

ONTARIO
ASSOCIATION OF
VETERINARY
TECHNICIANS



Continuing Education (CE) Policy

revised 2017-07-14

Continuing to learn after achieving RVT status is essential for the individual and the advancement of the profession. The OAVT encourages its members to develop their own direction of knowledge advancement and continuing education (CE). The OAVT is pleased to offer a policy that allows for flexibility and personal interest to play a role in accumulating required CE credits.

By-laws relating to CE are:

- By-law 2 Article 1.3 Maintaining RVT status
- By-law 2 Article 2.2 Continuing Education

Policy Objective: To establish common professional standards for the RVT profession in order to maintain respect, safety of the public and animal health professionals, and meet the regulations and bylaws pertaining to the Registered status. This is achieved through the individual's participation in CE activities, volunteer efforts, and professional development. CE credits are broken down into three (3) categories.

Category One (1)

Category one consists of educational activities **directly** related to the RVT scope of practice. These activities may be offered or endorsed by the OAVT. **A minimum of 50%** of the required CE credits must be accumulated from this category. All required CE credits may be accumulated from category one. **A maximum of ten (10)** credits in excess of the minimum required 20 credits may be **carried over** to the next CE collection period.

Category Two (2)

Category two consists of volunteer efforts that **complement** the scope of the RVT profession. **A maximum of 50%** of the required CE credits may be accumulated from this category. Category two credits **may not be carried over** to the next CE collection period.

Category Three (3)

Category three consists of life enhancing, professional development or volunteer efforts, which are not directly connected to improving the role of the RVT, but improve and support the individual. This category indirectly improves the overall professional image and the willingness to “give back” to the community. **A maximum of two (2)** CE credits may be accumulated from category three. Category three credits **may not be carried over** to the next CE collection period.

Credit Exemptions:

- Paid activities engaged in as a requirement of your place of employment are not recognized as CE credits.
- Repeated participation in identical CE activities will receive credit once per collection period.
- **RACE credits are not always recognized equally by the OAVT.**

CE Audit, Review and Approval

The OAVT will conduct a random CE audit of a percentage of RVT members quarterly. The audits will take place quarterly on the 15th of the following months; March, June, September, December.

RVTs selected will be contacted via email that they have been chosen for a random CE audit. They will be required to:

- confirm receipt of the email notification within seven (7) days
- submit copies of their supporting documents for the requested collection period within 30 days of the audit anniversary
- submit their documents via email or mail

Retain Supporting Documents

RVTs are asked to keep all supporting documents in a safe place for three CE collection periods (current collection period and 2 previous collection periods)

Documents that will be requested during audit:

- certificates of participation, completion or attendance provided by activity host for all in person and online activities
- diplomas
- letters from volunteer supervisors, managers, or conference organizers

Disciplinary Action

Claiming participation in an activity, course or performing a service which did not take place is falsification of CE. Falsification of CE submissions is considered professional misconduct, and will be addressed by the Discipline Committee. Falsification may result in suspension or revocation of Registered status.

All CE credit submissions are subject to OAVT approval.

Category One (1)

Consists of educational activities **directly** related to the RVT profession. These activities may be offered or endorsed by the OAVT.

- A **minimum of 50%** of the required CE credits **must** be accumulated from this category.
- All required CE credits may be accumulated from category one.
- A maximum of 10 credits from category one in excess of the minimum required 20 credits may be carried over to the next CE collection period.
- All supporting documentation (Certificates, Letters, Logs etc.) must include the following; your member number, name, topic, date, length of time, credit value (if available)

