**VI. Qualification Test**

40. The Association shall organise qualification tests on a quarterly basis.

41. The Association shall publish the programme of the qualification test on its website (www.lvb.lv).

42. The Association shall publish the date of the qualification test and the deadline by which the documents referred to in Paragraph 44 of this Regulation may be submitted to the Association on its website (www.lvb.lv).

43. The person who wants to take the qualification test (hereinafter – the applicant for the qualification test) has the right to become acquainted with:

43.1. the programme of the qualification test;

43.2. the system for the assessment of the qualification test.

44. The applicant for the qualification test shall, within the deadline determined by the Association, submit to the Association the application for taking the qualification test and present a personal identification document, if necessary.

45. The applicant for the qualification test has not passed the qualification test if at least seven per cent of the answers are incorrect.

46. The applicant for the qualification test shall cover the expenditures for the professional qualification test in accordance with the laws and regulations regarding the pricelist of the paid services provided by the Association within the framework of State administration tasks, and also the expenditures for repeated qualification test, where appropriate.

47. The Association shall, within five working days after the qualification test, issue to the applicant for the qualification test a statement on the results of the qualification test (Annex 6).

**VII. Registration of Certified Persons**

48. The Association shall, within one working day after taking the decision of the certification commission referred to in Sub-paragraph 14.1 of this Regulation, register the certified person and indicate the following information in the register:

48.1. the given name, surname, personal identity number, address of the declared place of residence, and certificate number of the certified person;

48.2. the date of issuance of the certificate and number of the minutes of the meeting of the certification commission;

48.3. the term of validity of the certificate;

48.4. the official electronic address of the certified person if the official electronic address account is activated for the person, or the electronic mail address and phone number thereof.

49. The Association shall, within one working day, post the information referred to in Sub-paragraphs 48.1 and 48.3 of this Regulation on its website (www.lvb.lv), except for the address of the declared place of residence and personal identity number of the certified person. The Association shall publish the information referred to in Sub-paragraph 48.4 of this Regulation on its website (www.lvb.lv) if the certified person has indicated that he or she wants such information to be published.

50. The Association shall, within one working day after taking the decision of the certification commission referred to in Sub-paragraphs 14.3, 23.1, and 23.3, and Paragraphs 30, 31, and 33 of this Regulation, make changes in the register.

51. The Association shall ensure that the information is published on the website (www.lvb.lv) only on those certified persons who have valid certificates.

52. The Association shall update the information published on the website (www.lvb.lv) once per quarter on those certified persons who have valid certificates. If the information is outdated, the Association shall notify certified persons thereof and update it by taking into account the data at the disposal of other State administrative institutions. The certified person shall, within 10 working days, inform the Association in writing of:

52.1. the change of the phone number;

52.2. the change of the electronic mail address.

53. The Association shall within one working day after receipt of the information referred to in Paragraph 52 of this Regulation make the relevant changes in the register and on its website (www.lvb.lv).

54. If the person’s given name or surname has changed, the Association shall issue a new certificate without the qualification test for the term of validity of the previous certificate if the applicant has presented the original of the personal identification document, submitted the application for obtaining a certificate, and has made the payment for the issuance of the certificate in accordance with the laws and regulations regarding the pricelist of the paid services provided by the Association within the framework of State administration tasks.

**VIII. Personal Stamp**

55. The certified person shall, within a month after receipt or renewal of a certificate, submit to the Association the picture of the personal stamp imprint which is manufactured in conformity with the following requirements: the diameter of the outer edge (double line) – 35 mm, the diameter of the inner edge – 23 mm. The following shall be indicated on a personal stamp:

55.1. the given name and surname of the certified person (in the upper part of the personal stamp);

55.2. the certificate number (in the middle part of the personal stamp);

55.3. the word “veterinārārsts” [veterinarian] (in the upper part of the personal stamp).

56. The Association shall include the picture of the personal stamp imprint of the certified person in the file of the certified person.

57. If the certified person loses or destroys the personal stamp, or if it is stolen, the person shall:

57.1. announce the lost, stolen, or destroyed personal stamp to be invalid in the official gazette *Latvijas Vēstnesis*;

57.2. submit the application to the Association for obtaining a new certificate and manufacture a personal stamp in which the new certificate number is included.

