



ONTARIO  
ASSOCIATION OF  
VETERINARY  
TECHNICIANS

# Continuing Education (CE) Policy

*Registered Veterinary Technicians demonstrate their commitment to improving their knowledge and skills by engaging in voluntary 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 by participation in voluntary continuing education, through veterinary medical learning, related volunteer efforts, and non-medical professional development. See individual categories for full descriptions.

Please note:

- All CE credit submissions are subject to OAVT approval – the OAVT reserves the right to deny credits that do not meet the standards described in this document
- RACE credits/hours are not always recognized equally by the OAVT
- Members are responsible for keeping track of the start and end dates of their CE periods

### CE Collection Period

The CE collection period is the 24-month window during which a minimum of 20 CE credits must be acquired. All credits submitted for a collection period must be dated within that collection period.

### Grace Period

Members have 60 days following their collection period to submit credits earned during 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 remediation. Remediation is available to members once; a second incomplete collection period will result in revocation of registration (Appendix A).

### Credit Exclusions – credits are not accepted in the following cases

- Learning that falls within core job competencies, or is mandated by an employer as job training
- Repeated participation in identical CE activities during one collection period
- RVT Journal quizzes may only be submitted once
- Learning activities 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. Please contact the CE Manager for further details
- RVTs working at conference tradeshows must be allowed by the provider to attend sessions and receive proof of attendance to submit credits

### CE Audit and Review

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.

## Retain Supporting Documents

RVTs are required to keep all supporting documents for two CE collection periods (current and 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 from provider
- Letters from volunteer supervisors or managers on letterhead, including member name, and dates and durations of activity – this is available for in-person or virtual synchronous activities, where attendance can be confirmed. Asynchronous activities must be accompanied by a certificate.
- 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 result in revocation of Registration status.

## Category One (Medical)

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, Category 1 credits over ten, to a maximum of another ten, will be carried over to the next collection period

## In Person Activities

Activity Description	Credit Value	OAVT Member CE Portal Keyword Search
Delegate or exhibitor at OAVT conference	1 credit per session, maximum of five credits per day	Submit in <b>Accredited Activity, OAVT Conference, Session Title</b>
Delegate at veterinary conference ( <b>medical content</b> ) – Not tracked by session	1 credit per hour, maximum of 5 credits per day (if fewer sessions are attended, use the entry below)	Search in <b>Accredited Activity</b> If not found, search in <b>Non-Accredited Activity, Conference</b>

Delegate at veterinary conference ( <b>medical content</b> ) – Tracked by session	1 credit per hour, maximum of five credits per day	Search in <b>Accredited Activity</b> If not found, search in <b>Non-Accredited Activity, Conference</b>
Veterinary course, symposium, session, workshop, wet lab, in clinic presentation	1 credit per hour, maximum of 5 credits per day	Search in <b>Accredited Activity</b> If not found, search in <b>Non-Accredited Activity, In Clinic Presentation</b>
Speaker at veterinary industry event – maximum of 10 credits per collection period – must be own presentation and not required as part of job	2 credits per topic Minimum 50 minutes of speaking time – no further 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

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 credit per hour, maximum of 5 credits day	Search in <b>Accredited Activity</b> If not found, search in <b>Non-Accredited Activity, In Clinic Presentation</b>
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## Distance Activities – Non-Interactive/Hybrid \*

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

- 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 a fixed curriculum, 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.)**

Veterinary industry asynchronous or hybrid online course – not fixed curriculum	1 credit per module to a maximum of 10 credits	Search in <b>Accredited Activity</b> If not found, <b>Non-Accredited Activity, In Clinic Presentation</b>
CCRP, CCMT, CCAT, and similar	Must have completed all components	Please contact the CE Manager for guidance in submitting
Veterinary industry asynchronous or hybrid online activity – certificate shows hours	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>
Completion of RVT Journal online quiz	1 credit per quiz	Submit in <b>Accredited Activity</b> , then choose matching quiz.

Veterinary industry-specific journal/publication quiz	1 credit per quiz (minimum of five 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>
VTS Designation	30	Submit in <b>Non-Accredited Activity, VTS Designation</b>
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.	Certificates of session attendance under <b>Accredited Activity, Session Title</b>
Volunteering at OAVT events other than the OAVT conference (ex. Pet Expos)	1 credit per hour, maximum of 5 credits per day	<b>Accredited Activity, OAVT Volunteer</b>
Volunteering that directly impacts animal health and welfare (ex. wellness clinics, fostering, shelter medicine, local sanctuary or rehabilitation centre)	1 credit per hour, maximum of 5 credits per 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)	1 credit per hour, maximum of 5 credits per 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>
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## *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 topics can include compassion fatigue, mental health, depression, suicide ideation, and burnout. 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 in each CE collection period
- Category Three credits **cannot** be carried over to the next CE collection period
- **Conferences focussed on Category 3 topics should be submitted as Professional Development, and not in Category 1**

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

# ***Appendix A***

## **Suspension & Remediation**

RVT members may be suspended and be required to take part in remediation if:

- They do not complete the minimum of twenty (20) CE credits within their collection period, or;
- They do not submit their completed credits before the last day of their grace period.

Suspended members do not have access to their OAVT accounts, and their names do not appear on the public register. Suspension commences on the first day after the grace period, and expires at the date indicated in the remediation notification. If remediation is not completed within the prescribed window, the member's registration is revoked. Members in suspension for CE are notified by e-mail and provided with remediation instructions.

## **Revocation of Registration**

Should a suspended member fail to participate in remediation, their registration is revoked as of the end date provided in the suspension notification. These members receive a 30-day warning from the CE Manager that their deadline is imminent. Revoked members may submit either an appeal or a request for reinstatement to the Registration Appeals Committee (RAC). There is no guarantee that the RAC will grant either an appeal or reinstatement.