

Alberta Veterinary Medical Association
CONTINUING EDUCATION GUIDELINES

Continuing Education in veterinary medicine is a mandate of the Alberta Veterinary Medical Association (ABVMA). According to the ABVMA Bylaws, each active ABVMA member is required to earn a minimum of 15 credit hours of continuing education per year. These hours can be a total of not less than 30 continuing education credit hours in the 24-month period prior to renewal of registration. Of these 30 hours, a maximum of 5 per year or 10 within 24 months may be made up of non-scientific continuing education.

Conferences, seminars and workshops are often hosted, sponsored or endorsed by the ABVMA to facilitate participation in continuing education by ABVMA members. These programs are pre-approved by the Practice Review Board or the Registrar and allow participants to earn continuing education credits.

The purpose of this document is to:

- I) Provide guidelines for ABVMA sponsored Continuing Education.
- II) Provide guidance and an approval process for organizations wishing to provide Continuing Education programs for Alberta veterinarians.
- III) Provide guidelines to allow ABVMA members to assess CE opportunities for their suitability for credit.

Groups not affiliated with the ABVMA wishing to have scientific continuing education opportunities approved by the ABVMA for credit are hereby requested to:

1. Conform to the Guidelines for ABVMA Sponsored or Approved Scientific C.E. Programs.
2. Provide the ABVMA with a detailed program agenda (i.e. course outline, name and affiliation of presenters, sponsors, date, time(s), place).
3. Provide the ABVMA with current professional biographies of all speakers.
4. Submit an ABVMA Scientific CE Approval Application Form.

1. Guidelines for ABVMA Sponsored or Approved Scientific CE Programs

A. Program Content:

i) Continuing Education In Veterinary Medicine

In order for scientific continuing education programs for ABVMA members to be sponsored and approved by the ABVMA, they should focus on topics that are:

- supported by applied or basic research,
- presented in peer reviewed scientific literature

Or, if the program is unable to meet these conditions (i.e. C & A modalities) it should be presented by an accredited school of veterinary medicine or nationally recognized organization or institution.

Speakers for ABVMA sponsored or approved scientific continuing education programs should be suitably qualified to speak on the topic presented (i.e. be Board certified, have a Ph.D., have research experience, or have evidence of advanced knowledge/ skill as demonstrated by past

lectures, publications or clinical experience/training). Although individuals with a veterinary background are preferred, the ABVMA realizes that recognized experts in some fields may have an alternate educational background. Speakers will be given CE credit for presenting ABVMA approved Scientific CE programs at the rate equal to the amount allowed for attendees.

ii) Continuing Education in Disciplines That Have an Impact on Animal Health

Disciplines such as animal nutrition, management, husbandry and others require specialized training. These animal sciences can have an impact on animal health. Continuing education in these disciplines as they relate to veterinary medicine is important, as the veterinary practitioner is the individual most qualified to assess animal health. These programs should contain a significant educational component.

iii) Continuing Education in Disciplines That Have an Impact on Veterinary Medicine

Continuing education in disciplines that have an impact on veterinary medicine is encouraged. Programs should be designed to reflect recent scientifically accepted advances and their impact on veterinary science. Programs should contain a significant educational component.

Speakers for ABVMA sponsored or approved scientific continuing education programs in sciences related to veterinary medicine should be selected on the basis of their qualifications and professional reputation in peer organizations. Speakers will be given CE credit for presenting ABVMA approved Scientific CE programs at a rate equal to the amount allowed for attendees of their presentation.

iv) Continuing Education in Non-Scientific Disciplines

The ABVMA recognizes that members may be interested in continuing education in non-scientific disciplines. Programs to be considered eligible for credit for non-scientific CE should be recommended by ABVMA members. Speakers should be selected on the basis of their qualifications and professional reputation. Attendance at ABVMA Committee and Council meetings by ABVMA Committee and Council members will qualify for a maximum of 5 hours of non-scientific CE per year.

B. Program Format:

Various modes of delivery are acceptable for up to 100% of ABVMA sponsored or approved scientific and non-scientific CE. ABVMA Members' attendance or completion of these programs, as applicable, must be verified in writing for all program delivery formats.

- 1) Seminars and conferences.
- 2) Wet labs or workshops.
- 3) Distance education or learning (i.e. Computer-on-line, satellite conferences, teleconferences).
- 4) Independent study (i.e. CD-ROM, videotape, audiotape, "Compendium on Continuing Education" articles verified by examination).
- 5) On-site visits or facility tours.
- 6) Post-doctoral degree programs offered by accredited schools of veterinary medicine.
- 7) The Registrar or Practice Review Board may accept other CE formats upon request.

SUPPLEMENTAL INFORMATION
ABVMA CONTINUING EDUCATION APPROVAL APPLICATION

SECTION I: Sponsoring Organization

Applicants Name: _____

Mailing Address: _____

(Street Address)

City: _____ Province: _____ Postal Code: _____ Phone #: (____) ____ - _____

Fax #: (____) ____ - _____

(E-Mail Address)

(Website Address)

SECTION II: Contact Person

Name: _____ Position or Title: _____

(Person charged with the administration of CE programs. Keep in mind, this information will be posted for members to contact you for registration)

SECTION III: Program Information & Required Attachments For ABVMA Approval

Title of Program: _____

Organizations requesting ABVMA CE Approval must provide the following attachments:

- Detailed Agenda
- Bio's on all speakers must be attached
- Date(s) and time(s) of Program
- Location of Program

Total # of scientific CE hours applied for: _____ Total # of non-scientific CE hours applied for: _____

SECTION IV: Provider Obligations

Organizations providing ABVMA approved CE, must provide AVMA members with a certificate of attendance indicating the:

- Provider's Name and Address
- Program Title
- Course Date and/or Completion Date
- Participant Name
- Number of Credit Hours Awarded
- Signature of Contact Person

Records of attendance must be kept for 3 years and made available for review by the Practice Review Board upon request.

I, the above-named Contact Person, verify that the information provided is true & accurate and that the organization I represent will comply with all provider obligations as set out in Section IV.

Signature _____ **Date Submitted:** _____