**Dane County Veterinary Medical Association**

**Continuing Education Approval Guidelines 2020**

The following guidelines are intended to provide a consistent set of standards for approving Continuing Education (CE) presented to the Dane County Veterinary Medical Association (DCVMA) for evaluation.

Authority for approval is noted in VEB 10.03(4)(a) entitled *Approved Program Providers*.

1. Program review
   1. Eligibility
      1. Continuing education can be provided physically or virtually. The main target audience and priority should be for DCVMA members.
      2. Virtual or in person events that target a large geographic area (beyond south central Wisconsin) are likely to be declined. (DCVMA’s CE purview does not extend beyond our county).
   2. Timeline
      1. All CE materials should be submitted electronically to the DCVMA DCVMACE@gmail.com for review a minimum of 6 weeks prior to proposed program date
         1. CE materials include Program Checklist provided in supplementary document for review
      2. The review will be returned within 14 days of complete submission to the presenting organization or individual
   3. Process
      1. The DCVMA CE officer or subcommittee member will review or assign review to ad hoc reviewer with expertise in the program area
      2. If a program is deemed unsatisfactory for CE credit then the program submission will be reviewed by the executive board
      3. CE event must be publicized and open to the general DCVMA membership. This can be done through the DCVMA email. The number of participants is set by the presenting party, based on space allocations.
2. Presenter Qualifications
   1. Name, degree(s), credentials, employment affiliation
   2. Curriculum vitae (should be available upon request)
   3. Demonstration of expertise in area of CE program
      1. List publications, years of direct experience, or previous CE related to topic
   4. Clearly articulate any disclosures/commercial interests
3. Subject Matter
   1. Topics shall “consist of educational activities that serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a veterinary professional uses to provide services for patients, the public, or the profession.” (*RACE standards, 8.15.13*)
   2. Categories
      1. Clinical – programs related to veterinary practice
      2. Non-clinical – programs related to non-scientific activities such as professional development, practice management, organization
      3. Promotional – programs endorsing a specific product or service,
         1. Consideration is only given for CE credit approval if the program provides a balanced scientific overview independent of the product of interest. See disclosures/conflict of interest requirement below (5.b)
         2. DCVMA requires promotional groups to pursue RACE approval if these talks are presented outside of Dane County.
4. Certificate of CE attendance
   1. Provider shall present all attendees with an individual Certificate of Attendance, at the time of CE event, for no charge, identifying:
      1. Participant full name
      2. Title and date of presentation
      3. Sponsorship identification if applicable
      4. Number of CE credits earned
      5. Signature of DCVMA representative as approving organization pursuant to VEB Ch 10.03(4)(a) entitled *Approved Program Providers*
   2. CE credit
      1. One CE credit is earned per 50 minutes of instruction
      2. The smallest increment for approval is 25 minutes (0.5 CE credits)
   3. DCVMA CE Officer will retain records of all CE credit approved for a minimum of four years
      1. Specify presenting individual or organization
      2. Individuals in attendance
      3. Number of CE credit
5. Specific requirements
   1. Organizer must provide the draft CE Certificate electronically to the CE officer ([DCVMACE@gmail.com](mailto:DCVMACE@gmail.com)) at least 14 days prior to the event, for the officer signature and will be returned as a pdf. DCVMA is not responsible for printing certificates.
   2. Speaker must start talk with a slide declaring disclosures (financial, employment, conflict of interest)
   3. One member of the DCVMA board or members at large should attend the talk and be given an opportunity to speak for up to 3 minutes (brief update to members).

Organizer must send list of attendees to [DCVMACE@GMAIL.COM](mailto:DCVMACE@GMAIL.COM) within 7 days of the event. This is a state mandated legal requirement.

Additional Documentation

CE Program Request Form