



ONTARIO
ASSOCIATION OF
VETERINARY
TECHNICIANS

Continuing Education (CE) Policy

Registered Veterinary Technicians demonstrate their commitment to improving their knowledge and skills by engaging in continuing professional development. This commitment allows RVTs to stay current with industry practices, maintain and expand competencies, protect animal health and welfare and public safety, and create opportunities for advancement and enhanced job satisfaction in their places of work. The OAVT encourages RVTs to reflect on their individual needs, and identify areas of learning that will achieve these goals.

Policy Objective:

To maintain and improve common professional standards for the RVT profession, and meet the regulations and bylaws pertaining to Registered status. This is achieved through the individual's participation in CE activities, veterinary medicine or related volunteer efforts, and professional development. CE credits are broken down into three categories. See individual categories for full descriptions.

Category One

Medical learning, directly related to RVT scope of practice.

Category Two

Volunteer activities, within or related to RVT scope of practice.

Category Three

Professional development in business practices or in support of RVT health and wellness.

Please note:

- All CE credit submissions are subject to OAVT approval – if unsure, please check with the OAVT CE Manager
- RACE credits are not always recognized equally by the OAVT – if unsure, please check with the OAVT CE Manager
- While the OAVT will endeavour to provide reminder e-mails about CE deadlines, the onus is on members to remain aware of the start and finish dates of their collection windows, and submit CE in a timely manner

Collection Period

The collection period is the 24-month time frame during which a minimum of 20 CE credits must be acquired. For RVTs who graduated before 2012, the collection period coincides with two calendar years. For RVTs who graduated after 2012, the collection period commences on the first day of the month following completion of all steps of registration, and receipt of documents at the OAVT office. Members always have access to the start and finish dates of their collection period in their member portal, and are responsible for staying aware of those dates.

Grace Period

Members have 60 days following their collection period, in which to submit completed credits. When the grace period has expired, no further amendments can be made to that collection period. Credits for

activities that are taken during a grace period are assigned to the new collection period, not the previous one.

At the end of the grace period, members with incomplete collection periods will have their Registration suspended, and will be required to complete the remediation process.

Credit Exemptions

- Events and activities with content that falls within core job competencies are not recognized as CE credits
- Members may not claim credit for repeated participation in identical Category One CE activities during one collection period
- Notwithstanding the point above, any RVT Journal quizzes previously completed may not be submitted again – only one successful attempt at any quiz is eligible for credit
- Learning activities that are solely or predominantly designed to market or promote a specific product or service, or simply instruct in the use of a specific product or service do not qualify for credits. Please contact the CE Manager for further details

CE Audit, Review and Approval

The OAVT will conduct a random CE audit of approximately 4% of active RVT members in good standing biannually, in mid-March and mid-October.

Selected RVTs 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, by e-mail or mail - failure to do so will result in suspension of registration
- if audit is still not completed within one year from start of suspension, registration may be revoked (please note: post-remediation audit must be completed within 30 days, or registration may be revoked)

Retain Supporting Documents

RVTs are required to keep all supporting documents for three CE collection periods (current collection period and two 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 submitted by the member
- it is the member's responsibility to collect paperwork for any activity they take part in
- diplomas or degrees
- letters from volunteer supervisors, managers, or conference organizers on letterhead outlining member name, and dates and durations of activity

Documents that will **not** be accepted during audit:

- receipts, flyers, agendas, conference brochures, and posters

Disciplinary Action

Claiming participation in an event, activity, course, or volunteer occasion 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 will result in suspension, and may also result in revocation of Registration status.

CE Credit Categories

Category One

Content must be directed towards a target audience of veterinary professionals. Activities can be evidence-based and scientific in nature; clinically applicable medical and surgical subjects, as they directly relate to patients; subjects that enhance an RVT's technical, clinical, or practical skills. Presenters must be demonstrably knowledgeable in the subject matter at a level equal to or higher than the intended audience.

