

# Appendix M: Continuing Education Document

Continuing education is an essential verification that a member has made efforts to enhance their skills and knowledge and remain up to date with the best practices in their field. To remain a member in good standing of the BCVTA, members must acquire a minimum of ten (10) credits per year unless otherwise determined by your registration status *see BCVTA Bylaw Article 2: Membership.*

Documentation for CE activities must be retained by the Member, and uploaded to the CE section of the BCVTA website for auditing purposes. ***As there are a variety of topics that can be used towards CE credits, it is up to the individual Member to contact the BCVTA Executive Director if there is any question as to the validity of the CE. Failure to maintain appropriate CE credits may affect registration status.***

Many avenues for CE will specify the number of CE credits their course or conference is worth. If a specific number of credits is indicated, that will be the number that is accepted by the BCVTA. **For those learning opportunities that do not specify the number of credits obtained, credits will be calculated at the following rate 1 hour = 1 credit** *\*please see below as some categories have a maximum credit limit per year*

If a member obtains more than 10 CE credits in one year, the extra credits (max 10 credits) can be rolled over into the following year. CE credits can only be rolled over once. *Ex: you obtain 30 CE credits in 2018. 10 credits apply to 2018, 10 credits roll over to 2019, no credits roll over into 2020.*

CE courses/programming should *optimally*:

- Address regional and contemporary needs of RVTs;
- Be educational and relevant to the Member's area of professional activity, including activities that stimulate the development of non-technical professional skills (eg. practice management, self-care, compassion fatigue prevention, ethics, critical thinking, communication, mindfulness);
- Identify specific learning outcomes;
- Be provided by instructors trained in teaching methodology and/or mentoring;
- Include a process to evaluate or assess the knowledge, skills, or learning outcomes attained
- Provide documentation of satisfactory completion and,
- Be re-evaluated periodically to ensure content and delivery methods remain relevant.

The following list contains **examples** of activities that can qualify for CE credits. *\*For CE that is not featured on this list, please see CE evaluation form.* **For those learning opportunities that do not specify the number of credits obtained, credits will be calculated at the following rate 1 hour = 1 credit** *\*please see below as some categories have a maximum credit limit per year*

- Conference/Workshop/Seminar Attendance
- RACE approved courses

## 68 Policies **BCVTA**

- Presenter/speaker/workshop facilitator *\*please note, prep time does not count toward CE hours. Only actual presentation time will be accepted.*
- Webinars
- In-Clinic Training (ex. Lunch & Learn with sales rep. Please note, “on the job training” does not count towards CE credits) *\*maximum 3 credits per year*
- Specialty certification completion *\*20 credits at time of completion*
- BCVTA AGM *\*1 credit per year*
- BCVTA (or other RVT/animal health organization) Committee Member *\*1 credit per committee to a maximum of 5 credits*
- BCVTA, RVTTC, NAVTA, VHMA, or other animal related professional organization, Executive Board Service *\*5 credits per year for board(s) service*
- Member in good standing with an animal related professional organization *other than* BCVTA or RVTTC (ex. CALAS, CAZA, AZVT) *\*1 credit per year*
- Outreach (Manning a booth for BCVTA etc. at conference/job fair etc.) *\*1 credit per outreach event, maximum 3 credits per year. Please note, prep time does not count toward CE hours. Only actual presentation time will be accepted.*
- Volunteering with a recognized animal welfare organization (ex. BC SPCA, wildlife sanctuaries, etc.) *\*1 credit per event to a maximum of 5 credits per year. Volunteering credits do not roll over to the following year.*
- Volunteering with a recognized organization providing animal wellness projects or disaster relief (ex; CAAT, World Vets, etc.) *\*maximum 5 credits per tour, to a maximum of 5 credits per year. WHMIS \*maximum 2 credits*
- CPR/First Aid
- Chainsaw Safety
- Radiation Safety
- Biosafety
- ATV Ticket

***Activities that meet the stated criteria (above), but do not appear on this list may be eligible for CE credits. For concerns about CE validity please fill out the application form online and submit to [bcvtboard@gmail.com](mailto:bcvtboard@gmail.com).*** You may be required to submit additional information to the BCVTA to support your reasoning for including certain events/activities as valid CE; please keep all information regarding your CE accumulation for **at least 4 years**. *The BCVTA performs yearly audits on 10% of Members to ensure validity of reported CE.*

**Online Application for BCVTA Alternate CE Acceptance**

**Use Only For Courses and Activities that are not already listed as qualifying CE**

This form is to standardize the evaluation of CE for credit, for activities that fall outside of the BCVTA's list of qualifying CE. *It is the duty of the submitting RVT to complete the form to the best of their ability for final approval or rejection by the BCVTA Board.*

Name	
In what field of veterinary medicine do you practice?	
Course/Activity Name	
Course/Activity Date(s)	
Instructor and Learning Institution	
Course/Activity Outline Attached? (Y/N)	
Contact Person for Course/Activity	
Website for further information	
Number of CE Hours	
Specific learning outcomes How does the CE relate to your work, or giving back to the animal health community, as an RVT? Is there a document provided upon successful completion? If so, please attach.	

For conferences with session options, please list sessions you selected to attend.

Please Attach Additional Notes if Needed	
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Submit to BCVTA Executive Director, Denise Hitt by:

Email: [bcvtaboard@gmail.com](mailto:bcvtaboard@gmail.com)