

# OAVT CE CHECKLIST

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I have read and understood the OAVT's CE Policy (*available in Member Resources, on your member dashboard*)

I know when my current collection window starts and finishes (*Members can gain access to their collection windows through their member portal by signing in from the OAVT website, or using the URL [members.oavt.org](http://members.oavt.org)*)

## Submitting CE Activities

I have received a certificate from the presenter or have a letter from a supervisor on company letterhead with the following information:

- Topic
- Name and credentials of presenter
- Name of company/organization hosting the event
- Date and duration
- My name

I have submitted this event in my online record, ensuring that the date and duration **exactly match** those listed on the certificate. \*\*\*

**\*\*\* All CE submissions are subject to OAVT approval – values provided by the presenter may not coincide with values acceptable to the OAVT – conferences receive a maximum of five credits per full day of sessions – full days of in-person CE receive five credits per day.**

The date on my certificate falls within my current collection window. All activities may be entered no later than 60 days after the last day of your collection window.

ALL events that I have participated in are entered for my current collection window, and I have a minimum of 20 credits (*it is best practice to enter all activities, to ensure you have completed your required credits, and maximized the potential for carryover credits*)

I have filed all certificates, letters, diplomas/degrees somewhere safe and easily accessible.

IF YOU ARE AT ALL UNSURE ABOUT HOW TO ENTER YOUR ACTIVITIES, OR WHETHER AN ACTIVITY IS ACCEPTABLE FOR SUBMISSION, PLEASE CONTACT THE CE MANAGER

([laurie@oavt.org](mailto:laurie@oavt.org), 519-836-4910, ext. 232)