

Alabama Continuing Veterinary Medical Education Standards

Alabama Rule 930-X-1-.12. Continuing Education Requirements:*

- (1) For Veterinarians:
 - (a) Veterinarians are required to earn twenty credit hours of continuing education each year before becoming eligible for license renewal.
 - (b) Veterinarians unable to earn credits because of sickness or other justifiable reasons may, at the discretion of the Board, be granted an extension of time to finish credit hours or be exempt from all or parts of the credit requirement until the hours can be made up. Requests for extension must be made in writing to the Board before the renewal period of license.
 - (c) At the Board's discretion, non-practicing veterinarians over seventy years old may be exempted from the continuing education requirements.
 - (d) At the discretion of the Board, credit hours may be earned as follows: **One hour of credit for each hour of attendance at an in-depth seminar such as seminars sponsored by the AVMA, the AAHA, AAVSB CE Taskforce, State Association, various academies, schools of veterinary medicine, and other State Veterinary Associations. The Board will require sixty (60) hours over any four (4) year period be in the area of scientific programs approved by the Board, except only a maximum of five (5) hours may be given for verifiable audio, video, compendium journal and computer review per year. The remaining twenty (20) hours in that same four (4) year period may be in practice management or local or state association business meetings. A maximum of one (1) hour credit will be given per local or state association business meetings.**
 - (e) Each veterinarian must keep a record of credit hours earned and proof of attendance of said hours shall be submitted annually. Each year he or she will be required to certify as to the number of credit hours earned on a form to be provided by the Board. The form will be mailed to each veterinarian at the time of annual renewal.
 - (f) New graduates do not have to comply with this continuing education requirement until the next full calendar year after graduation.
- (2) For Veterinary Technicians:
 - (a) The applicant must verify yearly that he or she has finished at least eight hours of continuing education during the preceding year.
 - (b) A minimum of six hours of continuing education must be seminars, programs, short courses, or scientific sessions sponsored by an approved veterinary organization or university with approved speakers. Final approval of veterinary organizations and speakers is left with the Board. The remaining two hours will be given for local monthly meetings including a short scientific program, provided that the details of such a program must have prior approval of the veterinary technicians committee.
 - (c) Veterinary technicians unable to earn credits because of sickness or other justifiable reasons may, at the discretion of the Board, be granted an extension of time to finish credit hours or be exempt from all or parts of the credit requirement until the hours can be made up. Requests for extension must be made in writing to the Board before the renewal period of license.
 - (d) Hours will be accumulated on a yearly basis from January to December.
 - (e) A form will be sent out by the executive director of the Board to be filled out and returned by the veterinary technician at the time of actual registration renewal. The validity of the reported hours lies solely with the technician reporting.
 - (f) New graduates do not have to comply with this continuing education requirement until the next full calendar year after graduation.
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the credit requirement until the hours can be made up. Requests for extension must be made in writing to the Board before the renewal period of license.

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(e) A form will be sent out by the executive director of the Board to be filled out and returned by the veterinary technician at the time of actual registration renewal. The validity of the reported hours lies solely with the technician reporting.

(f) New graduates do not have to comply with this continuing education requirement until the next full calendar year after graduation.

* The Board accepts all R.A.C.E. (Registry of Approved Continuing Education) approved programs under the limitations of the above stated Rule.

PROGRAM CONTENT REQUIRED ELEMENTS – All offerings of CE must meet the following standards:

1. CE offerings shall include a statement of the purpose of the offering and the specific information, concepts, and/or skills that participants are expected to obtain when they complete the program or course.

2. CE offerings shall be designed to reflect the educational needs of the veterinary professional and build upon or refresh the participant in the standards for practice and courses as found in the curriculum of accredited colleges or schools of veterinary medicine. *[Additional requirements for providers of CE courses in Alternative and Complementary Veterinary Medicine are located at the end of these standards.]*

3. Content of scientific or practice management programs shall be distinguished from topics and learning activities which are personal enhancement or development, promotional or appear to be intended for the purpose of endorsing a specific commercial drug, product, or service.

METHODS OF DELIVERY

1. The method of delivery of a course shall be appropriate to the educational content, objectives, and purpose of the program and presented in an effective manner that will best benefit the audience.

