



## INSTRUCTIONS N° ..350... /RCVD/2023 ON ANNUAL VETERINARY LICENSE

### THE CHAIRPERSON OF RWANDA COUNCIL OF VETERINARY DOCTORS;

Pursuant to Law N° 56/2013 of 09/08/2013 establishing Rwanda Council of Veterinary Doctors and determining its mission, organization and functioning, especially in its articles 3, 6, 7, 34 and 39 ;

Pursuant to Law N°14/2017 of 14/04/2017 establishing Rwanda Agriculture and animal resources Development Board and determining its mission, organisation and functioning, especially in its article 6 ;

Pursuant to Law N° 003/2018 of 09/02/2018 establishing Rwanda Food and Drugs Authority and determining its mission, organization and functioning, especially in its articles 8 ;

Pursuant to Law N° 31/2017 of 25/07/2017 establishing Rwanda Inspectorate, Competition and consumer protection Authority and determining its mission, organization and functioning, especially in its articles 6 ;

Pursuant to internal rules and regulations of the Council, especially in its articles 35 and 36 ;

Pursuant to instructions N° 030 / RCVD /2022 of 09 February 2022 regulating continuous professional development for veterinary professionals/paraprofessionals and accreditation of CPD providers and registration of CPD activities and/or programs ;

Having reviewed Instructions N° 252/RCVD/2022 of 13 September 2022 on annual veterinary license ;

In order also to ensure the improvement of the quality of the services offered by veterinary professionals and paraprofessionals in Rwanda ;

Pursuant to the power conferred by the Law and the Internal Rules and Regulations above mentioned ;

*After consideration and approval by the National Council Board in its sessions of 12 July 2023 as well as 18 - 19 November 2023 ;*

**HEREBY ORDERS :**



## CHAPTER ONE: GENERAL PROVISIONS

### Article One : The purpose and scope of these instructions

These instructions apply to any veterinary professional and paraprofessional to be allowed to practice on the territory of the Republic of Rwanda, whether in the public sector, private, employee of a company or any organization with responsibilities that shall require the person to practice the veterinary profession.

### Article 2 : Definitions of terms

For the purpose of these instructions, the following terms shall have the following meanings :

- 1- **Animal** : refers to any vertebrate and invertebrates except humans ;
- 2- **Council** : refers to Rwanda council of veterinary doctors
- 3- **CPD** : continuous professional development
- 4- **License** : refers to annual authorization that shall be required by every veterinary practitioner in addition to being registered with RCVD and that allows him/her to start engaging in veterinary practice ;
- 5- **Veterinary paraprofessional** refers to any person with diploma or certificate in animal health from training in animal health institutions that are recognized by a competent authority and is registered and authorized to practice by the competent authority ;
- 6- **Veterinary professional** refers to any person with at least a degree in veterinary medicine or veterinary science acquired from training in animal health training institutions that are recognized by a competent authority and is registered and authorized to practice by the competent authority ;
- 7- **Veterinary practitioner** : refers to veterinary professionals and veterinary paraprofessionals ;
- 8- **Veterinary profession** refers to any professional act/procedure relating more particularly to the following:
  - a) Curative and preventive veterinary medicine (veterinary clinic);
  - b) Veterinary pharmacy practice and use of inputs and livestock equipment;
  - c) Animal feeds and feeding;
  - d) Bovine artificial insemination;
  - e) Swine artificial insemination ;
  - f) Hygiene and quality of animal products;
  - g) Wild animal medicine;
  - h) Animal resources extension & advisory services to farmers;
  - i) Education;
  - j) Research;
  - k) Veterinary consultancy.

## CHAPTER 2 : LICENSING REQUIREMENTS

### Article 3 : Authorization to practice veterinary profession

A veterinary practitioner who intends to engage in any of the veterinary profession related fields mentioned shall request for an authorization issued by the Council in accordance with the law and regulations.

