June 12, 2013

RACE Standards for Providers of Continuing Veterinary Medical Education

As approved by the AAVSB Board of Directors on _____

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June 12, 2013

American Association of Veterinary State Boards (AAVSB)
Registry of Approved Continuing Education (RACE)

Standards for Providers of Continuing Veterinary Medical Education

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PREAMBLE

A. AAVSB: The mission of AAVSB is to provide quality resources and accurate information for veterinary regulatory agencies and professionals and allied groups in the interest of public protection. Its membership includes 57 jurisdictions representing North America, Puerto Rico and the US Virgin Islands. AAVSB offers a variety of programs and services to assist our Member Boards with their mission of protecting the public.

B. RACE: A program of AAVSB, RACE, was established as a clearinghouse for the review and approval of continuing education providers and their programs. All RACE-approved providers and programs are listed on the AAVSB website: www.aavsb.org. Providers voluntarily apply to the RACE program and agree to abide by the RACE Standards. AAVSB does not solicit participation in the RACE program.

C. Individual jurisdictions retain their right to refuse, partially or in full, any provider or program that RACE approves based on their regulation(s). Veterinary continuing education is not standardized among state veterinary boards; each maintains its own requirements. RACE-approved continuing education is recognized by most AAVSB Member Boards; however providers and participants should verify recognition with their board(s) and should be aware that some boards have limitations on the number of hours accepted in certain categories and/or restrictions of certain methods of delivery of continuing education. Contact information for AAVSB Member Boards is available on the AAVSB website: www.aavsb.org.

D. Approval: The RACE program reviews and approves programs but does not "accredit" them. Additionally, RACE approves contact hours/credit hours, not CEUs (continuing education units).

Article I. Definition of RACE-Approved Continuing Education

Section 1.01 **Qualifying CE**

RACE-approved continuing veterinary education (CE) consists of educational activities that serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a veterinary professional uses to provide services for patients, the public or the profession. CE content considered by RACE includes the following: 1) that body of knowledge and skills recognized and accepted by the profession as within the basic veterinary sciences, 2) the discipline of veterinary medicine, and 3) the provision of veterinary care to the public.

In order to be deemed eligible for approval by RACE, CE offerings shall be designed to reflect the educational needs of the veterinarian or veterinary technician and build upon or refresh the participant in the standards for practice and the foundational, evidence-based material presented in accredited colleges or schools of veterinary medicine or accredited veterinary technician Programs.

Section 1.02 **Continuing Education that does not qualify for RACE Approval**

Not all continuing educational activities in which a veterinary professional may engage are approvable RACE CE. RACE providers must present activities that promote recommendations, treatment or manners of practicing veterinary medicine that are within the definition of RACE-approved CE. CE programs that advocate unsubstantiated modalities of diagnosis or therapy may not be eligible for RACE approval.

Furthermore, those programs that promote treatments where the risks outweigh benefits or have not been proven to be effective may not be considered approvable. All scientific information referred to, reported or used in RACE Program Applications in support or justification of an animal-care recommendation must conform to the medically accepted and scientifically supported standards of experimental design, data collection and analysis.

Section 1.03 **Disclaimer**

The RACE committee reserves the right to evaluate the scientific merit of evidence submitted and to seek expert advice from external sources as deemed necessary by the committee.

Article II. Provider Requirements for Full Approval

Section 2.01 **RACE Program Application Form and Fees**

A completed RACE Program Application shall include all of the following information detailed below; incomplete applications will not be reviewed.

Section 2.02 **Provider Submission**

Only RACE-approved providers may submit programs for review. In order to be considered for Full Provider approval by RACE, applicants must provide sufficient evidence of the organization's ability to coordinate and conduct appropriate continuing veterinary medical education. This includes the submission of BOTH a Provider AND Program Applications along with all required associated documents.

Section 2.03 **Provider Requirements**

Applicants for Full Provider Status are required to complete steps 1-3, listed below:

1. Submit a completed RACE Provider Application to AAVSB with payment of application fee and associated supporting materials:

    a. Evidence of having been in operation for at least six (6) months. This evidence may include items such as: a certificate of good standing from the secretary of state; letters of reference from clients or others who are knowledgeable about the organization; or certified tax documentation.

    b. Evidence that the organization has conducted at least three (3) CE activities in veterinary medicine. Such evidence may include past program brochures, advertisements or other related materials.

    c. Submit a completed and signed RACE Program Application with payment of the application fees and all relevant attachments. See Article VI for information about the RACE Program Application.

2. Agree to use required RACE language and Provider numbers only on materials pertaining to courses that have been submitted to and approved by RACE. Upon expiration or withdrawal of approved status as a RACE Provider, a provider may no longer display language indicating RACE approval on any materials including but not limited to websites, brochures, advertisements, certificates or agendas.

3. Identify one person to act as Program Administrator. The Program Administrator will be responsible for:

    a. All submissions to and contacts with RACE regarding programs;

    b. Ensuring that each program presented meets the RACE requirements and Standards; and

c. Transition to any new administrator, including prompt notification to AAVSB RACE of the change of contact.

For additional information regarding reinstatement of Provider Status, refer to Section 4.04.

Article III. Provisional Provider Requirements

Section 3.01 **RACE Provisional Program Application Form and Fees**

A completed RACE Provisional Program Application shall include all of the following information detailed below; incomplete applications will not be reviewed.

