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**COLEGIUL MEDICILOR VETERINARI**

***B I R O U L E X E C U T I V***

Splaiul Independenței 105, sector 5, Cod 050097, BUCUREȘTI  
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**Operator de date cu caracter personal nr. 21554/2011**

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Taking into account the provisions of art. 2 paragraph (3) of the Government Decision no. 860/2004 regarding the recognition of the veterinarian qualification and the regulation of various aspects regarding the practising of the veterinarian profession, with the subsequent amendments and completions;

Having regard to the provisions of Law no. 160/1998 on the organization and practising of the veterinarian profession, republished, with the subsequent amendments and completions, and art. 60 and 61 of the Statute of veterinarian;

Under art 17, lit. p) of Rules of Organization and Functioning of the College of Romanian Veterinarians,

The National Council of the College of Romanian Veterinarians has adopted:

**DECISION NO. 62 of 29 January 2015**

**for the approval of the Procedure for the issuance of the Certificate of Compliance and the European Certificate of Current Professional Status**

**Art. 1** The Procedure for the issuance of the Certificate of Compliance and the European Certificate of Current Professional Status, provided in the Annex which forms an integral part of this Decision, is approved.

**Art. 2** Executive Boards of Counties/Bucharest municipality of the College of Romanian Veterinarians and the Executive Board of the National Council of the College of Romanian Veterinarians should carry out the provisions of this Decision.

**Art. 3** The National Council of the College of Romanian Veterinarians has unanimously adopted this Decision, today 29 January 2015, and the present Decision shall enter into force on 15 May 2015.

**The President  
of the College of Romanian Veterinarians**

**Assoc. Prof. Viorel ANDRONIE, PhD**



**COLEGIUL MEDICILOR VETERINARI  
BIROUL EXECUTIV**

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*Annex*

**The procedure for the issuance of the Certificate of Compliance and the  
European Certificate of Current Professional Status**

**The indicator of editions and revisions**

<b>Curt. No.</b>	<b>Page</b>	<b>Title</b>	<b>Description of the modification</b>	<b>Date/Revision</b>	<b>Obs.</b>
1.					
2.					
3.					

	<b>Drafted</b>	<b>Verified</b>	<b>Approved</b>
<b>Last name and first name:</b>			
<b>Position:</b>			
<b>Date:</b>			
<b>Signature:</b>			

## **1. General provisions**

The present procedure provides the method for the issuance of the Certificate of Compliance and the Certificate of Current Professional Status, to ensure a regulated framework for the verification of documents submitted by the veterinarians, holders of an evidence of formal qualification in the veterinarian profession achieved in Romania, who want to practise the profession in the Member States of the European Union for the issuance of the aforementioned certificates and record-keeping and monitoring the issued documents.

The College of Romanian Veterinarians, as a competent authority for the profession of the veterinarian, issues Certificates of Compliance for professional purposes, to recognize in the Member States of the European Union of the evidence of formal qualification in the veterinarian profession, issued by accredited higher education institutions from Romania.

The Certificate of Compliance is the document issued by the College of Romanian Veterinarians for the recognition of the veterinarian Diploma, for professional purposes and European Certificate of Current Professional Status is the document issued by the College of Romanian Veterinarians attesting the current professional status of the veterinarian member of the College of Romanian Veterinarians.

The Certificate of Compliance should be issued to applicants, Romanian or foreign nationals, holders of an evidence of formal qualification in the veterinarian profession achieved in Romania who want to practise the profession in the Member States of the European Union, the European Economic Area, and the Swiss Confederation, regardless whether or not they are members of the College of Romanian Veterinarians.

The Certificate of Current Professional Status is issued to the Romanian or foreign citizens applicants, who are registered as members of the College of Romanian Veterinarians.

