



ONTARIO  
ASSOCIATION OF  
VETERINARY  
TECHNICIANS

# Continuing Education (CE) Policy

Updated August 3, 2023

*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 continuing education, through veterinary medicine, related volunteer efforts, and non-medical professional development. 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 before adding to a CE record
- RACE credits are not always recognized equally by the OAVT – please check with the OAVT CE Manager before adding to a CE record
- The OAVT member database delivers automated CE deadline reminders by e-mail to the primary contact information on file, but 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 window 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, beginning on January 1<sup>st</sup> of one year, and ending on December 31<sup>st</sup> of the following year. 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 official recognition by the Association.

### Grace Period

Members have 60 days following their collection period in which to submit earned 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. Remediation is available to members once; a second incomplete collection period will result in revocation of registration.

### **Credit Exclusions**

- Events and activities with content that falls within core job competencies, or are mandated by an employer as part of job training, are not recognized as CE credits
- Members may not claim credit for repeated participation in identical CE activities during one collection period
- Notwithstanding the above, any RVT Journal quizzes previously completed may not be submitted again – 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
- RVTs who work at conference tradeshows must be allowed by the provider to attend sessions and receive proof of attendance to submit credits from the conference

### **CE Audit, Review and Approval**

The OAVT will conduct random CE audits throughout the year of active RVT members in good standing. RVTs will be advised by email if inconsistencies or errors are found in their CE records. They will be required to submit copies of supporting documents as requested by the CE Manager. Credit entries with incorrect documentation are denied until updated paperwork has been sent to the CE Manager by e-mail. This may adversely affect the credit total of a given collection period, so members are encouraged to provide eligible documentation as soon as possible.

### **Retain Supporting Documents**

RVTs are required to keep all supporting documents for three CE collection periods (current collection period and two previous collection periods).

- All supporting documentation must include the following: RVT's name; name & credentials of presenter; name of event/topic of event, date(s) and duration(s). The provider's logo or letterhead must be present

#### Eligible documents:

- Certificates of participation, completion or attendance provided by provider for all in person and online activities submitted by the member
- Letters from volunteer supervisors, managers, or conference organizers on letterhead, including member name, and dates and durations of activity
- Diplomas or degrees
- **It is the member's responsibility to collect paperwork for any activity they take part in – the OAVT will not contact providers for proof**

### Ineligible documents:

- receipts, flyers, agendas, conference brochures, and posters, lecture notes, confirmations of registration, any other document that is not a letter, certificate, degree or diploma

### **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.

## **Category One (Medical, Scientific, Clinical)**

Content must be directed towards a target audience of veterinary professionals. Presenters must be demonstrably knowledgeable in the subject matter at a level equal to or higher than the intended audience. Activities must 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.

- A **minimum of ten credits** must be earned in Category One
- All required CE credits may be accumulated from Category One
- Once an RVT has completed 20 credits, credits above ten, to a maximum of ten further credits, will be carried over to the next collection period
- 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 or exhibitor at OAVT conference   | 1 credit per session, to a maximum of 5/day                            | Submit in <b>Accredited Activity, OAVT Conference, Session Title</b>   |
| Delegate at any veterinary conference other than the OAVT's – Not tracked by session         | Maximum of 5/day (if fewer sessions are attended, use the entry below) | Search in <b>Accredited Activity</b><br>If not found, search in <b>Non-Accredited Activity, Conference</b>             |
| Delegate at any veterinary conference other than the OAVT's – Tracked by session             | 1/hour of verified attendance  | Search in <b>Accredited Activity</b><br>If not found, search in <b>Non-Accredited Activity, Conference</b>             |
| Attendee at veterinary course, symposium, session, workshop, wet lab, in clinic presentation | 1/hour<br>Maximum of 5 per day   | Search in <b>Accredited Activity</b><br>If not found, search in <b>Non-Accredited Activity, In Clinic Presentation</b> |

|  |  |   |
|--|--|---|
| Speaker at veterinary industry event – 10 credits max per collection period – must be your own presentation and not required as part of your job | 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 <b>Non- Accredited Activity</b> , then <b>Speaker</b> |
|--|--|---|

## Distance Activities - Interactive /Hybrid

A webinar, video conference, or delivery by other technology that allows real time interaction and feedback between the CE provider and the attendee. Providers must be able to track and verify attendance.