Section 3.02 **Provisional Provider Submission**

Only RACE-approved Providers may submit programs for review. Providers may apply for a one (1) year provisional approval if the requirements for Full Provider approval cannot be satisfied initially. This approval may be converted to full approval upon completion of the requirements, and the receipt by RACE of a letter advising the same. In order to be considered for Provisional Provider approval status by RACE, applicants must provide sufficient evidence of the organization's ability to coordinate and offer appropriate continuing veterinary medical education. This includes the submission of BOTH a Provider AND Program Applications along with all required associated documents.

Applicants for Provisional Provider status are required to complete steps 1-4, listed below:

1. Submit a completed RACE Provider Application to AAVSB with payment of application fee and associated supporting materials:

    a. Evidence of having been in operation for at least six (6) months. This evidence may include items such as a certificate of good standing from the secretary of state, letters of reference from clients or others knowledgeable about the organization, or certified tax documentation.

    b. Three (3) letters of reference from individuals that can support the organization's ability to coordinate CE, maintain records, and present CE programs which meet RACE Standards in the field of veterinary medicine. These individuals may include clients, participants in the organization's past CE programming, and/or board-certified veterinarians who have experience with the organization.

    c. Submit a completed and signed RACE Program Application with payment of the application fees and all relevant attachments. See Article VI for information about the RACE Program Application.

2. Agree to use required RACE language and Provider numbers only on materials pertaining to courses that have been submitted to and approved by RACE. Upon expiration or withdrawal of approved status as a RACE Provider, a provider may no longer display language indicating RACE approval on any materials including but not limited to websites, brochures, advertisements, certificates or agendas.

3. Identify one person to act as Program Administrator. The Program Administrator will be responsible for :

    a. All submissions to and contacts with RACE regarding programs;
    b. Ensuring that each program presented meets the RACE requirements and Standards; and
    c. Transition to any new administrator, including prompt notification to RACE of the change of contact.

Article IV. RACE-Approved Provider Information

Section 4.01 **Provider Responsibilities**

RACE-Approved Providers shall:

1. Ensure that all CE conducted by the Provider meets the requirements in these Standards. The Provider is responsible for assuring compliance.

2. Submit all programs for any branch or subsidiary through the identified Program Administrator. If separate authority is desired by the branch or subsidiary, submit a separate application for that entity to become an approved Provider.

3. Maintain records of individual offerings for inspection by AAVSB and its Member Boards for a minimum of four (4) years. The records maintained shall be adequate to serve the needs of participants and to permit AAVSB and Member Boards to monitor adherence to the RACE Standards, including:

    a. Detailed course outlines
    b. Speaker(s) Curriculum Vitiate
    c. Time(s) and location(s) of all offerings of RACE-approved Programs
    d. Registration rosters containing names and addresses of attendees
    e. Total number of time course site was accessed (for online programs)
    f. Total number of times a person participated
    g. Certificates of Attendance
    h. Completed course evaluation forms

4. Allow AAVSB or Member Board(s) access to review the CE records within ten (10) days of a request to review these documents.

5. Issue documents with required RACE approval language only for courses for which approval has been granted.

6. Provide all attendees with evaluation forms to offer participants the opportunity to assess each program attended. See Section 6.06 for additional information about evaluation forms.

7. Monitor attendance at courses in a manner that makes certain that participants issued certificates did actually attend the event.

8. Provide an individual Certificate of Attendance, at no charge, identifying the participant. See Standard Section 6.07 for additional information about Certificates of Attendance. In the event that final approval has not been received when a program takes place, the Provider must not distribute CE Attendance Certificates until after the approval is complete. See Standard 6.07 for additional information about Certificates of Attendance.

9. Provide RACE with a copy of a sponsor or co-sponsor agreement for any program in which a sponsor or co-sponsor participates. A sample sponsor/co-sponsor agreement is available at www.aavsb.org. The RACE approved provider remains responsible for all Standards being met. See Section 5.07 and 6.09 for additional information about co-sponsorship.

10. Agree to use RACE language and Provider numbers only on materials pertaining to courses that have been submitted to and approved by RACE. See Section 6.08 for additional information about RACE-required language for advertising and promotional materials.

Section 4.02 **Conflict of Interest Policy**

The potential for conflicts of interest arise when a program includes topics and/or learning activities that are promotional or appear to be intended for the purpose of endorsing a specific drug, product, or service. In these cases, the provider is responsible for identifying such content and assigning the "Promotional" subject matter category to the program at the time of the application and the Promotional subject matter category must be included on the Certificate of Attendance. See Section 7.03 for additional requirements on the Promotional subject matter category.

The provider or presenter shall disclose any and all relationships that the presenter may have with the drug(s), product(s), or service(s) to be covered during the course of the program including financial compensation, endorsement and/or co-sponsorship of the program by an affiliated commercial organization. Violation of this policy may lead to revocation of the organization's status as a RACE-approved Provider.

AAVSB RACE reserves the right to request disclosure information from the presenter and/or Provider, and may assign the "Promotional" subject matter category to any program it deems appropriate. No program that is *primarily* promotional in nature, regardless of subject material, will be acceptable. Providers and participants should be aware that some boards have limitations on the number of hours accepted in certain categories of continuing education.