In Person or Online Activities Directly Related to RVT Profession		
Credit Value	Activity Description	OAVT CE Portal Keyword Search
6 per full day	Delegate at OAVT conference	OAVT YYYY Conference *OAVT Conferences from 2016 onward are automatically entered in to your portal.
6 per conference	Sponsor/exhibitor at OAVT conference only i.e. Booth staff, sales reps, exhibitors etc.	OAVT YYYY Conference Exhibitor *OAVT Conferences from 2016 onward are automatically entered in to your portal.
1 per hour Max of 5 per day	Delegate at any in person professional or industry sponsored lunch & learn, conference, symposium etc.	Search by host name (i.e. Bayer, Hill's). For unlisted hosts search: In Person Unlisted For unlisted conference search: Conference (NOT OAVT)
2 per presentation Max of 10 per collection period	Speaker at OAVT or any other professional conference/ symposium etc. Session must be a minimum of 1 hour to receive 2 credits. No additional credits for sessions longer than 1 hour.	Speaker
1 per hour Max of 5 per day	Completion of any Online RVT profession related webinar, course etc. OAVT and RACE credit values may differ	Search by host name (i.e. Royal Canin, Zoetis). For unlisted hosts search: Online Activity – Unlisted Host
1 per quiz	Successful completion of any RVT Journal or other animal health field related journal/publication quizzes . OAVT and RACE credit values may differ	RVTJ or Quiz Unlisted *RVTJ quizzes completed through OAVT portal after October 1, 2015 are automatically entered in to your portal.

Category 1 cont.		
Credit Value	Activity Description	OAVT CE Portal Keyword Search
0.5 per 1 hour	Participation in an OAVT RVT Focus Group meeting or conference call. Minimum of 0.5 credits per meeting	Focus Group
20	Successful completion of a VTS designation. This includes the designation in its entirety courses and exams. Refer to www.navta.net for a list specialties	VTS
20	Successful completion of a post graduate degree, diploma or certification that furthers the career of an RVT within this profession, inclusive of all courses and exams.	Post Grad

Writing Activities Directly Related to RVT Profession

Creation and publication of any unpaid written article, chapter, textbook, manual etc.

Credit Value	Activity Description	OAVT CE Portal Keyword Search
2 per 450-1999 words	Works must be your own, unpaid, published and not required as part of your job	Writing
5 per 2000-4999 words		
10 per 5000-199,999 words		
15 per 200,000-399,999 words		
20 per 400,000+ words		
2 per 5000+ words revision	Unpaid revision of already existing works i.e. Chapter in a professional textbook.	

Category Two (2)

Consists of volunteer efforts which complement the scope of the RVT profession.

- Maximum of 50% of the required CE credits may be accumulated from this category.
- Category two credits **can not be carried over** to the next CE collection period.

Credit Value	Activity Description	OAVT CE Portal Keyword Search
5 per full year	Served as Director on the OAVT Board	Director
3 per full year	Active participation on an OAVT committee	Committee
3 for minimum 3 hours to 4 hours. Tier 1	Unpaid volunteering for any OAVT hosted activity EXCLUDING OAVT CONFERENCE.	Tier
5 for 5+ hours. Tier 2 & 3	i.e. any OAVT Stuffie Hospital or booth at industry tradeshow or event - excluding OAVT Conference. *Credit value for services to OAVT are approved by OAVT.	
10 per collection period	Prolonged volunteer commitment to a major relief, significant rescue operation or support effort to an area of need which requires significant travel to contribute. Minimum of 55 “working hours” during one continuous stretch (i.e. One uninterrupted week of 8 hour days)	Major relief
1 per 1 hour Max of 5 per day	Volunteer efforts for animal related causes that create focus on or promote RVTs in any format: spay neuter clinics, shelters, career days, interviews, Be A Tree, creation/ participation in public events etc.	Support RVT
2 per year per committee	Volunteer in an RVT professional related group, committee etc. i.e. Animal care/college advisory committee, board of directors for humane societies, etc.	Committee member

Category Three (3)

Consists of life enhancing, personal development, or volunteer efforts, which are not directly related to improving the role of an RVT but improve and support the individual. Willingness to “give back” to the community indirectly improves the overall image of the profession.

- A maximum of two (2) CE credits may be accumulated from category three.
- Category three credits **can not** be carried over to the next CE collection period.

Credit Value	Activity Description	OAVT CE Portal Keyword Search
0.5 per course	Professional development courses such as finances, time management, life management, parenting groups or skills. Includes college or university courses not related to the veterinary field (but does not include hobby or sport courses)	not related
0.5 per hour	Community volunteer work unrelated to RVT profession Includes: Coaching a child’s sport, fundraising for local hospital, aiding in the community “Out of the Cold” program etc.	not related