## **2. Reference documents**

- Law no. 160/1998 on organization and practising of the veterinarian profession, republished, with the subsequent amendments and completions;
- Government Decision no. 860/2004 regarding the recognition of the veterinarian qualification and the regulation of various aspects regarding the practising of the veterinarian profession;
- Government Decision no. 79/2008 on the amendment and completion of the Government Decision no. 860/2004 regarding the recognition of the veterinarian qualification and the regulation of various aspects regarding the practising of the veterinarian profession;
- Statute of Romanian Veterinarian published in the Official Gazette of Romania no. 676 of 16 September 2014;

- Rules of Organization and Functioning of the College of Romanian Veterinarians published in the Official Gazette of Romania no. 676 of 16 September 2014;
- Government Decision no. 1477/2004 for the approval of the mandatory minimum criteria of authorization and accreditation for the higher education units in the following fields: medicine, dental medicine, pharmacy, medical nurses, midwives, veterinary medicine, architecture, as well for colleges of nursing generalists, for the basic training;
- Government Decision no. 890/2008 on the titles of qualifications and awards granted to graduates of Bachelor higher education studies;
- OMECT no. 5289/2008 on the Diploma Supplement;
- OMECT no. 5703/2011 on Implementation of the National Qualifications Framework in Higher Education.

### **3. Required documents**

**3.1** To issuance of the Certificate of Compliance and the Certificate of Current Professional Status, are required the following documents:

- a) A standard application, requesting the issuance of the Certificate of Compliance and the Certificate of Current Professional Status, completed, dated and signed by the applicant (Annex no. 1) - with all fields completed correctly and legibly;
- b) The certificate of compliance of the Diploma, issued by the awarding institution of the Bachelor Diploma/Diploma of Graduation (respectively the Faculty where the applicant achieved the Diploma) – in original form (Annex no. 2);
- c) The Bachelor Diploma/Diploma of Graduation – notarized copy;
- d) The Diploma Supplement– copy;
- e) The Veterinarian’s Identity Card issued by the College of Romanian Veterinarians – copy;\*
- f) The European Certificate of Current Professional Status, issued by the County Branch of the College of Romanian Veterinarians in which the applicant is registered as a member – in original form (Annex no. 3); \*
- g) A document attesting the legal name change from identity document vs. educational document (marriage certificate, divorce certificate, etc.), if applicable – copy;
- h) The proof of payment of the fee for issuing the Certificate (150 lei, respectively 225 lei in case of requesting the issuance of the certificate in an emergency regime).

***\* The documents referred in letters e) and f) should be submitted only if the Certificate of Current Professional Status is required.***

**3.2** For the issuance of the Certificate of Current Professional Status updated, in case of expiry of this one, the following documents are required:

- a) A standard application, requesting the issuance of the Certificate of Current Professional Status updated completed, dated and signed by the applicant (Annex no. 4) - with all fields completed correctly and legibly;
- b) The Veterinarian's Identity Card issued by the College of Romanian Veterinarians, valid for the year in progress - copy;
- c) The European Certificate of Current Professional Status, issued by the County Branch of the College of Romanian Veterinarians in which the applicant is registered as a member, with registration number from the current date - in original form (Annex no. 3);

#### **4. Submission and registration of documents**

The documents mentioned in point 3 can be submitted personally, by post or by courier services at Executive Board office of the National Council of College of Romanian Veterinarians, 105 Independenței Street, Sector 5, Bucharest, postal code 050097, or via the County Branch of the College of Romanian Veterinarians in which the applicant is registered. In this case, the Secretariat of the County Branch of the College of Romanian Veterinarians should send the applicant's file to the Executive Board of the National Council of College of Romanian Veterinarians in an emergency regime.

The documents can also be transmitted through the Point of Single Contact (PSC). In this case, the application for issue should bear the applicant's electronic signature, and the rest of documents and the holographic signature of the applicant should be scanned and attached to the application. The fee for issuing can be paid via the One Stop Shop.

Upon receipt of each file, the application for issuing the Certificate should be recorded in the entry-exit Register by the Secretariat of the College of Romanian Veterinarians.

#### **5. Analysing of the file and documents issuing**

Verification the documents submitted, analysis of compliance with the requirements of form and content, and the preparation of the certificates should be carried out within the Department of professional recognition.

If the documentation transmitted is incomplete, the application is not completed correctly or the documents are not compliant, the applicant should be informed to remedy the errors found. In this case, time limit for the issue should be extended properly from the date of filing the file.

Following the verifications, additional information and documents can be requested from the applicant, from the institutions issuing the submitted documents and from other competent authorities in the field.

If the documentation transmitted complies with the formal and content requirements provided by the legal regulations in force and by the present procedure, the requested documents will be issued.

