

The Louisiana Board of Veterinary Medicine Continuing Education Policy Statement for CAETs

The continuing education requirement in Louisiana was established with the goal of ensuring that the public receive the best possible care from the veterinary community. The Board attempts to achieve this goal by requiring those persons who are LICENSED TO PRACTICE VETERINARY MEDICINE in Louisiana to remain current in subjects related to the practice of the profession. To that end, the following policy has been created.

CE PROGRAMS AND FORMATS:

§1227. Continuing Education

A. Basic Requirements

1. A minimum of six continuing education units is required each fiscal year (July 1 through June 30) as a prerequisite for renewal of certification. A CAET who fails to obtain a minimum of six continuing education units within the prescribed 12-month period will not meet the requirements for renewal of his certificate.

2. Any programs accepted by another state's regulatory board of veterinary medicine, a governmental entity, and/or AAVSB, as well as those programs sponsored by AVMA accredited schools of veterinary medicine and/or any professional associations recognized by the board shall be accepted as units or hours of annual continuing education. All other continuing education programs must be approved by the board prior to attendance.

3. Proof of attendance, which shall include the name of the course, date(s) of attendance, hours attended, shall be attached to the annual renewal form. Proof of attendance must include verification from the entity providing or sponsoring the educational program. However, the actual mediums of video tapes, self-test programs with third party grading, and/or self-help instruction, including online instruction, with third party grading, are limited to three hours per fiscal year period (July 1 through June 30). The requirement of pre-approval of the program by the board continues to apply for those programs not accepted by another state's regulatory board of veterinary medicine, a governmental entity, and/or AAVSB, as well as those programs not sponsored by AVMA accredited schools of veterinary medicine and/or any professional associations recognized by the board.

4. All hours shall be obtained in the 12 months preceding the renewal period of the certificate.

5. Each CAET must fulfill his annual educational requirements at his own expense or through a sponsoring agency other than the board.

B. Failure to Meet Requirements

1. If a CAET fails to obtain a minimum six continuing education units within the prescribed 12-month period, his certificate shall be expired and his certificate shall remain expired until such time as the continuing education requirements have been met and documented to the satisfaction of the board.

2. The board may grant extensions of time for extenuating circumstances. The CAET must petition the board at least 30 days prior to the expiration of the certificate. The board may require whatever documentation it deems necessary to verify the circumstances necessitating the extension.

C. Approved Continuing Education Programs

1. Organizations sponsoring a continuing education program for CAETs which is required to obtain pre-approval must submit a request for approval of the program to the board no less than 14 days prior to the commencement of the program. Information to be submitted shall include:

- a. the name of the proposed program and sponsor organization;
- b. course content;
- c. the number of continuing education units to be obtained by attendees.

2. CAETs may also submit a request for approval of a continuing education program which is required to obtain pre-approval, however, it must be submitted to the board no less than 14 days prior to the commencement of the program. Information to be submitted shall comply with the requirements of Paragraph C.1 of this Section.

3. Continuing education units which are submitted for renewal and were not pre-approved by the board may be reviewed by the board. If units are not approved, the CAET will be required to take additional continuing education in an approved program prior to renewal of his certificate.

D. The promulgation of rule amendments by the board published in the *Louisiana State Register* on January 20, 2011 shall become effective for the period of time (July 1, 2010-June 30, 2011) for the 2011-2012 annual certificate renewal and every annual certificate renewal period thereafter.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1558.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Veterinary Medicine, LR 26:321 (February 2000), amended LR 36:320 (February 2010), LR 37:1153 (April 2011).

PROOF OF ATTENDANCE:

Proof of attendance should consist of an attendance certificate from the sponsoring organization listing the name of conference/program, the actual number of hours personally attended**, the dates of the program, and your name. For large, multi-subject conferences, evidence of the actual programs attended (i.e. records of personal participation, conference schedules noting programs attended) **must** be provided to the board office.

Acceptable substitutions are:

1. program plus proof of payment/registration
2. a letter from the sponsoring organization with the information listed in the above paragraph
3. transcript of formal post-graduate work related to the practice of veterinary medicine

**** NOTE:** Reporting actual hours requires you to attach a record of participation, CE Log, or copy of program schedule marked with programs attended for major programs.

INCOMPLETE OR PARTIAL SUBMISSIONS:

The Board does not accept incomplete renewals. Proof of CE is one of the required parts of the renewal form. If less than 10 hours (eff. 7/1/2007) of proof of attendance at approved CE program is attached, these steps will take place:

1. Renewal forms will be considered incomplete and will be returned without being processed.
2. A checklist indicating why the form is being returned will be included. The deadline to avoid payment of late fees will be indicated.
3. If the required CE is not timely obtained during the fiscal period (July 1 through June 30), then the license expires on September 30 and you cannot legally practice as a Registered Veterinary Technician until the renewal process is completed and you are issued a license for the current year.
4. Where the CE fiscal year deadline has already passed, a statement of the late fees will be included. Renewals without late fees will not be accepted.

LATE FEES AND FINES:

All Certified Animal Euthanasia Technicians in the State of Louisiana are required to obtain 6 hours of continuing education per fiscal year (July 1 through June 30) as a *prerequisite* to renewal. Failure to do so is a violation of the Veterinary Practice Act and may result in a late fee and/or fine being imposed by the Board.

1. Late fee for renewals is \$25.
2. CE must be taken between July 1 and June 30 to meet the requirement that it be taken as a prerequisite to renewal.
3. Renewal packets will be mailed prior to June 30. A time period of no less than 90 days will be provided for return.
4. Partial (incomplete) renewal submissions will not be accepted.
5. If the required CE is not timely obtained during the fiscal period (July 1 through June 30), then the license expires on September 30 and you cannot legally practice as a Certified Animal Euthanasia Technician until the renewal process is completed and you are issued a license for the current year.

CE YEAR IS:	RENEWAL PERIOD IS:
July 1 to June 30	July 1 to Sept. 30
preceding renewal period	of each year