Section 4.03 **Provider Approval Period**

Full Provider approval status expires at the end of two (2) years from the date of approval. Provisional Provider approvals expire at the end of one (1) year from the date of approval.

Section 4.04 **Provider Renewal**

All CE conducted by a Provider must meet the requirements specified by the RACE Standards. The Provider is responsible for assuring compliance. Provider approval status expires at the end of two (2) years from the date of approval. It is the responsibility of the Provider to keep approval status current.

Upon expiration or withdrawal of approved status as a RACE Provider, a provider may no longer display

language indicating RACE approval on any materials including but not limited to websites brochures, advertisements, certificates or agendas.

A Provider Renewal Application with the renewal payment should be submitted sixty (60) days prior to expiration. Late fees will apply to Renewal Applications submitted over sixty (60) days after approval status expires. Renewal applications are not accepted over 60 days after approved status expires. The Provider Renewal application form is available on the AAVSB website: www.aavsb.org.

Provider renewal is not automatic and is subject to approval by the AAVSB RACE committee. *Providers must have had at least one Program approved by RACE during its most recent two-year approval period in order to qualify for renewal.*

Article V. Program Requirements

Section 5.01 **Program Applications**

Each separate program must be submitted to AAVSB RACE via a RACE Program Application, available on the AAVSB website: www.aavsb.org.

Section 5.02 **Veterinarian or Veterinary Technician CE**

Not all Programs will be approved for both veterinarians and veterinary technicians to receive CE credit. RACE will review the Program submissions based on the application information provided. The RACE committee may request additional information for the program submitted at any time during the review process.

Section 5.03 **Program Approval Period**

Programs are approved for a two (2) year period from the date of approval and may be renewed via submission of a Program Renewal Application, available on the AAVSB website: www.aavsb.org. Program renewal is not automatic and is subject to approval by the AAVSB RACE committee.

Section 5.04 **Repeat Programs**

RACE-approved Programs may be repeated within the two-year Program approval period at different locations and/or on different dates, with advance notice in writing (by mail, email or fax) to AAVSB. Variations in the number of available hours, presentation methods (i.e. classroom vs. self-study), agenda or program objective are *not* the same Program and must be submitted as a new Program

Section 5.05 **Facilities**

The facilities to be utilized for all Programs by Provider shall be appropriate and adequate to present the content, support the method of delivery, accommodate the size and comfort of the audience, and achieve the objectives of the offering.

Section 5.06 **Contact Hour Criteria**

The number of contact hours of CE shall be determined by the Provider in advance of the offering, subject to approval by RACE, and awarded on successful completion of the entire offering.

1. The minimum RACE CE “hour” is 50 minutes of instruction.

2. The smallest increment to be considered for approval is ½ hour (.5). Not all boards will accept increments smaller than one whole hour, even if RACE-approved. RACE approved CE is for one credit per each contact hour.

3. The total number of minutes cannot be divided by 50 minutes to calculate the total number of hours.

4. The number of contact hours available for a total program and the maximum number that could be attended by any one participant (such as large multi-track programs or conferences) shall be determined by the Provider. The maximum number of CE hours one participant can receive credit for must be reflected on the Certificate of Attendance the RACE committee will review the application based on the information provided by the Provider.

5. RACE per-hour fees are calculated based on the total hours of available programming the Provider wishes for the committee to review. For programs that have multiple tracks or sessions from which a participant may select (such as a conference), per-hour fees are calculated on the *total number of hours available for the entire program, NOT the number of hours for any one participant.*

6. RACE reserves the right to approve only portions of programs, in the event that some, but not all, of the CE hours requested qualify for RACE approval.

Section 5.07 **Co-Sponsorship**

All CE conducted by the Provider shall meet the RACE Standards; the Provider is responsible for assuring compliance. If a program has a co-sponsor(s), a copy of the agreement between the Provider and co-sponsor(s) must be included which shows that the Provider remains responsible for meeting all RACE Standards. A sample Co-Sponsor Agreement form is available on the AAVSB website: www.aavsb.org.

Co-sponsorship may include presenter fees, funding for the Program offering itself or other financial support for the Program offering. If the co-sponsor is a commercial organization (e.g. pharmaceutical company, supplement manufacturer, service provider, pet food company, etc.), the Provider and co-sponsor must specify if any specific drug, product or service is to be promoted during the Program. In this case, the Program shall be designed "Promotional" under subject category. See Standard 7.03 for more requirements pertaining to Promotional programs.

Section 5.08 **Program Advertising**

Providers shall not advertise RACE status until such time as AAVSB RACE has received a completed Program Application. Advertising and promotional materials for Programs submitted to RACE must include:

1. Provider name and RACE Provider number
2. Maximum CE hours an individual can obtain
3. RACE Language

   a. If RACE approval has been attained at the time of advertising, advertisements and promotional materials MUST include the following statement: "This program was reviewed and approved by

the AAVSB RACE program for _____ hours of continuing education. Participants should be aware that some boards have limitations on the number of hours accepted in certain categories and/or restrictions on certain methods of delivery of continuing education. Please contact the AAVSB RACE program if you have any comments/concerns regarding this program's validity or relevancy to the veterinary profession."