Both the Certificate of Compliance (Annex no. 5) and the Certificate of Current Professional Status (Annex no. 6) should be issued in Romanian and English languages, in a single original exemplar, which was mentioned the date of issue and the registration number of the document. A Xerox copy of the issued documents in the Romanian language should be kept in the applicant's file.

The Certificate of Compliance should be signed by the President of the Executive Board of the National Council of College of Romanian Veterinarians and should bear the stamp of the Executive Board of the National Council of College of Romanian Veterinarians, and the Certificate of Current Professional Status should be signed by the person who drafted it and also should bear the stamp of the Executive Board of the National Council of College of Romanian Veterinarians.

The documents issued are delivered personally to the applicant, based on the signature, from the Executive Board office of the National Council of College of Romanian Veterinarians, or to his representative, empowered by a special notary power of attorney.

On request, the documents can be sent by courier service with payment upon reaching destination to the County Branch office of the College of Romanian Veterinarians in which the applicant is registered or to another correspondence address indicated in writing by him. In these situations, the applicant assumes any possible incidents that may occur during the delivery process (delays, wandering of the mail, etc.).

If the documents are sent to the County Branch office of the College of Romanian Veterinarians in which the applicant is registered, the Secretariat of the Branch should obligation to hand them to the applicant or his representative, empowered by a special notary power of attorney and to keep the proof of the handing over.

## **6. Processing time limit**

The processing time limit is no more than 30 days from the date registration of request to the Executive Board office of the National Council of College of Romanian Veterinarians.

Where missing documents or their non-compliance is found, the 30-day deadline should be properly extended from the date of filing the file.

If the issue of certificates is required in an emergency regime, the processing term is no more than 5 days from the date of registration of the application to the Executive Board office of the National Council of College of Romanian Veterinarians.

Where missing documents or their non-compliance is found, the 5-day deadline should be properly extended from the date of filing the file.

## **7. Fees**

The fee for issuing the Certificate of Compliance and the Certificate of Current Professional Status is 150 lei and can be paid in cash at the office of the College of Romanian Veterinarians or by Banking transfer to the account of the College of Romanian

Veterinarians. If the fee is paid by Banking transfer, a copy of the Payment Order should be attached to the file.

At the request of the applicant, the Certificate of Compliance and the Certificate of Current Professional Status may also be issued in an emergency regime (within 5 days from the submission of the file, if all the form and content requirements specified in the present procedure are respected). The issuance in an emergency regime should be subject to the payment of a fee of 225 lei.

No fee charged to issue of the Certificate of Current Professional Status updated.

### **8. Issuing of duplicate documents**

In case of loss, theft or deterioration of the Certificate of Compliance, or the Certificate of Current Professional Status, following a request from the applicant, submitted or transmitted to the Executive Board office of the National Council of College of Romanian Veterinarians, within a maximum of 30 days should issue to the applicant the requested document.

### **9. Evidence, monitoring**

The Department of professional recognition should keep the evidence of the issued documents and to record them in a Register of records.

### **10. Archiving documents**

The retention period of documents provided by this procedure is 50 years.

### **11. Responsibilities**

<b>Activities/actions</b>	<b>Responsible</b>
Receiving the files, registering and sending them to the Department of professional recognition	Secretariat of the Executive Board of the National Council of College of Romanian Veterinarians
Verification and evaluation of documents submitted by the applicant	Department of professional recognition
Correspondence with the applicant	Secretariat of the Executive Board of the National Council of College of Romanian Veterinarians/  Department of professional recognition
Preparation of the Certificate of Compliance and of the Certificate of Current Professional Status	Department of professional recognition

The signing of the Certificate of Compliance and the Certificate of Current Professional Status	President of the Executive Board of the National Council of College of Romanian Veterinarians
The transmission of the documents to the applicant	Secretariat of the Executive Board of the National Council of College of Romanian Veterinarians
Managing and archiving documents and monitoring of the issued documents	Department of professional recognition

## 12. Annexes:

Annex no. 1 – Standard application requesting the issuance of the Certificate of Compliance and the Certificate of Current Professional Status (form template)

Annex no. 2 – Certificate of conformity of Diploma (form template)

Annex no. 3 - European Certificate of Current Professional Status, issued by the County Branch of the College of Romanian Veterinarians in which the applicant is registered as a member (form template)

Annex no. 4 – Standard application requesting the issuance of Certificate of Current Professional Status updated (form template)

