Continuing Education: Important Reminders, Updates & FAQs

A. CE Reporting Deadline: December 31, 2022

The current 2-Year CE Cycle is January 1, 2021 to December 31, 2022. **All registrants must have completed and reported their required minimum CE hours by no later than December 31, 2022.**

Registrants are required to complete a minimum of 30 hours of CE during each 2 year cycle. Registrants who joined the CVBC during the current CE cycle, and those who transferred into and/or out of an inactive class (Non-Practicing or Retired), will have a minimum CE required that has been adjusted to reflect their time as an active CVBC registrant (see B – Prorated CE Requirements for more information).

Registrants must report their CE hours online by logging into their registrant account and following the link to the 2021-2022 cycle under "CE Transcripts" on their My Account page.

- Your minimum required hours for the current cycle will be listed as "Total Credits Required"
- The sum of the credits that you have reported for the 2021-2022 cycle so far will be reported as "Total Reported Credits"

If you believe that your account's required credits for this cycle are incorrect, please contact the CVBC at reception@cvbc.ca.

B. Prorated CE Requirements

As mentioned above, new registrants' CE requirement is prorated (reduced) based upon their date of initial registration. For an explanation of the 2-Year CE Cycle and proration of requirements for new registrants, transferring registrants, and new graduates, please see the Continuing Competence Committee (CCC)'s policy: Defining the 2-Year Continuing Education Cycle. The policy includes a table that summarized how that proration is calculated.

For new registrants, it is expected that the prorated CE hours will be accrued between the date of registration and the end of the cycle. Following a July 2022 update to the policy, allowances will be made for a registrant to report CE hours that were accrued prior to their date of registration, according to the requirements described in the policy as follows:

> *The CVBC will accept CE credits acquired by the new registrant from the time before they are registered with the CVBC but minimum requirements will no longer be prorated. The following must be true of any pre-CVBC CE that is reported for credit:*
>
> 1. *The registrant must report the full 30 CE hours by the end of the current 2-year CE cycle;*
> 2. *All reported CE credits that the new registrant claims must have been acquired during the CVBC's current 2-year CE cycle; and*

3. *All reported CE credits must satisfy the requirements established in the CVBC's CE Approval Criteria Policy for content, format, speaker qualifications and verification of completion.*

C. CE Audits

The CVBC's bylaws establish the requirements to (a) complete a minimum number of CE credit hours every 2 years; (b) report their CE credit hours to the CVBC; and (c) have proof of completion to support the hours reported.

The auditing process is described in the CCC's "Continuing Education Auditing Policy" (section 1) and involves verification that:

1. the registrant has completed the required number of CE hours;
2. the submitted documentation for completed CE agrees with the details reported by the registrant through the CVBC's registrant portal; and
3. the CE satisfies the requirements of the CVBC's bylaws and its *Continuing Education Approval Criteria Policy* (which came into effect January 1, 2020).

I. Random Audits

Following completion of each 2-year CE Cycle, a random selection of a minimum of 2.5% of all active registrants will be audited for compliance with the CVBC's Continuing Competence Program (as established in Part 4 of the Bylaws, sections 252-258).

II. Directed Audits

Revisions to the auditing policy that were approved and published October 2021 introduce the potential for the Committee to also *direct* audits where they believe it is necessary and appropriate.

Completion of required minimum CE hours is established in the bylaws to be a requirement for registration renewal, however the Committee considered and rejected the possibility of preventing a registrant from accessing registration renewal if they haven't yet reported their required CE hours.

As an alternative method for ensuring that all registrants meet their CE requirement, the Committee determined that (in addition to random audits) it would **direct audits of all registrants who have not reported their minimum required CE hours by the December 31st deadline**.

D. Frequently Asked Questions (FAQ)

1. *I attended a multi-day conference. Do I need to create individual reports in my online account for each session I attended?*

You can, but it isn't necessary. In fact, it is preferred that you create a single report for the conference and report the total CE credits for the sessions that you attended. However, you need to keep a record of the sessions that you attended at the conference and will be expected to provide it if you are audited. For uploading purposes, please attach your list of sessions attended when you upload your certificate of attendance (Note: you can only

upload 1 document per CE entry, so multiple pages need to saved as a single file before uploading)

2. *I see that the CE report allows me to upload my certificate – but do I need to upload my certificates with my reported hours?*

No, you do not. The file upload feature is an optional service, intended to:

- assist registrants in keeping track of their certificates, and
- to simplify and streamline the auditing process for CVBC staff.

If you are audited and your CE certificates are not already in the system for the inspector to review, you will be required to provide your certificates upon request. If verification of attendance is not available, the reported CE session will be rejected as it does not meet the criteria set out in the CE Approval Criteria Policy.

3. *Do I need to get my CE approved by the CVBC before I can report it?*

In most cases, no.

The CE Approval Criteria establishes that the CVBC will automatically recognize/accept CE that has already been approved by the American Association of Veterinary State Boards ("RACE approved"), or that has been reviewed and formally approved by another Canadian jurisdiction that has a CE Approval program similar to the CVBCs. Such approval must be verifiable.

Additionally, the CVBC accepts applications from CE providers to approve their sessions for CE credit. Any sessions that have sought and received CVBC approval are posted on our website's Continuing Education page.

If none of the above apply to a session you wish to attend/have already attended, you may "self-assess" the session for acceptability against for the 4 basic pillars of criteria established in the CE Approval Criteria Policy:

- Content
- Format
- Speaker Qualifications
- Verification of Attendance

If you are audited, the inspector will review your reported sessions against the requirements of the CE Approval Criteria Policy and determine whether they are satisfactory.

If, after carefully reviewing the policy, you are unsure of a session's eligibility for recognition by the CVBC, you can submit a Application for CE Approval to the CVBC office, along with any necessary supporting information regarding the session's content, format, speakers and proof of attendance.

4. *I completed more than my required minimum CE hours this cycle – can I carry over the extra credit hours into the next 2-year cycle?*

   No. The bylaws require that veterinarians must complete a minimum of 30 hours of CE during each 2-year cycle. (s. 255(1))