



College of Veterinarians of British Columbia

Continuing Education Auditing Policy

First Approved December 18, 2020, revision approved October 29, 2021

Preamble

Section 258 of Part 4 of the CVBC Bylaws establishes the authority of the Continuing Competence Committee (CCC) to undertake an audit of a registrant's continuing education to ensure compliance with s. 255 of the bylaws, which requires an active registrant to complete 30 hours of CE¹ during every 2 year cycle and to report those hours annually at registration renewal.

This policy establishes the procedures that audits will follow, as well as the possible outcomes of an audit

Audits

1. Random Audits

Following the completion of a 2-year cycle, the CVBC will randomly select a minimum of 2.5% of total registrants from each active registration class (Private Practice, Specialty Private Practice, Public Sector) to have their CE from that previous cycle audited.

The selected registrants will be required to submit documentation² to verify all of the CE hours which were reported to the CVBC for the most recently completed CE Cycle.

An inspector will verify that:

- a. the registrant has completed the required number of CE hours (required hours may be prorated in accordance with the bylaws (see footnote 1) and the CCC policy, *Defining the 2-Year Continuing Education Cycle*, effective January 1, 2019);
- b. the submitted documentation for completed CE agrees with the details reported by the registrant through the CVBC's registrant portal; and
- c. the CE satisfies the requirements of the CVBC's bylaws and its Continuing Education Approval Criteria Policy (which came into effect January 1, 2020).

¹ CVBC Bylaws, Part 4, s. 255(2) allows that:

An inactive registrant does not have to maintain the minimum credit hours in a two-year cycle, but if an inactive registrant applies for registration in a class of active registration, that registrant must then show that he or she has met the requirements for continuing education as set out in subsection (1), prorated to account for the length of time that that registrant was inactive.

² Bylaws, s. 257(2), Verification:

On request by the continuing competence committee, an active or inactive registrant must provide verification of compliance with this Part in the form of documentary proof of their attendance at or completion of the courses and credit hours attained and in the form approved by the continuing competence committee.

2. Directed Audits

There will be instances where the Committee will feel it necessary or appropriate to direct an audit of CE hours.

The Committee may direct an audit for reasons including (but not limited to) an instance where a registrant received a random audit following the last 2-year cycle and the registrant had difficulty bringing their hours into compliance in a timely manner

Non-Compliance with CE Requirements

1. Non-Compliance with Reporting and/or Completion of Total Required CE Hours

Registrants who are selected for an audit and who have failed to either:

- a. report some or all of the required CE hours for the two-year cycle in the format established by the College; or
- b. upload their certificates (or other verification of attendance) with their reported CE hours

will be sent a letter by email and/or post requiring the registrant to respond to the CVBC within 30 days.

The registrant's response must include a detailed list of all CE sessions completed during the cycle, supporting documentation to verify their completion of each session, a written explanation for any deficit in hours or mis-reporting, and a specific proposal for how deficiencies will be corrected. This response will be reviewed by the inspector and will form part of the inspector's report to the CCC. If time is needed for the registrant to complete outstanding hours, the CCC will consider the request and specify a deadline.

If the registrant fails to respond within the 30-day timeframe, or if the response is unsatisfactory to the CCC, the Committee may take action pursuant to s. 258(3)³.

2. Non-Compliance with the Auditing Process

Registrants who are selected for audit and who do not submit a record of their completed CE within the requested timeframe will receive a notice via registered mail, with a second deadline for response of 30 days.

If a registrant then fails to meet the deadline indicated in the second letter, the auditor will refer their report to the Continuing Competence Committee for review and consideration of further action, which may involve a report to the Investigation Committee

³ Bylaws Part 4, s. 258 *Continuing education audits*

(3) If during an audit, the continuing competence committee or the inspector finds an inaccurate or false report and is unable to resolve that deficiency to its satisfaction through subsequent discussions with the registrant, the continuing competence committee may report that finding to the investigation committee which may then investigate the registrant for a breach of the bylaws pursuant to Part 4 of the Act.