**Dane County Veterinary Medical Association**

**Continuing Education Approval Request**

**Approved by DCMVA Board 9/30/20**

Event Details:

* Contact Person:
* Date:
* Location (Must be in Dane Co.):
* If Virtual – I agree that over 50% of invitees must be within Dane County. Initial \_\_\_\_\_\_\_
* Expected attendance:

Program Details

* Presentation title:
* CE Credits requested (0.5 per 25min): \_\_\_\_\_\_\_\_\_\_\_
* Brief summary (50-200 words of main points of presentation):

Speaker Qualifications

* Name:
* Degree(s):
* Credentials:
* Employment affiliation:
* Curriculum vitae *(please attach if not a local specialist)*
* Demonstration of expertise in area of CE program

*List publications, direct experience, or previous CE related to topic*

Speaker Disclosures (Commercial interests) – must be disclosed at start of presentation

**CE Check list**

1. Application should be made electronically to DCVMACE@gmail.com at least 6 weeks before scheduled event.
2. Applicant has read “DCVMA CE Approval Guidelines” and attests that program meets requirements
3. CE Certificate should state:

CE approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Dane County Veterinary Medical Association

1. Master Certificate signed by President / Representative; CE provider to photocopy for attendees
2. Provider MUST provide list of attendees to DCVMACE@gmail.com within 7 days of event, to comply with State law.

Applicant signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Internal use only:

Name of Reviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Application receipt date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval YES / NO

If No, why\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the recommendation is to reject, send to DCVMA Board for review