Participants should be aware that some boards have limitations on the number of hours accepted in certain categories and/or restrictions on certain methods of delivery of continuing education.

b. If RACE approval has NOT been attained at the time of advertising, advertisements and promotional materials MUST include the following statement: "This program has been submitted (but not yet approved) for _____ hours of continuing education credit in jurisdictions which recognize AAVSB RACE approval; however participants should be aware that some boards have limitations on the number of hours accepted in certain categories and/or restrictions on certain methods of delivery of continuing education. Call _____ (*name and phone number of Provider contact*) for further information."

Advertising RACE approval for a program for which approval has not yet been attained may result in suspension or revocation of RACE-approved Provider status.

RACE-approved Providers may utilize the RACE Provider Logo for any program submitted to RACE, available along with the Standards of Use document by request from AAVSB. See Standard 11.04 for additional information about using the RACE logo.

Article VI. Program Application Information

Section 6.01 **Application Requirements**

RACE Program Application Form and supporting documentation listed below is **required** for a RACE program application review. A complete application is expected upon submission to RACE. Should the documentation not be submitted as requested, AAVSB RACE Staff will hold the application from review until missing/requested information is received in the AAVSB office. Incomplete applications will not be considered.

A completed RACE Program Application shall include all of the following information detailed below.

Section 6.02 **RACE Program Application form and fees**

The AAVSB website provides detailed information about current RACE fees. Please see Section 5.06 for information about contact hour criteria.

Section 6.03 **Objective Statement**

Each Lecture, Lab/wet lab, Interactive Broadcast, Interactive Conference, Non-interactive on-line, Correspondence or Other Self-Study Program, Journal Course, Rounds or Case Discussion offered through a RACE approved program should include a detailed statement of the purpose/objective of the offering and the specific information, concepts and/or skills that participants are expected to obtain when they complete the offering. For every program or session offered, there should be one objective statement; for five lectures offered, five objective statements are needed, etc.

As stated in Article I, Section 1.02, in order to be considered for RACE approval, a Program must present activities that promote recommendations, treatment or manners of practicing veterinary medicine that are within the definition of RACE-approved CE. All scientific information referred to, reported or used in RACE-approved CE Program Applications in support or justification of an animal-care recommendation must conform to the medically accepted and scientifically supported standards of experimental design, data collection and analysis. Programs shall not be approvable if they present activities that promote treatments that are known to have risks or dangers that outweigh the benefits or they are not known to be effective in the treatment of animals.

As stated in Article I, Section 1.02, all scientific information referred to, reported or used in RACE-approved CE Program Applications in support or justification of an animal-care recommendation must conform to the medically accepted standards of experimental design, data collection and analysis.

Section 6.04 **Program Agenda**

Each Program Application must include a detailed course outline that clearly identifies which speaker(s) will present which topic(s)/section(s). A RACE agenda MUST contain the following:

1. Session Name
2. Session Speaker/Presenter
3. Session Topic
4. Start time of Session
5. Stop time of Session
6. Total hours of CE
7. Method of Delivery *
8. Subject Matter/ Category the Provider would like this session reviewed under*
   *Subject matter, category and delivery method should be consistent with those listed by RACE on the Program Application Form.

Applications without the required agenda information as listed above will be considered incomplete and the Provider will be asked to resubmit the application with the proper agenda if the approval process is to be continued.

The RACE committee may request actual course materials/content; RACE reserves the right to request these materials when considering courses for approval. These materials are for committee approval use only.

Section 6.05 **Speaker/Presenter Information**

An appropriate number of presenters for each activity shall be utilized, and the agenda should clearly indicate which speaker present(s) each topic. Speakers shall be competent in the subject matter and qualified by education and experience.

A speaker Curriculum Vitae (CV) with credential information (i.e. board certification, advanced degrees, and employment affiliation) must be included. A sample RACE Speaker CV template is available on the AAVSB website: www.aavsb.org.

The Speaker/Presenter CV submitted to RACE must include the following information:

1. Speaker/Presenter Name
2. Speaker Credentials (e.g. DVM, DACVIM)
    a. If the speaker does not meet the speaker credentials, letters of recommendation are required. Please see section 9.07 for additional information.
3. Title(s)
4. Current employment
5. Contact Information – institution of employment
6. Subject matter expert Information (relevant materials that support individuals ability to present topic as a subject matter expert such as publications, research, faculty position, etc.)

7. Relevant financial relationships. Any financial relationship in any amount occurring within the past twelve (12) months that may create a conflict of interest must be disclosed.

See Article IX for additional information regarding speaker qualifications.

For programs with 15 or more presenters, a spreadsheet detailing speakers information with names, credentials (board certification and advanced degrees), contact information, financial affiliations lectures to be offered, and details that support the presenter's ability to present the program is sufficient unless the RACE Committee requests full biographies or CVs.

Section 6.06 **Participant Evaluation Form**

Providers are required to provide a participant evaluation form. The evaluation questions must reflect the content of the program as outlined in the Objective Statement and provide participants the opportunity to evaluate the course content. The required evaluation forms may be distributed via paper or any electronic format. A sample Participant Evaluation Form is available on the AAVSB website: www.aavsb.org. The RACE Evaluation form MUST include the following:

1. Title of Program and/or session topic.
2. Course objective
3. RACE Provider and Program Number
4. Subject Matter and Method of Delivery
5. The following specific questions:

    a) Did the program meet the objectives as stated/proposed?
    b) Did the speaker seem knowledgeable about the subject matter being presented?
    c) Was the speaker effective in his presentation and teaching of the material?

