

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

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:

§ 811 D. Continuing Education Requirements

1. A minimum of ten continuing education units is required each fiscal year (July 1 through June 30) as a prerequisite for renewal of certification. An RVT who fails to obtain a minimum of ten continuing education units within the applicable fiscal 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 AAASB, 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 with the subject matter content properly addressing the clinical practice of a registered veterinary technician. Those continuing education programs not timely submitted in accordance with Subsection F below will not be allowed for annual continuing education credit.

3. Proof of attendance, which shall include the name of the course, date(s) of attendance, hours attended, and specific subjects 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 videotaped, self-test programs with third party grading, and/or self-help instruction, including online instruction with third party grading, are limited to five hours per fiscal period (July 1 through June 30). The requirement of timely pre-approval of the program by the board shall apply.

4. All hours shall be obtained for the applicable fiscal year (July 1 through June 30) preceding the renewal period of the certificate.

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

6. Employment at an accredited school or college will not be accepted in lieu of performance of the required hours of continuing education.

7. Presenters of an approved continuing education program may not submit hours for their presentation of, or preparation for, the program as continuing education.

§ 811 F. Approved Continuing Education Programs

1. Organizations sponsoring a continuing education program for RVTs 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;
- b. course content; and
- c. the number of continuing education units to be obtained by attendees.

2. RVTs 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 F.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 the units are not approved, the RVT will be required to take additional continuing education in an approved program prior to renewal of his certificate.

Please see the list of approved programs on the website, which is regularly updated, or call the Board office if you have any questions.

Approval must be requested by the sponsoring association or the veterinary technician attending the program. For approval review, please submit the following information to the Board office:

1. the name of the proposed program and sponsor organization,
2. course content and presenter (in synopsis or outline form), and
3. the number of CE hours to be obtained by attendees.

If pre-approval of program is required, failure to obtain pre-approval results in a denial of CE credit for annual renewal. In summary, at renewal time, hours which are turned in from programs that were NOT SUBJECT TO AUTOMATIC APPROVAL and/or NOT PRE-APPROVED as required by the Board, will be denied. If the program is denied, you will be required to take additional CE in an approved program **prior to** completing the renewal process and obtaining a current license. Late fees and fines will be imposed accordingly. Furthermore, 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.

Employment at an accredited school or college of veterinary medicine will not be accepted in lieu of performance of the required CE hours. Presenters of approved CE programs may not use the hours for program preparation and presentation as CE.

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 Registered Veterinary Technicians in the State of Louisiana are required to obtain 10 hours of continuing education per fiscal year (July 1 through June 30) (eff. 7/1/2007) 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. Effective 12/20/1999, the late fee for renewals is \$20.
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 Registered Veterinary 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