Annex no. 5 - Certificate of Compliance (form template)

Annex no. 6 - Certificate of Current Professional Status (form template)

Annex no. 7 - Disseminating list of the procedure



Mister President,

I, undersigned....., .....citizen, born in the locality....., county....., on date....., possessor of I.B./I.C./Passport Series..... no. ...., issued by....., on date....., CNP (Personal Numeric Code)....., with domicile in the locality ..... street. .... no. .... block .... entrance.... floor....., app. .... county ..... Sector ..... phone....., e-mail address..... graduate of....., holder of Diploma Series.....no....., registered with no..... member of the College of Romanian Veterinarians, Branch ....., Identity Card issued by the College of Romanian Veterinarians no. ....,

**I request the issue of:**

- CERTIFICATE OF COMPLIANCE, for the recognition of the veterinarian Diploma for professional purposes**  
 **CERTIFICATE OF CURRENT PROFESSIONAL STATUS**

I mention that it is necessary for me to.....  
*(the EU Member State and the Competent Authority should be specified)*

Issued documents:

- Will be delivered personally, based on the signature, from the Executive Board office of the National Council of College of Romanian Veterinarians;  
 ; Will be delivered to a representative, empowered by a special notary power of attorney from the Executive Board office of the National Council of College of Romanian Veterinarians;  
 Will be sent by courier service with payment upon reaching destination to the .....Branch of the College of Romanian Veterinarian;  
 Will be sent by courier service with with payment upon reaching destination to the next correspondence address:.....

*(In the case of sending by courier, I assume any possible incidents that may occur during the delivery process (delays, lost mail etc..).*

I attach to this application following documents:

- the certificate issued by the Faculty where I achieved Diploma - în original;
- Bachelor Diploma/Diploma of Graduation – notarized copy;
- Diploma Supplement – copy;
- Veterinarian's Identity Card issued by the College of Romanian Veterinarians, valid for the year in progress – copy\*;
- European Certificate of Current Professional Status issued by the Branch of the College of Romanian Veterinarians where I am registered as a member - in original form;\*
- document attesting the change of name from identity document vs. educational documents (marriage certificate, divorce certificate, etc.), if applicable – copy;
- the proof of payment of the fee for issuing the Certificate (150 lei, respectively 225 lei in case of issuing in an emergency regime)

*I declare that:*

*1. I am aware that the documents issued should contain personal data and evidence of formal qualifications.*

*2. I consent to the processing and use of personal data by following the provisions of Law No. 677/2001 on the Protection of Individuals concerning the Processing of Personal Data and the Free Movement of Such Data, amended and completed, as well as of the Law no. 506/2004 on the processing of personal data and the protection of privacy in the electronic communications sector.*

Date,

Signature,

To Mr. President of the College of Romanian Veterinarians

## UNIVERSITY LETTERHEAD

No. .... / .....

### CERTIFICATE

This is to certify that (name) ....., (born on (dd/mm/yyyy)....., in the locality....., county ....., graduated from the (University)....., (Faculty)....., in Veterinary medicine fields, Veterinary medicine specialization, graduation year ..... with Bachelor Diploma for title of veterinarian doctor/veterinarian, no....., Series....., issued with no. ...., on the date of (dd/mm/yyyy).....

The University Study Program of Bachelor Diploma completed by the graduate is under the provisions of Article 38 and Annex V.4 5.4.1 to Directive 2005/36/EC on the recognition of professional qualifications, with the subsequent modifications and completions.

USAMV Rector.....

FMV Dean.....

USAMV Secretary.....



COLEGIUL MEDICILOR VETERINARI DIN ROMÂNIA  
CONSILIUL JUDETEAN.....

Adresa.....

Telefon.....e-mail.....

No. .... / .....

Annex no. 3

European Certificate of Current Professional Status

1. Surname and first name .....

(As appears in I.B./I.C. or passport)

2. Nationality .....

3. Veterinarian's Identity Card number, issued by the College of Romanian Veterinarians .....

4. Gender:  M  F,

5. Birth date (day, month, year).....

6. Date and description of primary professional qualification .....

(date, name of qualification, the institution which granted the qualification)

7. Current professional status .....

The right to practise.....

—permanent/temporary (for nationals' members of European Union)

There are current limitations to practise YES/NO .....

