

## Continuing Education Form

Applicant must submit a **minimum** of forty hours of advanced continuing education that pertains to anesthesia or anesthesia case management. More than 40 hours of CE may be submitted in order to compensate for any hours being rejected. CE hours must be presented by a VTS member (in any of the specialty academies), a veterinary diplomate (any diplomate of an American or European college or AVMA approved specialty board) or a veterinary resident in training. AVTAA will also accept CE presented by boarded human anesthesiologists, surgeons or criticalists providing that the CE can be directly related to veterinary anesthesia topics. You must list the CE provider's **diplomate / credential** status (DACVAA, DACVS, DACVIM, VTS etc.) on the CE form. Failure to include the speaker's credentials will result in those hours being rejected.

We will **NOT** accept CE that is provided by people who **only** hold the following credentials: DVM, MRVCS, DAAPM, CVPP, SRA and LVMT.

You must use the **AVTAA CE Form** to submit only the continuing education (CE) attended by the applicant.

The CE Certificate provided by the organization or speaker must be provided as proof of attendance for each conference attended. Cancelled checks or other documents will not be accepted as proof of attendance.

Use the AVTAA's definition of continuing education to determine whether or not your CE meets the requirements regarding content. If the title of the CE does not provide enough information to show that the CE was related to anesthesia care, you **MUST** submit scanned copies of the lecture description or lecture notes provided by the organization providing the CE. AVTAA reserves the right to ask for additional information on lecture titles that do not provide enough information to show it is related to anesthesia case management. Each meeting attended should be listed on a **separate** copy of this form. For a particular meeting, each lecture attended should be listed on the form. Examples of CE titles that would require a description include "Nursing the Neurological Patient" or "Management of the Acute Abdomen". Examples of CE that will **not** be accepted include "Practical Wound Management", "Advanced Feeding Tube Management", "How to Interpret Radiographs" or "Rehabilitation for the orthopedic patient."

In evaluating the CE resources, the credential committee is looking for diversity in the percentage of CE obtained from in-house, online, externship, and meeting/conference attendance, therefore **no more than 50% (20 hours)** of in-house, online, externship and journal articles combined CE will be accepted. An externship may count for 10 of these 20 hours, if applicable. If more than 20 hours total of in-house, online, externship or journal article CE are submitted, they will not contribute towards the total hours needed.

**This means that it is MANDATORY that at least 20 hours of acceptable CE must come from national, state or local meetings by approved speakers.**

The CE form(s) for each individual conference AND the proof of attendance should be saved as ONE pdf file. For example, if you have two pages of lectures from IVECCS then you will need to scan and save both these pages PLUS the proof of attendance for this conference as ONE pdf file.

## Continuing Education Definitions

### **Nationally recognized meeting:**

A gathering of people for the purpose of providing continuing education in the field of veterinary medicine. National meetings are announced in journals typically read by professionals in the field of veterinary medicine. There is an expectation that continuing education at a nationally recognized meeting will be provided by lecturers or instructors who are considered experts in the subject they are discussing. You will need an official CE certificate.

**Please be aware:** the people providing instruction may not meet the AVTAA requirements for acceptable CE.

**Local meeting:**

A gathering of people for the purpose of providing continuing education in the field of veterinary medicine. Local meetings are announced by state/city organizations. There is an expectation that continuing education at a local meeting will be provided by lecturers or instructors who are considered experts in the subject they are discussing. You will need an official CE certificate.

**Please be aware:** the people providing instruction may not meet the AVTAA requirements for acceptable CE.

**In-House training:**

Continuing education provided for people who work at a particular practice or institution. This type of continuing education is not open to the veterinary profession at large and lecturers or instructors often work at the practice or institution. You must be currently employed at the facility providing the in-house training. You may hire an outside speaker to come talk to your practice as part of in-house training.

**Please be aware:** the people providing instruction may not meet the AVTAA requirements for acceptable CE. If part of your CE is In-House (meetings accessible only to technicians inside your facility) you will need an official CE certificate or a **signed** letter from the person supervising your attendance. The CE certificate or letter should detail where and when the training took place, the name and diplomat status of the CE provider, the objectives and goals, a statement of your satisfactory performance and the total hours provided. (1 hour of lecture = 1 hour of CE)

**On-Line training:**

Requires an official CE certificate or a **signed** letter from the person supervising your attendance in the program. The CE certificate or letter should detail when the training took place, the name and diplomat status of the CE provider, the objectives and goals of the training program, a statement of your satisfactory performance and the total hours provided.

**Please be aware:** the people providing instruction may not meet the AVTAA requirements for acceptable CE.

**Externship:**

Continuing education from an AVTAA approved program in which a person pays to spend time at another facility (specialty or university) and participates in multiple round sessions as well as hands on experience. This type of continuing education is not open to the veterinary profession at large and is usually restricted to 1-2 participants at a time.

**Please be aware:** The people providing instruction during the externship may not meet the AVTAA requirements for acceptable CE. **Contact AVTAA for approval of a specific externship program BEFORE including it in your application packet.** This type of CE requires a CE certificate or a signed letter from the person supervising your attendance to the program. The CE certificate or letter should detail where and when the training took place, the name and diplomate status of the CE provider(s), the objectives and goals of the program, a statement of your satisfactory performance and the total hours provided.

**AVTAA will accept a maximum of 10 hours of CE from an externship program.** The activities performed during the externship will **not** be acceptable for proof of mastery on the applicant's skills list. Cases performed by the applicant during the externship **cannot** be used for the case logs or case reports.

**Journal/Magazine articles:**

Journal or magazine articles authored by diplomate veterinarians or VTS members that pertain to anesthesia and read by the applicant will count as acceptable CE. Each article will count as 0.25 CE hours; therefore 4 articles will count as 1 CE hour. We will **not** accept more than 5 CE hours from this type of CE, and these hours will be included as part of your in-house, online and externship hours (which cannot exceed 20 hours in total). A scanned copy of the title page of the article must be provided. We must be able to verify the author and their credentials, the title of the article and the full reference from where the article came from. Failure to provide this information will result in the CE hours being rejected.