6. RACE Statement*:* "This program was reviewed and approved by the AAVSB RACE program for continuing education. Please contact the AAVSB RACE program at race@aavsb.org should you have any comments/concerns regarding this program's validity or relevancy to the veterinary profession."
7. For programs presented multiple times, the time, date and presenter must be included.

Section 6.07 **Certificate of Attendance**

Providers shall present all attendees with an individual *Certificate of Attendance*, at no charge, identifying the participant. There shall be a place for the participant's name, state and license numbers (to be entered by participant).

The RACE Certificate of Attendance must contain the following:

1. Participants Name
2. Space for Participant to list state and license numbers
3. Provider name, address, and email address
4. Date of offering
5. Method(s) of delivery
6. Number of contact hours earned per subject-matter/category (Scientific/Non-scientific)
7. Maximum number of CE hours possible for one participant to acquire.
8. RACE Program Name
9. RACE Provider and Program Number
10. RACE Statement: Course meets the requirements for ___ hours of continuing education in jurisdictions which recognize AAVSB RACE approval; however, participants should be aware that some boards have limitations on the number of hours accepted in certain categories and/or restrictions on certain methods of delivery.
11. The certificate shall be signed by the course instructor, provider or contact person as it appears in the RACE's CE Provider application. The signature may be electronic or pre-printed on a paper certificate.

Section 6.08 **Advertisement or Promotional materials**

Draft or actual advertisement/promotional materials must be submitted in order to show that these materials reflect the same course as the agenda and objectives submitted. Draft or actual advertisement must include RACE-required language in section 5.08.

Refer to Section 6.08 for more information regarding program advertising.

Section 6.09 **Co-Sponsorship Agreement**

(*If applicable)* If the program has a co-sponsor(s), a copy of the agreement between the Provider and co-sponsor(s) must be included which shows that the Provider remains responsible for meeting all RACE Standards. A sample Co-Sponsor Agreement form is available on the AAVSB website: www.aavsb.org.

Refer to Section 5.07 for more information regarding co-sponsorship.

Section 6.10 **Post-Test**

(if applicable) The requirement for the number of post –test question per one CE credit hour is as follows:

1 CE credit = a minimum of 5 questions
2 CE credits = 8 questions;
3 CE credits = 10 questions;
>3 CE credits = 2 question per additional credit hour;

For journal courses every additional 10,000 words must add a minimum of 5 post test questions.
Refer to Section 8.05for more information regarding non-interactive program requirements.

Article VII. Subject Matter Categories

Section 7.01 **Scientific/Clinical**

Scientific/Clinical Programs include all medical and surgical sub-categories as indicated on the RACE Program Application form. Such Programs shall conform to the definition of RACE-approved continuing education (see Article I for additional details), and all scientific information referred to, reported or used in RACE-approved CE Program Applications in support or justification of an animal-care recommendation must conform to the medically accepted and scientifically supported standards of experimental design, data collection and analysis.

Components of a scientific/clinical program must include:

- Availability of beneficial evidence (peer reviewed journal) OR
- Three peer reviewed studies OR
- Study review – Case control studies leading to the benefit of the patient OR
- Evidence Based studies OR
- Proven Usefulness effectiveness OR
- Evidence of Rigorous Scientific research OR
- FDA (animal approved) objective information/about the product (safety) plus one of the categories above.

The scientific information submitted by the Providers will be assessed as part of the RACE review process. In order to meet the RACE scientific/clinical standard, the RACE Committee may consider each of the following questions.

- "*Did the Review include the right type of study?*"
- "*Could the reviewers identify multiple relevant studies?*"
- "*Can the results be applied to all species or is this species specific?*"
- "*Were all the important outcomes considered? (beneficial or adverse events)*"

Reviews of programs pertaining to complementary and/or alternative medicine or therapies (CAVM) shall be conducted applying the same Standards utilized for reviews of all other Scientific/Clinical programs. While certain CAVM programs may contain material that has not been presented in the curricula of accredited colleges or schools of veterinary medicine or accredited veterinary technician programs, CAVM CE should nonetheless build upon the standards for practice and the foundational, science-based material presented in veterinary school curricula in order to be considered for RACE approval. CE programs that advocate unsubstantiated modalities of diagnosis or therapy may not be eligible for RACE approval.

The RACE committee reserves the right to evaluate the scientific merit of evidence submitted and to seek expert advice from external sources as deemed necessary by the RACE committee.

Section 7.02 **Non-Scientific / Non-Clinical**

Programs which are Non-Clinical in subject matter include practice management, professional development and/or other content designed to maintain, develop or increase the non-scientific knowledge, skills and professional performance for the veterinary professional, their practices, the public or the profession.