- A minimum of 50% of the required CE credits must be accumulated from this category, i.e. a minimum of ten (10) credits
- All required CE credits may be accumulated from Category One
- Once an RVT has completed 20 credits, any further Category One credits will be carried over into the next collection period, to a maximum of ten (10)
- All supporting documentation must include the following: name & credentials of presenter, name of event/topic of event, date(s) and duration(s), and the RVT's name. The presenter/host logo or letterhead must be present on the document
- The OAVT reserves the right to deny submissions that do not meet Category 1 criteria

In Person Activities

Activity Description	Credit Value	OAVT Member CE Portal Keyword Search
Delegate at OAVT conference	6 per full day	Submit in Accredited Activity , then OAVT Conference
Sponsor/exhibitor <u>at OAVT conference only</u> (ex. booth staff, sales & tech reps)	6 per conference	Submit in Accredited Activity , then Exhibitor
Delegate at any veterinary conference other than the OAVT's – Not tracked by session	5/day (if sessions offered are less than 5, use the entry below)	Search in Accredited Activity If not found, search in Non-Accredited Activity
Delegate at any veterinary conference other than the OAVT's – Tracked by session	1/hour of verified attendance	Search in Accredited Activity If not found, search in Non-Accredited Activity

Attendee at veterinary course, symposium, session, workshop, wet lab, in clinic presentation	1/hour Maximum of 5 per day	Search in Accredited Activity If not found, search in Non-Accredited Activity
Speaker at any veterinary industry event – maximum of 10credits per collection period – must be your own presentation and not required as part of yourjob	2 per presentation of separate topics (min 1 hour – no additional credits for longer sessions, may not claim credits for repeated delivery of the same presentation)	Submit in Non- Accredited Activity , then Speaker

Distance Activities - Interactive /Hybrid

A webinar, video conference, or other technology that allows real time interaction and feedback between the Presenter/Author and the attendee. Presenters must be able to track and verify attendance.

Completion of any veterinary industry fully interactive online activity	1/hour, max of 5/day OAVT and RACE credit values may differ	Search in Accredited Activity If not found, search in Non-Accredited Activity
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Distance Activities – Non-Interactive/Hybrid*

Including but not limited to:

- An independent/self-study program
- online courses
- videos
- on demand webinars
- virtual conference session recordings
- journal articles
- other one-way content

***Must be accompanied by a quiz/exam with a passing grade of at least 70%**

Successful completion of any veterinary industry non-interactive or hybrid online activity if calculated by module	1 credit per module to a maximum of 10 For entire designations (ex. CCRP, CCMT, CVDT), please see specific listings in the member CE portal	Search in Accredited Activity If not found, search in Non-Accredited Activity
Successful completion of any veterinary industry non-interactive or hybrid online activity if calculated by time	1 credit per hour for first five hours. Each five-hour segment thereafter = 1 credit, to a maximum of 10	Search in Accredited Activity If not found, search in Non-Accredited Activity
Successful completion of RVTJournal online quiz	1 per quiz	Submit in Accredited Activity , then choose matching quiz.

Successful completion of any veterinary industry-specific journal/publication quiz	1 per quiz (minimum 10 questions) 0.5 per quiz (5-10 questions)	Submit in Non-Accredited Activity
Successful completion of a VTS designation in its entirety (courses and exams)	30	Submit in Non-Accredited Activity , then VTS Designation
Successful completion of a post graduate degree, diploma, or designation that furthers the career of an RVT within this profession, inclusive of all courses and exams (500+ hours)	20	Submit in Non-Accredited Activity , then Post Graduate Degree, Diploma or Designation

Writing Activities Directly Related to RVT Profession

Creation and publication of any written article, chapter, textbook, or manual. Works must be your own, published and not required as part of your job.

