

Evaluation and approval of requested continuing education credit is the duty of the Secretary of the Colorado Board of Veterinary Medicine with final approval subject to the Board's decision. Such responsibility shall be carried out in accordance with and fulfillment of CRS 12-64-110 (2) (a) (4)(a)(b)(c) and 12-64-110.5 (1).

CRITERIA FOR CONTINUING EDUCATION REQUEST APPROVAL – 10/4/2001

The criteria used for this evaluation and pre-approval are that the material presented will enhance the professional knowledge of the licensed veterinarian in the field of veterinary medicine and be of benefit to the consumer of veterinary services provided by that veterinarian.

- 1) Application for continuing education program approval should include:
 - a. Name of sponsoring organization or person
 - b. Title, date(s), and location of meeting
 - c. Information for each presentation for which approval is sought within a meeting:
 - 1] Presentation title
 - 2] Presentation format
 - 3] Length of presentation
 - 4] Name and qualification(s) of presenter
 - 5] Intended audience and intent of content

- 2) Content of subject material
 - a. Scientific based: At least 26 of the 32 required hours every two-year period.
 - b. Management based: Total acceptable hours shall be up to 6 of 32 for every two- year period.
 - Examples of acceptable management hours:
 - Staff utilization*
 - Developing a better radiology/surgery/clinical pathology department*
 - Improving the efficiency of your practice*
 - Providing more and better client services*
 - Examples of unacceptable management hours:
 - How to sell your practice*
 - How much to pay your employees/associates*
 - Should your practice be a proprietorship or a corporation?*
 - Estate planning*
 - Tax workshops*

- 3) Qualifications of a presenter
 - a. Presenter to possess knowledge of the topic such that it will add significantly to the professional knowledge of the anticipated licensed veterinary audience/registrants.
 - b. RACE approved presenters will be automatically approved by CBVM, although this credential is not required by CBVM.

- 4) Method of Delivery
 - a. Didactic lecture or interactive presentation
 - b. Wet or dry laboratory
 - c. Demonstration
 - d. Interactive electronic presentation with documented, unalterable proof of said

interaction with the veterinarian will be approved if CBVM criteria are met.

5) Contact Time

Typically one hour of credit will be awarded per 45-60 minutes of continuing education delivered.

6) Continuing Education Exclusions

a. Some applications will not be awarded continuing education credit. They include, but are not be limited to:

1) A presenter shall not be awarded continuing education credit for his/her own presentation.

2) Hours, in general, spent in pursuing further formal university training, such as an internship or residency or an alternate pathway program for AVMA applicants in pursuit of board certification will not be allowed. Specific continuing education programs within these programs, however, may count toward Colorado-approved continuing education credit.

**CRITERIA FOR INTERNET CONTINUING EDUCATION REQUEST APPROVAL -
6/3/2004**

The basic criteria applicable to CE programs is that the material presented will enhance the professional knowledge of the licensed veterinarian in the field of veterinary medicine and be of benefit to the consumer of veterinary services.

It is each veterinarian's responsibility to make certain that credit he or she claims for a course is valid and that the course is delivered by an approved provider. CBVM accepts RACE approved credit assignments, but in the absence of RACE approval reserves the right to deny credit for any course that does not provide an education commensurate with the course credit hours listed by the provider. If audited, the veterinarian must provide CBVM with proof of valid continuing education that meets Board approval. Deficiencies in approved continuing education may result in disciplinary action by the Board. Attendance of internet courses must be verifiable by the course program administrator or credit will be denied. Veterinarians are advised not to rely on course titles that include names of certain "Colleges" or "Universities" or those that contain promises of a diploma or certification. If the course is not accepted by CBVM, credit will be denied. Veterinarians are advised to plan ahead. If course credibility is in question, it is therefore best to investigate the Board's position before registration and the incurring of expense. Board determinations about credit can take months.

CE approval for internet/distance courses:

Providers of internet-based education

1. RACE approved internet education providers
 - a. Example: Veterinary Information Network: Dr. Paul Pion
2. Educational programs for which the guidelines have been submitted to CBVM and have received approval for CE credit.
 - a. Example: Colorado State University: Dr. Tony Knight

Method of delivery of internet based education

1. Instructors to be AVMA board certified specialists or otherwise recognized as expert in the topic of the course. These instructors must be available to answer questions interactively or on a message board after the day of instruction, ensuring that meaningful education is delivered understandably to the participant. Presentations must include all of the following components:
 - a. PowerPoint or other programs of similarly effective format.
 - b. Question and answer interactive sessions that may include auxiliary charts, photographs, illustrations and other educational visual enhancements.
 - c. Online library and/or message boards must be available to accommodate in depth expansion of course material.

Verification of attendance and credit for internet-based education

1. The provider of the course must keep records for five (5) years verifying that the registrant has:
 - a. Read no less than 50% of the material presented.
 - b. Documented completion of the entire course.
 - c. Been sent, via email, fax or hardcopy a certificate of completion amounting to 1.0 hour of continuing education credit per real-time course hour.
 - d. In the absence of 100% real-time hours, documentation that the participant utilized an administrator-acceptable alternative educational method that is equal in value to the deficient real-time hours. Acceptable alternative educational material:
 - i. Verified interactive sessions with the instructor.
 - ii. Log-on time on a message board or in an internet library on the course topic.
 - e. A quiz may or may not be given at the conclusion of the course, but documentation of attendance of the complete course is mandatory.