If YES, details concerning the nature of the restriction .....

- warning
- reprimand
- severe reprimand
- suspension of the right to practise veterinary medicine for a period not exceeding .....one year from the date of resolution issuing (**specify the exact period!**) .....
- removal from the College of Romanian Veterinarians record with the definitive prohibition to practise veterinary medicine in the Romanian territory
- 

PRESIDENT,

SECRETARY,

Dr.....

Dr.....

Signature,

Signature,

For point 8, check the appropriate box and motivate the penalty applied, if necessary!

Mister President,

I, undersigned .....,citizen, born in the locality ....., county ....., on date ....., possessor of I.B./I.C./passport Series ..... no. ...., issued by..... on date....., CNP (Personal Numeric Code) ....., with domicile in the locality ..... street..... no..... block .... entrance.... floor ....., app. .... county..... Sector ..... phone....., e-mail address.....  
I request the issue of:.....

**CERTIFICATE OF CURRENT PROFESSIONAL STATUS UPDATED**

I request the issue of.....  
*(the EU Member State and the Competent Authority will be specified)*

Issued documents:

- Will be delivered personally, based on signature, from the Executive Board office of the National Council of College of Romanian Veterinarians;
- Will be delivered to a representative, empowered by a special notary power of attorney from the Executive Board office of the National Council of College of Romanian Veterinarians;
- Will be sent by courier service with payment upon reaching destination to the .....Branch of the College of Romanian Veterinarians;
- Will be sent by courier service with payment upon reaching destination to the next mailing address .....;  
*(In the case of sending by courier, I assume any possible incidents that may occur during the delivery process (delays, lost mail etc.,).*

I attach to this application the following documents:

- the Veterinarian's Identity Card issued by the College of Romanian Veterinarians, valid for year in progress - copy);
- the European Certificate of Current Professional Status issued by the County Branch of the College of Romanian Veterinarians where I am registered as a member - in original form;

*I declare that:*

*1. I am aware that the documents issued should contain personal data and evidence of formal qualifications.*

*2. I consent to the processing and use of personal data by following the provisions of Law No. 677/2001 on the Protection of Individuals concerning the Processing of Personal Data and the Free Movement of Such Data, amended and completed, as well as of the Law no. 506/2004 on the processing of personal data and the protection of privacy in the electronic communications sector.*

Date,

Signature,

To Mister President of the College of Romanian Veterinarians



**COLEGIUL MEDICILOR VETERINARI**

***B R O U L E X E C U T I V***

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**CERTIFICATE OF COMPLIANCE**

That the evidence of formal qualifications of veterinarian/veterinarian doctor awarded to Mr./Mrs. (last name) (first name), (nationality), sex (F,M), born in (locality, conty, state), passport (no.), CNP (Personal Numeric Code) ..... through the diploma issued by (University), (Faculty), with (serie), (no.) in date of (dd/mm/yyyy), with no. .... corresponds to the document mentioned for Romania in Annex V.4 5.4.2 of the Directive 2005/36/EC on the recognition of professional qualifications, with the subsequent modifications and completions.

**This Certificate of compliance is issued in order to recognize the diploma for professional purposes.**

**Buchare**

**Date**

**President CMV**

**Assoc. Prof. Viorel ANDRONIE, PhD**

<b>THE EUROPEAN CERTIFICATE OF CURRENT PROFESSIONAL STATUS</b>
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**1. Name**

*(As appears in I.B./I.C. or Passport)*

**2. Nationality**

**3. Identity Card number, issued by the County Branch of the College of Romanian Veterinarians**

**4. Gender**

**5. Birth date**

*(day, month, year)*

**6. Date and description of primary professional qualification**

*(date, name of qualification, the institution which granted the qualification)*

**7. Current professional status**

*The right to practise:*

- *permanent/temporary (for EU nationals members)*

*There are current limitations to practice YES / NO*

*If YES, details concerning the nature of the restriction*

- warning*
- reprimand*
- severe reprimand*
- suspension of the right to practice veterinary medicine for a period not exceeding one year from the date of resolution issuing - **specify the exact period!** .....*
- removal from the College of Romanian Veterinarians record with the definitive prohibition to practise veterinary medicine in the Romanian territory*

**NOTE! For point 8 check the appropriate box and motivate the penalty applied, if necessary!**

Drafted by,