Section 7.03 **Promotional**

Promotional programs are those that appear to be intended for the purpose of endorsing a specific commercial drug, product or service. The "promotional" subject category will be assigned to a continuing education program, in addition to the other applicable subject matter categories, if any one or all of the following situations exist with respect to a commercial RACE provider (e.g. pharmaceutical company, supplement manufacturer, pet food company etc.):

1) The presenter of the program is an employee of the organization listed as the program Provider

2) Commercial promotional materials are distributed in the same room immediately before, during or immediately after an educational activity

3) Representatives of the commercial providing organization are engaging in sales activities while in the room where the educational activity takes place

No program that is *primarily* promotional in nature, regardless of subject material, will be acceptable. Primarily promotional programs may include, but are not limited to new pharmaceutical launches (such as a new heartworm preventative product that is simply an advertisement for the product with no additional scientific educational content such as heartworm life cycles or disease states) or specific product use instructions (e.g. product manuals).

In addition, if the designation of "Promotional" is selected, the Provider must submit the PowerPoint presentation or presentation notes with this application.

Refer to Standard 4.02 for information about the RACE Conflict of Interest policy.

Section 7.04 **Extra-Label Drug Use (ELDU) of Veterinary Products**

Veterinary representatives of commercial Providers must respond only to direct questions from practicing veterinarians regarding the unlabeled veterinary uses of products; they cannot present such information unless solicited spontaneously.

Section 7.05 **Governmental/Federal Agencies**

Programs submitted by governmental/federal agencies may include scientific topics as well as topics related to public health, disaster planning and preparedness, and other topics related to the protection of the public.

Article VIII. Methods of Delivery

Section 8.01 **Determining Method of Delivery**

The method(s) of delivery of a course shall be appropriate to the educational content, objective and purpose of the program and presented in an effective manner that will best benefit the audience. The

method(s) of delivery should, where practical, encourage active participation and involvement on the part of the participating attendee. The content criteria (i.e., content validity, scientifically based information, and evidence of benefit or lack of harm) specified previously will similarly apply across all methods of delivery. See Section 7.01.

Section 8.02 **Seminar/Lecture/Classroom**

Seminar/Lecture is understood to be "face to face" activity, where presenter(s) and attendees are in the same location and where the event takes place in "real time" i.e., same timeframe for all participants. Lecture, role-play, presentation, panel discussion, case study, question and answer sessions, etc. fall into this Method of Delivery.

Section 8.03 **Lab/Wet Lab**

A Wet Lab is a face to face CE credit hour program which allows the attendees to have hands-on experience, training and/or practice of the techniques being taught. Wet Lab CE programs should have an adequate participant to instructor ratio in order to maximize the participant's learning experience.

Section 8.04 **Interactive Web-based, Teleconference, or Audio-Conference Programs**

Interactive online or audio Programs, real-time webinars, or teleconferences, shall provide:

1) An ongoing, scheduled, interactive experience for the participants by providing timely access to a utilization of both technical personnel and professional faculty as well as interactivity among participants e.g., question and answer session via instant message or a moderated teleconference.

2) A mechanism to document a minimum level of participation and the ability to be flexible and supplement the participant's learning experience in response to the individual and collective participants' progress and feedback on a day-to-day basis during the course period

3) Electronic security measures and reliable technology to ensure appropriate privacy

4) Email and website address information as well as access to the Provider's site

Section 8.05 **Non-Interactive Online, Correspondence or Other Self-Study Programs**

Independent/self-study Programs that include such methods of delivery as online courses; video, DVD or other electronic transmissions or other correspondence programs may be considered for RACE approval if they comply with the following *in addition to* all RACE criteria, and must include:

1) Access information to the course

2) A detailed course outline that delineates the amount of time a participant will spend on each section of the course. The RACE website includes a sample agenda for non-interactive programs, for the provider's reference: www.aavsb.org .

3) All instructions related to requirements for course enrollment and completion Original and two (2) copies of media used (e.g. tapes, booklets, DVDs); please note that these items are not returnable. The content in the Non-Interactive Online, Correspondence or Other Self-Study Programs course should contain at least 10,000 words for each 1 hour of CE credit (i.e. 20,000 words would equate 2 hours of CE).

4) Description of the method/rationale for determining the number of study hours required to complete the self-study program (i.e. page count, field trial, multiple choice and/or true/false tests)

5) A post-test is required. Certificates of attendance must be presented ONLY to participants scoring 70% or better on the post-test

6) A Participant Evaluation form that includes a question pertaining to the amount of time the participant spent completing the course. This information shall be made available to AAVSB RACE upon request. A sample Participant Evaluation form for self-study programs is available on the AAVSB website: www.aavsb.org.

Section 8.06 **Journal Courses**

Journal courses shall be peer-reviewed by an organization/institution acceptable to AAVSB and its member boards and shall have an assessment tool to document participation and completion of the course within 2 years of publication. Journal courses must include:

1) A detailed course outline that delineates the amount of time a participant will spend on each section of the course. The RACE website includes a sample agenda for non-interactive programs, for the provider's reference.

2) Original and two (2) copies of journal and/or access to the online media used (e.g. provided as links to the Journal/Publication, CD or USB file, electronic PDF file); please note that these items are not returnable. The content in the Journal course should contain at least 10,000 words for each 1 hour of CE credit (i.e. 20,000 words would equate 2 hours of CE).

3) Description of the method/rationale for determining the number of study hours required to complete the self-study program (i.e. page count, field trial, multiple choice and/or true/false tests).

4) A post-test must be administered. Certificates of attendance must be presented ONLY to participants scoring 70% or better on the post-test.

