



# POLICY

**Title:** Veterinary Technologist (VT) Continuing Education (CE) Policy

**Effective Date:** June 24, 2020

**Review Date:** June 24, 2025

**Approving Body:**  Council  Membership  Administration (specify): \_\_

**Authority**  *Manitoba Veterinary Medical Act Section # 7*  
 General Bylaw #1 of the Manitoba Veterinary Medical Association; Part 2, Division 11 – Continuing Education

**Implementation:** (See 3.1) Executive Director

**Contact:** MVMA Registrar

**Applies to:**  Council Members  All Members  
 Voting Members  Non-Voting Members  
 PRC Members  Students Members  
 External Parties \_\_\_\_\_  
[specify applicable external parties]  
 Employees \_\_\_\_\_  
[specify applicable employment group]

**1. Reason for Policy**

**1.1** Purpose of continuing education (CE)

**1.1.1** It is a member's personal responsibility to keep current and build knowledge and skills so that the member can deliver quality care that maintains animal health and safeguards animals and people.

**1.1.2** Continuing education contributes to maintaining a member's competency to practice veterinary medicine.

**2. Policy Statement**

**2.1.** Each member will determine if the CE meets the MVMA CE definition (see below) to claim the CE hours.

**2.1.1.** The member is required to determine if the CE meets the MVMA CE requirements to claim the CE hours. The MVMA does not "pre-approve" courses.

**2.1.2.** An MVMA member's CE courses will be reviewed at the time of a CE

audit. If a CE course does not meet the MVMA CE requirements, the member may be required to take additional CE hours during the accumulation period after the audit should the member's reported CE hours become less than the required number of CE hours.

**2.1.3.** CE is defined as a scientific or non-scientific program that can be justified to be within the member's area of veterinary practice.

**2.1.4.** For continuing education programs to be recognized by the MVMA, programs should focus on topics that are: supported by applied or basic research, presented in peer-reviewed literature, or, if the program is unable to meet these conditions, it should be presented by an accredited school of veterinary medicine, accredited veterinary technologist program or a nationally recognized organization/institution.

**2.1.5.** Speakers for MVMA recognized continuing education programs should be suitably qualified to speak on the topic presented (i.e. Board certified, Ph.D., have research experience or have evidence CE of advanced knowledge/skills as demonstrated by past lectures, publications or clinical experience/training). Although individuals with a veterinary background are preferred, the MVMA realizes that recognized experts in some field might have an alternate educational background.

## **2.2. Veterinary Technologist (VT) continuing education requirement**

**2.2.1.** VTs are required to obtain 30 CE hours per 24-month reporting period. The two-year reporting period will begin on June 1 of each even year (i.e. June 1, 2020) and end on May 31 of the subsequent even year (i.e. May 31, 2022).

**2.2.2.** There is no carry-forward allowance of CE hours from previous reporting periods.

## **2.3. Eligible CE credit hours**

**2.3.1.** Seminars, conferences, webinars, online courses, wet labs, workshops, distance education or learning, on-site study visits to accredited schools = 1 CE hour per session hour.

**2.3.2.** Lunch and Learns = Half (0.5) credit hours per hour to a maximum of 10 credit hours per reporting period.

**2.3.3.** The MVMA Council, or a group/person it designates, may accept other forms of CE formats for credit hours upon request by the member to determine if it is eligible for CE credits. A member may apply to the MVMA to have other CE formats reviewed during a reporting period. This could include presenting at veterinary conferences and the publishing of peer-reviewed articles. Speaking engagements and articles must be educational and support the veterinary profession.

## **2.4. CE Requirements for members joining part way through the reporting period**

**2.4.1.** Where a member has not been a member for the full twenty-four months reporting period, the required CE hours will be reduced as follows:

<b>Registration Date</b>	<b>CE Hours required</b>
Full Reporting Period (i.e. June 1, 2020 to May 31, 2022)	30 hours
Three-Quarter Reporting Period (i.e. December 1, 2020 to May 31, 2022)	22.5 hours
Half Reporting Period (i.e. June 1, 2021 to May 31, 2022)	15 hours
Quarter Reporting Period (i.e. December 1, 2021 to May 31, 2022)	7.5 hours

**2.5. CE grace period for new graduates**

**2.5.1.** New graduates from a CVMA/AVMA accredited college shall be given a “Grace Period” for the remainder of the current reporting period.

**2.6. Reporting CE Hours**

**2.6.1.** Each member will report CE hours every 24 months when indicated in the renewal process. The member may be required to justify why a CE course is within his/her area of practice and meets MVMA CE requirements.

**2.7. Auditing of CE**

**2.7.1.** Should a member be selected for a CE audit, the member is responsible to provide evidence of the CE hours submitted on the renewal.

**2.8. Evidence of CE Completion**

**2.8.1.** Members must maintain evidence of CE credit completion. Members are not required to submit evidence of CE credit completion unless selected for a CE audit.

**2.8.2.** Members must keep a record of CE credits completed in the preceding five years.

**2.8.3.** Acceptable evidence of CE credit completion includes:

**2.8.3.1.** Certificate of completion of CE event; or

**2.8.3.2.** Information about:

- a) The name of the CE activity
- b) Date(s) of the CE activity
- c) Contact information for the CE activity, specifically:
  - i) Name, telephone and email address of CE activity presenter or coordinator; or
  - ii) Website address
- d) Description of CE activity
- e) Description of how CE activity has built the member’s knowledge and/or skills in the practice of the profession

### **3.0 Responsibilities**

- 3.1** Implementation: The Executive Director is responsible for putting the policy into effect.
- 3.2** Dissemination: The Executive Director is responsible for ensuring the policy is published and distributed to relevant parties.
- 3.3** General review: Prior to the formal review of the policy, the Council will audit the current policy and research relevant sources to advise the approving body of required updates, if any.

### **4.0 Policy Review**

- 4.1** The Executive Director is responsible for advising the President that a formal review of the policy is required.
- 4.2** Formal policy reviews will be conducted every five (5) years. The next scheduled review date for this policy is June 24, 2025.
- 4.3** In the interim, this policy may be revised or rescinded if:
- (a) the Approving Body deems necessary; or
  - (b) the relevant Act, Bylaw, Regulations or Policy is revised or rescinded.
- 4.4** If this policy is revised or rescinded, all secondary documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised policy; or
  - (b) are, in turn, rescinded.

### **5.0 Secondary Documents**

- 5.1** The Approving Body may approve procedures which are secondary to and comply with this policy, subject to the following limitations
- (a) None
- 5.2** Executive Director may approve procedures which are secondary to and comply with this policy, subject to the following limitations:
- (a) None

### **6.0 Effect on Previous Statements**

- 6.1** This policy replaces **Veterinary Technologist (VT) Continuing Education (CE) Policy, April 6, 2017.**

### **7.0 Cross References**

- 7.1.1** Manitoba Veterinary Medical Act
- 7.1.2** General By-law No.1 of the Manitoba Veterinary Medical Association