|   |   |  |
|---|---|--|
| Completion of any veterinary industry fully interactive online activity | 1/hour, max of 5/day<br><b>OAVT and RACE credit values may differ</b> | Search in <b>Accredited Activity</b><br>If not found, search in <b>Non-Accredited Activity, In Clinic Presentation</b> |
|---|---|--|

## Distance Activities – Non-Interactive \*

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

Including, but not limited to:

- Independent/self-study programs, online courses, video recordings, on demand webinars, virtual conference session recordings, journal articles, all other one-way content

**NOTE: For degrees, diplomas, designations, and certifications involving mandatory participation in multiple courses or modules, all components (coursework, exams, case studies, fieldwork) must be completed, and the RVT in possession of their FINAL certificate. (Examples 1. All modules from the CCRP program must be completed. 2. Both the written and oral RLAT exams must have been challenged successfully.)**

|  |  |  |
|--|--|--|
| 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, or contact the CE Manager. | Search in <b>Accredited Activity</b><br>If not found, <b>Non-Accredited Activity, In Clinic Presentation</b> |
|--|--|--|

|   |  |  |
|---|--|--|
| Successful completion of any veterinary industry non-interactive or hybrid online activity if calculated by time  | 5 credits for first 5 hours; 1 credit per 5-hour increment to a maximum of 10 credits                                  | Submit in <b>Non Accredited Activity, In Clinic Presentation</b>                       |
| Successful completion of RVT Journal online quiz  | 1 per quiz   | Submit in <b>Accredited Activity</b> , then choose matching quiz.                      |
| Successful completion of any veterinary industry-specific journal/publication quiz  | 1 per quiz (minimum 10 questions)<br>0.5 per quiz (5-10 questions)   | Submit in <b>Non-Accredited Activity, In Clinic Presentation</b>                       |
| Unpaid creation and publication of a veterinary industry textbook, chapter, scientific poster or article  | Credit allocation is tied to word number, must be your own writing, and not required as a component of your employment | Submit in <b>Non-Accredited Activity, Writing - Original, # of words</b>               |
| Unpaid revision of already existing works   | 2 credits per 5,000 words  | Submit in <b>Non-Accredited Activity, Writing - Revision</b>                           |
| Successful completion of a VTS  | 30   | Submit in <b>Non-Accredited Activity, VTS Designation</b>                              |
| Successful completion of a post graduate degree, diploma, or designation requiring a minimum of <b>500 hours</b> that furthers the career of an RVT in veterinary technology or nursing | 20   | Submit in <b>Non-Accredited Activity, Post Graduate Degree, Diploma or Designation</b> |

## Category Two (Volunteer - RVT Scope of Practice)

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)   | <b>Accredited Activity, Director</b>   |
| Volunteering at the 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 | Certificates of session attendance under <b>Accredited Activity, Session Title</b> |
| Volunteering at OAVT events other than the OAVT conference (ex. Pet Expos)   | 1/hour, maximum of 5/day   | <b>Accredited Activity, OAVT Volunteer</b>   |
| 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)   | <b>Non-Accredited Activity, Volunteering (non-OAVT initiative), Relief Work</b>    |
| 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  | <b>Non-Accredited Activity, Volunteering (non-OAVT initiative), Other</b>          |
| 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   | <b>Non-Accredited Activity, Volunteering (non-OAVT initiative), Other</b>          |
| Volunteering in mandated, veterinary-industry committee (ex. animal care/college advisory committee)   | 2 per year per committee   | <b>Non-Accredited Activity, Volunteering (non-OAVT initiative), Committee</b>      |

## *Category Three (Non Medical, Professional Development, Professional Wellness)*

Online or in person courses that promote increased competency and ability in serving the public interest through 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 five CE credits may be accumulated from Category Three
- Category Three credits **cannot** be carried over to the next CE collection period
- Non Medical content from a veterinary industry conference should be differentiated from Medical content, and submitted as Professional Development

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

## ***Appendix A***

1. CE credit exemption – please see OAVT By-law 2.2.5 for information pertaining to a request for credit exemption.
2. Reinstatement of RVTr to active membership – please see OAVT By-law 2.1.5 for information pertaining to having active Registration reinstated.