5) A Participant Evaluation form that includes a question pertaining to the amount of time the participant spent completing the course. This information shall be made available to AAVSB RACE upon request. A sample Participant Evaluation form for self-study programs is available on the AAVSB website: www.aavsb.org.

Section 8.07 **Rounds or Case Discussions**

Weekly or monthly sessions are considered separate Programs requiring a separate RACE Program Application for each session.

Section 8.08 **Round Table, Question and Answer Sessions, and Discussion/Message Boards**

A RACE CE hour is 50 minutes of instruction. Round Table, Question and Answer Sessions, and Discussion/Message Boards are **not** considered "50 minutes of instruction" and will not be reviewed by RACE.

Article IX. Speaker/Presenter Qualifications

Section 9.01 **Speaker/Presenter Qualifications**

Presenters for a particular continuing education Program shall be competent in the subject matter and qualified by experience. Presenter biography/credential information for all presenters must be maintained by the Provider and provided to AAVSB RACE along with the Program Application.

Section 9.02 **Number of Presenters**

An appropriate number of Program presenters for each activity shall be utilized, and the Program agenda should clearly indicate which presenter(s) present each topic(s).

Section 9.03 **Required Information to be submitted**

A presenter CV with credential information as detailed in Section 6.05 (i.e. board certification, advanced degrees, and employment affiliation) is required. Other materials may be requested by the RACE Committee. A sample RACE CV template is available on the AAVSB website: www.aavsb.org.

Section 9.04 **Presenter Skills**

Presenters shall be competent in the subject matter and qualified by education and experience.

Section 9.05 **Large Program Presenter Lists**

For Programs with 15 or more presenters, a spreadsheet detailing speakers with names, credentials (board certification and advanced degrees), contact information, financial affiliations, lecture(s) to be offered, and details to support the presenters ability to present the program is sufficient unless the RACE Committee requests full biographies or CVs.

Section 9.06 **Education Required for Presenters**

Presenters for a given topic should have at least the same level of education or higher as the individuals to whom the Program is to be presented (e.g. a Program for Veterinarians should be presented by an individual holding a DVM/VMD degree or greater; a Program for Veterinary Technicians should be presented by an individual holding a degree from an American Veterinary Medical Association (AVMA) or - Canadian Veterinary Medical Association (CVMA) -accredited veterinary technician program or greater).

1. Qualified presenters for *Scientific/Clinical* Programs for Veterinarians shall as a minimum:

    a. Be board-certified in the subject matter (i.e. Interns, residents, or an individual in training do **not** qualify), OR

    b. Have an advanced degree(s) (e.g. PhD from a suitably accredited institution) in the subject matter, OR

    c. Be a member of the faculty of an American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA)-accredited college of veterinary medicine, OR

    d. Provide evidence of special knowledge in the subject area being presented which shall include one or more publications in a peer-reviewed, scientific journal within the last five (5) years, OR

e. Be a veterinarian employed by USDA, CDC, or other governmental regulatory agency.

f. Provide other evidence of special knowledge approved at the discretion of two (2) RACE Reviewers. Presenters who do not meet the minimum Standard will be required to submit reference letters from such individuals who can support/attest to speaker's/presenter's ability to serve as subject matter expert for the topic under consideration; see Section 9.07 for more information about reference letters.

2. Qualified presenters for *Scientific/Clinical* Programs for Technicians shall:

   a. Hold the minimum of a DVM/VMD degree from an American Veterinary Medical Association (AVMA) - or Canadian Veterinary Medical Association (CVMA)-accredited veterinary school or college, OR

   b. Be a member of the faculty of an American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA)-accredited college of veterinary medicine, OR

   c. Hold the minimum of a degree from an American Veterinary Medical Association (AVMA)-or Canadian Veterinary Medical Association (CVMA) - accredited veterinary technician program OR be a licensed/credentialed veterinary technician, OR

   d. Provide evidence of special/additional education or training in the subject area to be presented to two independent RACE reviewers.

   e. Presenters who do not meet this minimum Standard will be required to submit reference letters from such individuals who can support/attest to speaker's/presenter's ability to serve as subject matter expert for the topic under consideration; see Section 9.07 for more information about reference letters.

3. Non-Scientific Programs: Programs that are non-scientific (e.g., business-related) in subject matter, such as Practice Management and Professional Development shall be presented by certified veterinary practice managers (CVPM) or individuals who can provide evidence of sufficient education and special knowledge in the subject matter. If not a CVPM, the following qualifications should be met:

   a. Have three (3) years of practice management or other applicable experience, OR

   b. Provide documentation which demonstrates 18 hours of practice management or other applicable continuing education courses, OR,

   c. Provide three (3) letters of recommendation from a CVPM or other individual qualified in the field (MBA or higher) which attest to the presenter's ability to provide quality continuing education courses.

4. Commercial/Promotional Programs (see Section 7.03 for a definition of Promotional programs): Presenters of Programs which are promotional in nature that provide scientific content shall meet the same educational and experience criteria as for other Scientific/Clinical Subject Matter

programs. No program that is *primarily* promotional in nature, regardless of subject material, will be acceptable.

Section 9.07 **Reference Letters**

Reference Letters for Veterinary Programs Reference letters may be requested at the discretion of the RACE committee for presenters who do not have board certification, advanced degrees or evidence of special knowledge in the subject area being presented, which shall include one or more publications in a peer-reviewed, scientific journal within the last five (5) years. A sample reference form can be found on the AAVSB website: www.aavsb.org.