2. The method of delivery should, where practical, encourage active participation and involvement on the part of the participating veterinarian.

3. Independent/self-study courses that include such methods of delivery as on-line review, cassette tapes, videotapes, CDs, and audio-conference shall supply:

a. an outline of course content and instructions for program completion or copies of tapes, booklets or other media used;

b. a description of the method/rationale for determining the number of study hours required to complete the self-study program;

c. an administrator/proctor associated with the Provider to encourage case discussion or questions & answer opportunities during the program;

d. shall utilize mandatory evaluation and testing mechanisms for awarding CE credit to participants who complete the entire program.

e. evaluation and testing mechanisms must be included with the Course Description Summary. Completed evaluations shall be returned to the provider in a timely fashion after the program to ensure that participants are receiving the most up-to-date information, training, and materials.

f. a sample post-test which includes a description of testing design and test writer's qualifications.

g. a certificate of attendance must be presented only to participants scoring 70% or better on the post-test.

PROGRAM FACULTY MEMBER OR PRESENTER QUALIFICATIONS

1. The program presenter(s) for a particular CE offering shall be competent in the subject matter and qualified by experience. Curriculum vitae for all faculty members or presenters must be maintained by the Provider and provided along with the Course Description Summary.
2. An appropriate number of program presenters for each activity shall be utilized. The provider must have adequate staff available to ensure that an effective program is provided.

CONTACT HOUR CRITERIA

The number of contact hours of CE shall be determined *by the provider*, subject to approval by the board and awarded upon the successful completion of the entire program or course. The number of participant hours for the total program and maximum number any one person could obtain (in the case of a large, multi-track program) must be distinguished by the Provider. One contact hour may be awarded for one hour of instruction. Number of contact hours requested should be exclusive of any refreshment or lunch breaks.

RECORD KEEPING

1. The provider shall maintain records of individual offerings and shall include, but not be limited to the following:
 - a) course outlines;
 - b) time and location of courses;
 - c) advertisements;
 - d) faculty vitae;
 - e) registration rosters including names and addresses of attendees;
 - h) standard forms used to certify attendance and to evaluate courses.
2. The provider shall maintain records for a minimum of four (4) years.
3. Each participant shall receive an individual certificate or letter of attendance identifying the participant and specifying the title of the offering, provider name, address and number, date of offering, subject-matter category(s), method(s) of delivery and the number of contact hours earned. The certificate shall be signed by the course instructor, provider or provider designee.
4. All participants must be afforded an opportunity to evaluate the quality of each CE program in which they participate. This is to be done via an evaluation form to be returned to the provider. These evaluations shall be made available to the board upon request up to four (4) years after the program is conducted.
5. **Provider must submit a list of attendees within 30 days of completion of CE Program. This can be done electronically or by regular mail with all course title and date of program included.**

ADVERTISEMENTS - Advertisements shall include the following information:

1. provider's name;
2. fee charged and the organization's refund policy;
3. course content description and schedule, including the subject matter category(s), method (s) of delivery, and number of hours in each category;
4. the purpose of the offering and the specific information, concepts, and/or skills that participants are expected to obtain when they complete the program or course;

RETROACTIVE CE APPROVAL

It is not board's policy to approve a program that has already taken place, however, in certain circumstances the board reserves the right to approve a CE program that has taken place no more than 6 months before the date of the program application.

ADDITIONAL REQUIREMENTS for --Programs in the area of **ALTERNATIVE AND COMPLEMENTARY VETERINARY MEDICINE** (must accompany application):

- i. Submit three letters of reference from faculty members of Veterinary Colleges, who are able to testify to the Provider's efforts to enhance the field of Veterinary Alternative and Complementary Medicine.
- ii. Submit the contact information of an official at an accredited College of Veterinary Medicine who can verify that the course content is currently taught as part of the curriculum of their CVM. "Taught" is signifying that the modality is taught--and is not simply an overview.
- iii. Submit a list of programs offered by this provider in the area of Veterinary Alternative and Complementary Medicine, in the last 24 months, including dates and locations.
- iv. Submit a complete CV on the individual(s) who will coordinate the Programs of CE. Include complete CVs for all who will provide lectures and labs.
- v. Submit a Course Description summary application.