



Continuing Education Approval Criteria Policy

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The College of Veterinarians of British Columbia (CVBC, ‘College’) is the professional regulatory body responsible for mandated continuing education for registered veterinarians in BC. The CVBC bylaws (s. 253) establish that the Continuing Competence Committee (CCC) is responsible for administering the College’s Continuing Competence program, established by the College pursuant to s. 3(2)(c) of the *Veterinarians Act*. The intent of Continuing Education (CE) is to maintain, expand and improve professional skills and knowledge in relevant areas of professional activities on a continuing basis. The following criteria have been developed in consideration of CVBC bylaw s. 254(1) and under the authority granted to the CCC by bylaw s. 254(2).

I. General Requirements

Each registered veterinarian is required to earn a minimum of 30 credit hours of CE every 2 years. The CVBC has established that the 2-year cycle for every registrant is from January 1st of an odd year to December 31st of the next even year (eg. January 1, 2019 – December 31, 2020), regardless of the date of initial registration¹. At the time of registration renewal (including status changes)², each registrant must report to the Registrar’s Office the total number of CE hours acquired during the previous calendar year, including the details of each session.

A CE session is considered appropriate if it is relevant to the registrant’s area(s) of practice/professional activity, and it either:

- has received explicit approval³ from:
 1. RACE⁴, or
 2. The CVBC or another Canadian veterinary regulatory body that has a CE Approval

¹ [Continuing Competence Committee Policy: Defining the 2-Year Continuing Education Cycle](#).- for new registrants, proration will be based on registration date – the proration schedule is detailed in the policy

² Proration of CE hour requirements will occur where required by the Bylaws

³ “Explicit Approval” is official approval granted following a formal established and documented CE approval process. The registrant must be able to provide documentation confirming that the session has received approval from the regulatory body in question. [Example: AB and SK have formal documented CE approval processes in place]

⁴ The American Association of Veterinary State Boards’ Registry of Approved Continuing Education, (www.aavsb.org/race/)

process;

OR

- it otherwise satisfies the CVBC’s criteria for content, format, presenter and verification as established in this document.

The above general expectations apply equally to in-person and to remote/distance-learning sessions.

II. Criteria for CVBC Approval of CE Sessions

If a CE session does not already possess RACE-approval or explicit approval from another Canadian veterinary regulator, then the session must be evaluated for credit eligibility according to the following criteria.

Formal approval by the CVBC must be sought in order for the session to be advertised as *eligible for CE credit for CVBC registrants*.

A. Criteria for Host Organizations wishing to provide CVBC-approved CE

1. Content⁵

Generally, programs with the following content may be considered appropriate:

- Relevant to animal health or welfare,
- Relevant to practice management or communications,
- Relevant to professional ethics, or
- Otherwise intended to improve the registrant’s skill in the delivery of veterinary services.

Sessions with topics considered to be alternative/complementary/integrative medicine will be acceptable *if designed for an audience of veterinary professionals*.

2. Presenters

Speakers for CVBC-approved continuing education programs must possess advanced knowledge or skill relevant to the proposed topic as demonstrated by one or more of the following:

- board certification,
- Ph.D.,
- research experience, and/or
- past lectures, publications, or relevant experience/training recognized by professional peers⁶.

In addition to having demonstrable qualifications, speakers should have a positive professional

⁵ The CVBC Council has approved the *Continuing Competence Committee Position Statement: Continuing Education Program Content* (published May 2019)

⁶ “Professional peers” refers to individuals who possess the same or similar qualifications, knowledge and abilities

reputation in peer organizations.

The presenter must be suitably qualified to speak on the presented topic at such a level that will benefit the target audience (veterinarians) by refreshing or furthering the audience's skills and knowledge in that subject area.

3. Program Delivery Format⁷

The method of delivery must be appropriate to the educational content, objective, and purpose of the program, and presented in an efficient manner that will best benefit the audience. The method(s) of delivery should, where practical, encourage active participation and involvement by the attendee.

Definitions:

Seminar/Lecture –in-person or face-to-face programs, where presenter(s) and attendees are in the same location and where the event takes place in real time. Examples: lectures, role-playing, and presentations (cases, study/research findings).

Workshop/Wet Lab – face-to-face programs that allow attendees to have hands-on experience, training and/or practice of the techniques being taught. Should have an adequate participant-to-instructor ratio to maximize the participant's learning experience and real-time feedback from instructors.

Remote/Distance Learning – see “General Requirements” for limitations on eligibility of remote/distance-learning sessions for CE credit; could be either interactive or non-interactive. The definitions below are drawn from the *RACE Standards for Approved Providers of Continuing Veterinary Medical Education*:

- *Interactive* – allows interactions and feedback between the presenter and the attendee. Provide ongoing, scheduled, interactive experiences for participants by providing timely access to both technical personnel and professional faculty as well as interactivity among participants (eg. Q&A sessions via instant message or a moderated teleconference). There is a mechanism to document participation, the ability to be flexible and to supplement the participant's learning experience in response to the individual and collective participants' progress and feedback during the course period. Examples: live webinar, video conference.
- *Non-Interactive* – independent/pre-recorded program where there is no direct interaction between presenter and attendee. There is no scheduled date for participation. Evaluation of participation is via a post-course test. Examples: online courses, videos, pre-recorded webinars/presentations.

