

Effective Date: June 4, 2025

Review Date: 2030

1. Background:

The MVMA believes that continuous education throughout a veterinary professionals career helps to ensure competence in the practice of veterinary medicine.

2. Purpose:

The MVMA seeks to ensure that each veterinary professional in Manitoba maintains competence by engaging in education throughout one's professional career.

This policy sets the minimum continuing education requirements.

3. Policy Statement:

Continuing Education Activity (CE) is an activity that promotes a member's learning of the practice of veterinary medicine, including but not limited to substantive knowledge and skill attainment, ethics and professionalism, and practice and risk management. A more detailed view of CE can be found in Appendix A.

4. Procedure:

1. Continuing Education- Hours Required

A. Each member in a practicing category is required to complete 30 CE hours per 24-month reporting period.

a) The Veterinarian Member reporting period begins on December 1 of each odd year (i.e. December 1, 2025) and ends on November 30 of the subsequent odd year (i.e. November 30, 2027).

b) Where a Veterinarian Member has not been a practicing member for the full twenty-four month reporting period, the required CE hours will be reduced as follows:

Registration Date	CE Hours required
Full Reporting Period (i.e. December 1, 2025 to November 30, 2027)	30 hours

Three-Quarter Reporting Period (i.e. June 1, 2026 to November 30, 2027)	22.5 hours
Half Reporting Period (i.e. December 1, 2026 to November 30, 2027)	15 hours
Quarter Reporting Period (i.e. June 1, 2027 to November 30, 2027)	7.5 hours

- c) The Veterinary Technologist Member reporting period begins on June 1 of each even year (i.e. June 1, 2024) and ends on May 31 of the subsequent even year (i.e. May 31, 2026).
- d) Where a Veterinary Technologist Member has not been a practicing member for the full twenty-four month reporting period, the required CE hours will be reduced as follows:

Registration Date	CE Hours required
Full Reporting Period (i.e. June 1, 2024 to May 31, 2026)	30 hours
Three-Quarter Reporting Period (i.e. December 4, 2020 to May 31, 2026)	22.5 hours
Half Reporting Period (i.e. June 1, 2025 to May 31, 2026)	15 hours
Quarter Reporting Period (i.e. December 1, 2025 to May 31, 2026)	7.5 hours

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

2. Continuing Education- Hours Calculation

- A. Attending seminars, conferences, webinars, online courses, wet labs, workshops, distance education or learning, on-site study visits to accredited schools and Lunch and Learns = 1 CE hour per session hour.
- B. Presenting at veterinary programs and/or conferences = 1 CE hour per one hour of presenting and a maximum of 3 CE hours for preparation per one hour of presenting.
- C. Writing and research that culminate in the publishing of an article in a peer reviewed journal = 1 CE hour per one hour of writing and research to a maximum of 6 CE hours per article.

3. CE Grace Periods

- A. New graduates from a CVMA/AVMA accredited college shall be given a “Grace Period” for the remainder of the current reporting period.
- B. Members who complete a post-doctoral degree / fellowship at CVMA/AVMA accredited veterinary schools shall be given a “Grace Period” for the remainder of the current reporting period.
- C. Members who have completed the NEB examinations shall be given a “Grace Period” for the remainder of the current reporting period.

4. Evidence of Completion

- A. 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.
- B. Members must keep a record of CE credits completed in the preceding five years.
- C. Acceptable evidence of CE credit completion includes:
 - a) Certificate of completion of CE event; or
 - b) Information about:
 - 1. The name of the CE activity
 - 2. Date(s) of the CE activity
 - 3. Contact information for the CE activity, specifically:
 - i) Name, telephone and email address of CE activity presenter or coordinator; or
 - ii) Website address
 - 4. Description of CE activity
 - 5. Description of how CE activity has built the member’s knowledge and/or skills in the practice of the profession

5. Determining CE Hours

- A. 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.
- B. 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.

6. Reporting CE Hours

- A. Each member will provide a declaration regarding CE activity at licence/registration renewal.

7. Auditing of CE

- A. Should a member be selected for a CE audit, the member is responsible for providing evidence of compliance with this policy.
- B. A member that does not successfully complete a CE audit will be handled in accordance with the MVMA By-Law No 1 (see Appendix B for relevant excerpts)

Appendix A

Eligible CE Activities Subject Matter Chart

Substantive Knowledge & Skills

- Practice Area Knowledge (diagnostics, surgery, anaesthesia, etc)
- Technical Skills (surgical skill, etc)
- Generic skills training (negotiation, mediation, plain language writing.)

Ethics & Professionalism

- Ethics (Code of Conduct, integrity, conflict of interest, confidentiality)
- Professionalism (civility, cultural competency, dealing with the media.)
- Professional Responsibility (The Veterinary Medical Act, The MVMA By-Law)
- The Veterinary Profession (history, current issues, future developments, equity & diversity within the profession.)

Practice & Risk Management

- Client management (, managing client expectations, dealing with difficult people.)
- Time management skills
- Communication skills
- Technology proficiency
- Office management skills (human resources, financial management.)
- Office systems infrastructure (technology, document & records management, research tools, disaster plans.)
- Office governance
- Office succession planning
- Well-being
- Professional liability (how to avoid professional insurance claims.)

Appendix B

From the MVMA General By-Law No 1:

Failure to complete continuing education

2-11-7 Where member fails to comply with this Division,

- (a) the Registrar shall audit the member's report of completed continuing education in the year immediately following the member's failure to comply;
- (b) the member shall not only satisfy the requirement for the number of hours of continuing education in the year immediately following the member's failure to comply, but shall also complete additional hours of continuing education equal to the number of hours that the member had failed to complete in the preceding year; and,
- (c) the Registrar may refer the matter to the Complaints Committee.

Failure to comply constitutes professional misconduct

2-11-8 Every member shall comply with this Division, including without limiting the generality of the foregoing, responding promptly and fully to the inquiries and investigations that the Registrar undertakes pursuant to s. 2-11-6 of this by-law in auditing a member's reported compliance with this Division. Failure to comply may constitute professional misconduct