

Continuing Education Provider Requirements For Texas Veterinarians

Based on changes to the Texas Veterinary Licensing Act mandated by the 79th Legislature, the Texas Board of Veterinary Medical Examiners has adopted requirements relating to verifying continuing education (CE) credit for Texas veterinarians. CE providers are now required to collect and maintain documentation showing that a Texas veterinarian attended their CE program. Further, CE providers are required to supply Texas veterinarians with documentation which verifies their attendance and indicates the specific classes attended and the number of CE hours obtained. Below are suggestions to assist providers in meeting each requirement.

Definitions

Program = The entire conference

Class = The specific individual topic or presenter

Requirements

Providers must:

1. Maintain an attendance roster indicating initial presence at the CE program
2. Provide Texas veterinarians with documentation to prove program attendance, completion and hours attained
3. Maintain records for 4 years

Attendance Roster

Providers must maintain records indicating attendance of participants. This may be accomplished using one of the following:

- An attendance roster that allows provider staff to notate each participant's arrival at the CE offering. This should be part of the registration process when attendees receive their class material; or
- Require attendees to sign the roster as they pick up their material; or
- Sign-in sheets located at the door of each class or passed around the room during the class; or
- Utilization of an electronic scanning system that records attendance.

Documentation To Be Provided To Texas Veterinarians

Providers must supply attendees with documentation indicating classes attended, hours awarded, and completion of the CE program. This may be accomplished by one of the following means:

Option 1. Preprinted Checklist and Certificate of Completion.

Pre-printed Checklist - A pre-printed checklist containing a list of classes, the date each class is offered and the CE hour value for each class. The pre-printed checklist is given to the participant at the beginning of the program. Veterinarians should notate which classes they attend during the program.

Certificate of Completion - Each certificate must include, at a minimum, the name and logo (if available) of the provider, the name of the CE program, the date(s) the program was held, and an area for the veterinarian to write their name. If desired, providers may also include items such as the maximum number of CE credit hours available for the program, and the location (city and state) of the program. Certificates are not required to have an original signature. Certificates may not be handed out until the end of the program or the day, or part of a day if the attendee leaves earlier. Certificates mailed to participants before or after the completion of the program are not proof of attendance.

Option 2. Program Brochure and Certificate of Completion.

Program brochure. Veterinarians may utilize program brochures to indicate classes attended. Brochures used in this manner must contain a list of classes available, the date each class is offered and the class's CE hour value. The brochure should be provided to the veterinarian at the beginning of the program and the veterinarians must mark which classes they attended.

Certificate of Completion - Each certificate must include, at a minimum, the name and logo (if available) of the provider, the name of the CE program, the date(s) the program was held, and an area for the veterinarian to write their name. If desired, providers may also include items such as the maximum number of CE credit hours available for the program, and the location (city and state) of the program. Certificates are not required to have an original signature. Certificates may not be handed out until the end of the program or the day, or part of a day if the attendee leaves earlier. Certificates mailed to participants before or after the completion of the program are not proof of attendance.

Option 3. Individual Certificate of Attendance/Completion.

Individual certificates of attendance/completion for each class offered must include, at a minimum, the name of the CE class, date the class was held, number of CE credit hours awarded, and an area for the veterinarian to write in their name. Providers may also include the location if they desire. These certificates may not be given to the veterinarian until the end of the class. Providers may download the TBVME Certification of Attendance/Completion form maintained on the agency's website (www.tbvme.state.tx.us) for use as a model for their certificates of attendance/completion. Certificates mailed to participants before or after the completion of the program are not proof of attendance.

Option 4. TBVME Certification of Attendance/Completion Form.

The TBVME maintains a certification of attendance/completion on its website (www.tbvme.state.tx.us) for use in instances where the CE provider does not provide certificates of attendance/completion. Veterinarians may provide this form to providers of approved CE classes for completion and signature. This form must contain the provider's original signature and may not be completed prior to the completion of the class. Certificates mailed to participants before or after the completion of the program are not proof of attendance.

Note: Blank forms requiring veterinarians to fill in class names are not acceptable.

Record Retention Requirements For Providers

Providers are required to maintain the following material for a minimum of 4 years. This material must be made available to the Board upon request.

- Attendance Rosters
- Sample of documentation provided to veterinarians
- Sample of course material