58. The Association shall issue a new certificate in the case referred to in Paragraph 57 of this Regulation without the qualification test for the term of validity of the previous certificate if the applicant has submitted the application for obtaining a certificate and has made the payment for the issuance of the certificate in accordance with the laws and regulations regarding the pricelist of the paid services provided by the Association within the framework of State administration tasks.

**IX. Closing Provisions**

59. Cabinet Regulation No. 1173 of 21 December 2010, Procedures for the Issuance, Extension and Cancellation of a Certificate of Veterinary Medical Practitioner and Registration of Certified Persons and Veterinary Medical Practice Place (*Latvijas Vēstnesis*, 2010, No. 204; 2013, No. 58), is repealed.

60. The certificates issued until the day of coming into force of this Regulation shall be valid until the date of validity indicated therein.

**Informative Reference to European Union Directive**

The Regulation contains legal norms arising from Directive 2006/123/EC of the European Parliament and of the Council of 12 December 2006 on services in the internal market.

Prime Minister A. K. Kariņš

Minister for Agriculture K. Gerhards

**Annex 1**

Cabinet Regulation No. 25

7 January 2021

**Sample Certificate**

**LATVIAN ASSOCIATION OF VETERINARIANS**

**CERTIFICATE OF VETERINARY MEDICAL PRACTITIONER**

**Reg. No. V-0000-00**

**Veterinarian**

**(given name, surname)**

The certificate has been issued in accordance with the decision of the meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ of the Latvian Association of Veterinarians (minutes No. \_\_\_\_).

The certificate is valid until 00.00.0000.

|  |  |  |  |
| --- | --- | --- | --- |
| Chairperson of the certification commission of the Latvian Association of Veterinarians |  |  |  |
|  | (given name, surname) |  | (signature) |

|  |  |  |  |
| --- | --- | --- | --- |
| Chairperson of the Board of the Latvian Association of Veterinarians |  |  |  |
|  | (given name, surname) |  | (signature) |

Minister for Agriculture K. Gerhards

**Annex 2**

Cabinet Regulation No. 25

7 January 2021

**Assessment for Raising of Qualification Measures**

|  |  |  |
| --- | --- | --- |
| No. | Raising of qualification measure | Minimum number of points1 |
| **1.** | **Courses, workshops, and conferences of veterinary medicine in Latvia (except for the conferences of the Latvian Association of Veterinarians):** |
| 1.1. | one day (not less than three hours) | 1 |
| 1.2. | two days (not less than three hours per day) | 3 |
| 1.3. | three and more days (not less than three hours per day) | 5 |
| 1.4. | distance learning courses | 3 |
| **2.** | **Veterinary medicine courses, workshops, and conferences outside Latvia:** |
| 2.1. | one day (not less than three hours) | 3 |
| 2.2. | two days (not less than three hours per day) | 5 |
| 2.3. | three and more days (not less than three hours per day) | 7 |
| 2.4. | distance learning courses | 5 |
| **3.** | **Participation in the conference of the Latvian Association of Veterinarians** | 3 |
| **4.** | **Subscription of the veterinary medicine press for one year:** |
| 4.1. | a publication of the Latvian Association of Veterinarians | 3 |
| 4.2. | a publication of another country which is issued at least four times per year | 5 |
| **5.** | **Traineeship at a certified veterinarian (not less than five days):** |
| 5.1. | in Latvia | 3 |
| 5.2. | abroad | 5 |
| **6.** | **Conducting of internship:** |
| 6.1. | conducting of internship for students | 30 |
| 6.2. | conducting of internship for students (not less than 10 working days) | 10 |
| 6.3. | conducting of internship for the educatees of a vocational education institution (not less than 10 working days) | 5 |
| **7.** | **Conducting of traineeship (not less than five days)** | 3 |
| **8.** | **A paper prepared and presented in the field of veterinary medicine:** |
| 8.1. | in Latvia | 3 |
| 8.2. | abroad | 5 |
| **9.** | **A booklet (book) prepared and published in the field of veterinary medicine** | 10/20 |
| **10.** | **Obtaining of an academic or scientific degree in veterinary medicine or in the field related thereto** | 20 |

Note. 1 The certification commission may grant additional qualification points for the measure by taking into account:

1) topicality of the subject – one qualification point;

2) qualification of the lecturer – one qualification point;

3) planned practical lessons – one qualification point.

