



## OAVT's Continuing Education Credit Application Form\*

Name of CE Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Please enter ongoing if there is no specific date

Sponsor: \_\_\_\_\_

Delivery Method      Online      In-person

Duration of Event (Please list the hours per day and/or the number of days)

\_\_\_\_\_

How can people register/RSVP to this event? Include the web link or email address.

\_\_\_\_\_

Provide a one or two sentence description of the event:

\_\_\_\_\_

\_\_\_\_\_

Yes, post this event to the OAVT website (Do not select if you are only looking for credit approval).

### C.E. Credit Application Fees

	Cost	Amount
CE Event (price per CE event, whether it is one webinar, one lunch and learn, one conference, one course, one seminar, one symposium, etc.)	\$20.00	
	<i>Subtotal</i>	
	HST (13%)	

<b>TOTAL</b>	
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- Applications are valid for one (1) year from the date of approval
- Credit cards will not be charged until event is approved (Visa and Mastercard ONLY)

\_\_\_\_\_

Card Number

\_\_\_\_ / \_\_\_\_

MM / YYYY

\_\_\_\_\_

Name on Card

\_\_\_\_\_

Signature

Applicant's Email: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Please return completed form via email or fax: Fax: (519)836-3638 Email: [Laurie@oavt.org](mailto:Laurie@oavt.org)



## OAVT Accredited Continuing Education Events

Please read and sign this document, and return it with your accreditation application.

### **CERTIFICATE**

RVTs require proof of attendance at all CE events, whether they are online or in person. Certificates should include the following information:

- Date of activity
- Number of credits assigned by the OAVT
- Name of presenter and credentials
- Topic of activity
- Name of the presenting company/organization
- Space for the name of the RVT

### **ATTENDANCE**

Please have a sign in/sign out sheet for RVTs attending your in-person event, if it is longer than two hours. RVTs who do not both sign in **and** sign out should not receive a certificate or the credits. The OAVT recognizes that this will require some time and effort from you, but we wish to ensure that there is complete fairness and equity for all attendees who register for and complete the event that you have offered.

### **AVAILABILITY**

If you are offering online CE, the OAVT can only accredit activities which are available to the entire membership, regardless of place of employment. It would be inappropriate for us to accredit and advertise online activities that require a clinic account number in order to gain access.

### **SIGNATURE**

I have read the above and agree to the conditions of accreditation by the OAVT.

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Signature

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Date