⁷ The CVBC Council has approved the *Continuing Competence Committee Position Statement: Continuing Education Program Formats* (published May 2019)

NOTE: The following are not CE formats recognized by the CVBC for credit:

- Reading of publications (articles, journals, texts)
- Preparation and delivery of presentations delivered as CE
- Preparation of articles, reviews, textbook chapters or other manuscripts for publication

4. Method of Verification of Attendance/Completion⁸

a) For In-Person Sessions (seminars, conferences, workshops, wet labs)

- A means of documenting attendance at each session – for multi-session conferences, attendance at individual sessions should be documented.

b) For Remote/Distance-Learning CE

- i. For Interactive Sessions: there should be a means of documenting a minimum level of participation by attendees (eg. Attendee polls, instant message Q&A sessions, moderated discussions, etc)
- ii. For Non-Interactive Sessions: completion must be verified by a post-session test (with questions relevant to the presented material) developed by the provider.
 - The test must consist of a minimum of 5 questions per whole CE credit (eg. A course for 0.5 CE credits still requires a minimum of 5 questions)
 - A certificate of attendance must only be issued to participants who achieve at least a 70% grade on the post-course test.

B. Criteria for CVBC registrants to self-assess CE opportunities for their suitability for credit

If a registrant wishes to report a CE session for CVBC credit and that session is not already approved by RACE, the CVBC or by another jurisdiction as explained in Part I – General Requirements, then the onus will be on the registrant to demonstrate that the session meets the CE Approval Criteria. If, during an audit, the auditor is unable to verify compliance, the CE will be denied credit.

A self-assessment of CE opportunities for suitability must include verification based on both of these factors:

1. Relevance to area(s) of professional activity (current or proposed),

And

2. Eligibility for CE credit with the CVBC, as established in Parts I and II(A)

If uncertain of a session's eligibility, a registrant may submit a formal application for CVBC approval,

⁸ Bylaw sections 254(1)(c), 257 and 258(1) establish that a registrant must be able to provide verification of attendance or completion of any CE session recorded towards the CVBC's required CE credit hours.

or may wish to reach out to the session host and suggest they make an application to the CVBC, which would allow them to advertise CVBC-approval to CVBC registrants.

III. Process for CE Approval

a) Application

The application form is available for download from the CVBC website (www.cvbc.ca, Registration/Continuing Education → CE Approval Application Form). All CE Approval Applications must provide the following information:

1. Name of sponsor/provider/host organization
2. Session Title, plus info/description or key points covered or detailed agenda
3. Speaker/Instructor name, credentials and biography
4. Method of delivery (eg. lecture, wet-lab, workshop)
5. Location(s), date(s) and time(s) of session
6. Length of Session & Number of CE Credit Hours being applied for
7. Mechanism for confirmation of attendance/participation
8. Contact Information for Registration
9. Sample of document that will be provided to attendees as proof of completion

The appropriate CVBC application form must be completed and submitted before consideration will be given. Formal CVBC approval is a prerequisite *prior* to the event being promoted as CVBC-approved CE and before it will be posted on the CVBC's website. Seeking approval of CE sessions after the session has occurred is possible, but the applicant/registrant accepts the risk that approval may not be granted and further (approved) CE will need to be acquired.

b) Calculation of CE Credit Hours

CE credit hour value awarded to CVBC-approved sessions will be determined using the same model applied by RACE:

- CE credits must be calculated for each program segment.
 - A program segment is defined as a portion of the program an individual is expected to attend in its entirety. It may be a single lecture, or an entire program comprised of several lectures all with a single track (subject matter category). Where a program segment consists of several lectures within a single subject category, there may be multiple speakers and various topics, and all content and presenter qualifications must meet CVBC standards for that category.
- One CE credit hour is awarded for 50-60 minutes of actual instruction.
- CE credits will be awarded at a minimum of 0.25 credits (= minimum of 15 minutes of instruction). No program that provides less than 15 minutes of instruction (0.25 credits) will

be considered for approval.

The table below demonstrates the calculations:

50 – 60 minutes of instruction	1 CE credit hour
25 – 49 minutes of instruction	0.5 CE credit hour
15 – 24 minutes of instruction	0.25 CE credit hour

- One academic credit granted by a recognized educational institution⁹ will be considered equal to 15 CE credit hours.

Developed with reference to:

*The American Association of Veterinary State Boards' Registry of Approved Continuing Education (RACE)
Standards for Approved Providers of Continuing Veterinary Medical Education
The Alberta Veterinary Medical Association's Continuing Education Guidelines
The Saskatchewan Veterinary Medical Association's Continuing Education Standards and Operational Policies*

ⁱ **Policy History:**

Version	Date Approved
<i>Original (v.1)</i>	<i>October 11, 2019 (effective January 1, 2020)</i>
<i>v.2</i>	<i>August 21, 2020</i>
<i>v.3</i>	<i>DATE</i>

⁹ Refers to educational institutions formally recognized at the federal or provincial/state level in Canada or the United States of America.