See specific entries for credit values in the CE directory dropdown menu	Depends on number of words	Submit in Non-Accredited Activity , then Writing
Unpaid revision of already existing works	2 per 5000+ words	Submit in Non-Accredited Activity , then Revision

Category Two

Volunteer work which uses RVT knowledge and skills to directly impact animal health and welfare, public health and welfare, or promote awareness and understanding of the RVT profession. Volunteer work at OAVT events.

- Maximum of ten CE credits may be accumulated from this category
- Category Two credits **cannot** be carried over to the next CE collection period

Activity Description	Credit Value	OAVT Member CE Portal Keyword Search
Serve as Director on the OAVT Board	5 per full year (to be submitted at completion of a full year)	Submit in Accredited Activity , then Director
Volunteering at OAVT CONFERENCE	Please see remuneration details for each year's conference. RVTs receive delegate credits, and a discount for their pass, related to time commitment	No further credits available
Volunteering at OAVT events other than OAVT conference (ex. Pet Expos)	1/hour, maximum of 5/day	Submit under Accredited Activity , then OAVT Volunteer
Volunteering relief work, where RVTs travel to animal sanctuaries, refuges, rescues, or remote communities to offer their expertise in veterinary medicine	5/week (must work at least five full days in a seven-day period)	Submit in Non-Accredited Activity , then Relief Work
Volunteering that directly impacts animal health and welfare (ex. wellness clinics, fostering, shelter medicine, local sanctuary or rehabilitation centre)	0.5/hour, maximum of 5/ day	Submit in Non-Accredited Activity , then Other
Volunteering that promotes public health and welfare, or awareness of the RVT profession (ex. One Health teams, speaking to students)	0.5/hour, maximum of 5/day	Submit in Non-Accredited Activity , then Other
Volunteering in mandated, veterinary-industry committee (ex. animal care/college advisory committee)	2 per year per committee	Submit in Non-Accredited Activity , then Committee

Category Three

Online or in person courses that help make veterinary medical professionals more competent and capable in serving the public interest in the delivery of veterinary services, but which are not necessarily scientific or clinical in nature. Professional business-related topics can include, but are not limited to, business management, practice management or administration, communication, and veterinary ethics. Professional wellness issues can include compassion fatigue, mental health, depression, suicide ideation, and burnout (please note that these should be courses involving learning about these issues, not attendance at counselling sessions). Presenters must be demonstrably knowledgeable in the subject matter at a level equal to or higher than the intended audience.

- A maximum of 5 CE credits may be accumulated from Category Three
- Category Three credits cannot be carried over to the next CE collection period

Activity Description	Credit Value	OAVT CE Portal Keyword Search
Professional development – business related	1/hour	Submit in Non-Accredited Activity , then Professional Development - Business
Professional Development - wellness	1/hour	Submit in Non-Accredited Activity , then Professional Development - Wellness

Appendix A

1. CE credit exemption

Per OAVT By-law 2.2.5, Applications for CE exemption for the collection period (to a maximum of 10 credits) can be made in writing to the OAVT Registration Appeals Committee and must be accompanied by supporting documentation. Deadline for application for exemption is 45 days prior to the end of an RVT Member's collection period.

- Medical Health reasons, inclusive of physical and mental health;
- Illness or disability six (6) months or more with letter from doctor;
- Death of a spouse, child, or dependent with death certificate or letter from doctor;
- Seriously ill spouse, child, or dependent with letter from doctor
- Out of the country for more than six (6) months but less than one (1) year.

2. Reinstatement of RVTr to active membership

An RVTr requesting reinstatement must meet the following criteria;

- The request must be made within one (1) year of the retired member approval date without having to complete the entire re-registration process.
- The member must pay the difference in the membership fees
- CE requirement;
 - If they resigned/retired with an incomplete continuing education collection period, they will be required to submit proof that they have redressed the outstanding credit balance, before their application for reinstatement will be processed.
 - Example: An RVT elects to resign during a collection period for which they have submitted eight credits. Before they can be reinstated, they will complete and submit the documentation for the twelve outstanding credits.