Minister for Agriculture K. Gerhards

**Annex 3**

Cabinet Regulation No. 25

7 January 2021

**Application for Obtaining a Certificate of Veterinary Medical Practitioner**

|  |
| --- |
| To the Chairperson of the Board of the Latvian Association of Veterinarians |
|  |  |

|  |  |
| --- | --- |
|  |  |
| (given name, surname) |  |
|  |  |
| (personal identity number) |  |

|  |
| --- |
|  |
| (address of the declared place of residence) |
|  |
| (electronic mail address1) |
|  |
| (telephone, mobile phone number) |

I request the issuance of a certificate of veterinary medical practitioner.

I would like to receive the certificate of veterinary medical practitioner in paper form 

Enclosed2 – a copy of the diploma of higher veterinary medical education.

I confirm that I have passed the qualification test organised by the Association3:

the date of the statement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and statement No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I would like that the following information would be entered in the Register of Recipients of Certificates published on the website of the Latvian Association of Veterinarians (www.lvb.lv) (mark as appropriate with x):

|  |  |
| --- | --- |
|  | electronic mail address1 |
|  | telephone number |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (date) |  | (signature) |

Notes.

1 Indicate if the person has not activated the official electronic address account or the person does not want to communicate by using the electronic mail address.

2 The documents which have been submitted to the Association previously need not be submitted repeatedly.

3 Complete where appropriate.

Minister for Agriculture K. Gerhards

**Annex 4**

Cabinet Regulation No. 25

7 January 2021

**Application for Obtaining a Certificate of Veterinary Medical Practitioner for the First Time**

To the Latvian Association of Veterinarians

|  |
| --- |
|  |
| (given name, surname) |
|  |  |
| (personal identity number) |  |
|  |
| (address of the declared place of residence) |
|  |
| (electronic mail address1) |
|  |  |
| (telephone, mobile phone number) |  |

I request the issuance of a certificate of veterinary medical practitioner.

I would like to receive the certificate of veterinary medical practitioner in paper form 

I would like that the following information would be entered in the Register of Recipients of Certificates published on the website of the Latvian Association of Veterinarians (www.lvb.lv) (mark as appropriate):

electronic mail address1

phone number

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (date) |  | (signature) |

Note. 1 Indicate if the person has not activated the official electronic address account or the person does not want to communicate by using the electronic mail address.

Minister for Agricultur K. Gerhards

**Annex 5**

Cabinet Regulation No. 25

7 January 2021

**Application for the Extension of the Term of Validity of a Certificate of Veterinary Medical Practitioner**

To the Latvian Association of Veterinarians

I request the extension of the term of validity of a certificate of veterinary medical practitioner.

1. Applicant

|  |
| --- |
|  |
| (given name, surname) |
|  |
| (the registration number of a certificate of veterinary medical practitioner) |
|  |
| (address of the declared place of residence) |
|  |
| (electronic mail address1) |
|  |
| (telephone, mobile phone number) |

|  |  |
| --- | --- |
| 2. Qualification |  |
|  | (Veterinarian/veterinary paramedic) |

I would like to receive the certificate of veterinary medical practitioner in paper form 

Enclosed – the copies of the documents certifying the raising of professional qualification.

I would like that the following information would be entered in the Register of Recipients of Certificates published on the website of the Latvian Association of Veterinarians (www.lvb.lv) (mark as appropriate with x):

|  |  |
| --- | --- |
|  | electronic mail address1 |
|  | telephone number |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (date) |  | (signature) |

Note.1 Indicate if a person has not activated the official electronic address account or the person does not want to communicate by using the electronic mail address.

Minister for Agriculture K. Gerhards

**Annex 6**

Cabinet Regulation No. 25

7 January 2021

**Statement No. \_\_\_\_**

**on the Results of the Qualification Test**

|  |
| --- |
|  |
| (given name, surname, personal identity number) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | has passed the qualification test by providing |  | correct answers in the amount of \_\_\_ % |
| (date) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Chairperson of the Board of the Latvian Association of Veterinarians |  |  |  |
|  | (given name, surname) |  | (signature) |

Minister for Agriculture K. Gerhards