### Article 4 : Required documents for the authorization

The applicant in possession of a valid license shall submit, not later than 30 days before the expiration date of his/her license, the following documents for the purpose of requesting a license for the following year:





- A license application letter addressed to the Chairperson of the council in which it must be indicated 1, 2 or 3 types of non-conflicting veterinary services falling within the fields of activity covered by the veterinary profession (as mentioned in article 2) as well as the zone in which the applicant wishes to practice (district, sector);
- A copy of the previous license (for veterinary practitioners already in practice and in possession of a valid license);
- Business registration certificate/recommendation letter from sector level
- A passport photo in color;
- Evidence of payment of annual licensing fee ;
- Proof of participation in CPD activities attended during the license validity period that is about to expire (for veterinary practitioners already in practice). The veterinary professional must obtain a minimum of twenty credit points per CPD year while for a veterinary paraprofessional it is a minimum of fourteen credit points per CPD year.

#### **Article 5 : Annual licensing fees**

Annual licensing fees are set as follows :

- Veterinary professional : Rwf 60,000
- Veterinary paraprofessional (Vet A2, A1) : Rwf 40,000

However, any veterinary practitioner delaying to submit his/her file for obtaining the license or any candidate for the license to whom an exemption is granted beyond its expiring date, he/she must in addition pay a penalty equivalent to 30% of the normal costs of annual licensing fee to cover various logistics costs incurred by the council.

#### **Article 6 : Special case of veterinary fresh graduates**

Veterinary fresh graduates are granted a six-month provisional license free of charge which makes easier for them to carry out their professional internship prior to entering the practice of the veterinary profession.

The applicant shall submit the following documents for the purpose of requesting this provisional license :

- A license application letter addressed to the Chairperson of the council specifying the field(s) of practice as well as the respective zones (district, sector) in which the applicant wishes to carry out his/her internship ;
- A copy of the registration certificate with the council;
- A passport photo in color ;
- Placement letter/internship approval.

### **CHAPTER 3 : DURATION AND FORMAT OF THE VETERINARY LICENSE**

#### **Article 7 : Duration of the veterinary license**

The validity period of a license is 12 months, running from the first day of the month in which it is issued until the 30<sup>th</sup> of the same month of the following year.

The duration of the provisional license for fresh graduates is specified in article 6.

#### **Article 8 : Format of the veterinary annual license**

The veterinary license is issued in the form of a card of the same size and consistency as the national identity card. It clearly includes the following holder information (Annex 1):



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<ul style="list-style-type: none"> <li>- Logo of the council</li> <li>- Names of the veterinary practitioner</li> <li>- N° of the license</li> <li>- Date of issue</li> <li>- Date of expiration</li> <li>- Photo of the veterinary practitioner</li> <li>- Fields of practice</li> <li>- Reg certificate N°</li> <li>- Professional area</li> </ul>	<ul style="list-style-type: none"> <li>- Mention of property</li> <li>- Signature of the Executive Secretary and the Chairperson of the council + Stamp</li> </ul>

#### CHAPTER 4 : FINAL PROVISIONS

##### Article 9 : Disciplinary sanctions and prosecution

A veterinary practitioner who works without a valid license shall be punished with the disciplinary measures provided by the Law N° 56/2013 of 09/08/2013 establishing Rwanda council of veterinary doctors and determining its mission, organization and functioning.

Any person practicing the veterinary profession without being registered with the council shall be prosecuted and punished in accordance with the Penal Code.

##### Article 10 : Organs responsible for ensuring compliance with these instructions

The committee in charge of continuous professional development, the committee in charge of veterinary inspection and the disciplinary committee are responsible for ensuring compliance with these instructions by the members of the council.

##### Article 11 : Transitional period

Veterinary practitioners who have been practicing before the publication of these instructions without veterinary license shall have three months period to comply with their provisions. They must in addition pay the penalty fee mentioned in article 5.

##### Article 12 : Repealing provision

All prior provisions contrary to these instructions are hereby repealed.

##### Article 13 : Entry into force

These instructions shall come into force on the date of their signature.

Done in Kigali, ... 1/12/2023



Dr KAYUMBA Charles  
Chairperson of Rwanda Council of Veterinary Doctors





# APPENDIX 1

## Format of the veterinary annual License

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