A total of three (3) reference letters are required on behalf of each presenter, at least two (2) of which should be from individuals who are board-certified or have advanced degrees, in the subject matter, and are not employed by the Presenter or Provider. Should the Provider also be the Presenter, all three (3) references should be from individuals not employed by the Provider.

References may use the RACE Presenter Recommendation form available on the AAVSB website (www.aavsb.org), or be in letter format, and must contain the following information:

1. Name of Supporter
2. Supporter's credentials information
3. Supporter's contact information (phone and e-mail)
4. Name of person recommended
5. RACE Provider name, Provider number and Program title

About the presenter, references should describe:

1. Supporter's professional experience with the presenter/speaker
2. Presenter's background in the field
3. Supporter's specific reasons for recommending the presenter/speaker

Section 9.08 **Scientific/Clinical Programs for Technicians**

Non-DVM/Non-Technician Speakers, Licensed Veterinary Technicians

Reference letters may be requested at the discretion of the RACE committee for presenters who are not veterinarians or, licensed veterinary technicians who show evidence of special knowledge in the subject area being presented, which shall include one or more publications in a peer-reviewed, scientific journal within the last five (5) years. A sample reference form can be found on the AAVSB website: www.aavsb.org.

In general, a total of three (3) reference letters are required on behalf of each presenter, at least two (2) of which should be from individuals who are doctors of veterinary medicine or have advanced degrees in the subject matter and are not employed by the presenter or Provider. Should the Provider also be the presenter, all three (3) references should be from individuals not employed by the Provider.

References may use the RACE Presenter Recommendation form available on the AAVSB website (www.aavsb.org), or be in letter format, and must contain the following information:

1. Name of recommender
2. Supporter's credentials information
3. Supporter's contact information (phone and e-mail)
4. Name of person recommended
5. RACE Provider name, Provider number and Program title

About the presenter, references should describe:

1. Supporter's professional experience with the presenter/speaker
2. Presenter's background in the field
3. Supporter's specific reasons for recommending the presenter/speaker

Final Note on Program Applications
All documentation listed in previous sections is **required** for a RACE program application review. A complete application is expected upon submission to RACE. This includes letters of recommendation if the speaker does not meet the RACE Standards in the category submitted. Should the documentation not be submitted as requested, AAVSB RACE Staff will hold the application from review until missing/requested information is received in the AAVSB office.

RACE Staff will contact the RACE Provider to request additional information as petitioned by the RACE Committee (Article I). To continue with the RACE application process, the Provider must submit the additional information requested by the RACE Committee, request the application be withdrawn, or state the application should be reviewed as is. Applications fees submitted to RACE cannot be refunded.

Article X. Loss and Reinstatement of Provider Status

Section 10.01 **Violation of RACE Policies**
Infractions of AAVSB RACE Policies, including but not limited to providing CE with without RACE approval, advertising without RACE approval, etc. may result in temporary to permanent revocation of RACE Provider status. Revocation will not be initiated without written notification of the infraction with an appropriate time period to correct the problem.

Section 10.02 **Appeals Process for RACE Policy Violation**
See AAVSB policy:

(a) Policy and Procedures for Appeals

In the event that AAVSB shall deny an application for approval, renewal or terminate an applicant, approved provider or program under its RACE program, the chief executive officer of the impacted provider may appeal the decision to the AAVSB Board of Directors on the grounds that the decision was arbitrary, prejudiced, biased, capricious, based upon incorrect facts and/or an incorrect interpretation of the facts.

Notice of the appeal shall be made in writing and delivered personally or by certified mail, return receipt requested, to the Executive Director of AAVSB at the current address of the Association. Notice of appeals must be made within 30 days after the date on the disapproval notice of the adverse decision and

must include the nonrefundable administrative appeal fee. Please contact the AAVSB offices for the complete Policy and Procedures document.

Section 10.03 **Reinstatement of RACE Approval**
Within 3 months of correction of the violation, the RACE committee will review the Provider and Program status and determine if RACE approval will be reinstated, either with full or probationary status.

Article XI. General AAVSB RACE Policies

Section 11.01 **Right of Refusal**
AAVSB may refuse to issue, refuse to renew, deny or remove approved Provider and/or approved Program status for cause determined by AAVSB RACE. Providers affected by such decisions may utilize the RACE internal appeal process upon written request received by AAVSB.

Section 11.02 **Privacy Statement**
Application materials submitted are confidential, subject to disclosure with the AAVSB as necessary to comply with the assessment criteria, and to AAVSB member boards, upon request.

Section 11.03 **Expert Advice for Approvals**
In the review of applications, AAVSB reserves the right to seek expert advice from external sources as deemed necessary by the RACE committee.

Section 11.04 **Terms of Use for RACE Logo**
The RACE logo may only be displayed as AAVSB has authorized. Please contact the AAVSB offices for the complete Terms of Use document and the currently approved logo.

Section 11.05 **Retention Policy**
AAVSB RACE shall adhere to the same records retention policies as detailed under Section 4.01, Provider Responsibilities. Incomplete applications which after 60 days of receipt by AAVSB fail to submit/complete missing documentation may require re-submission and by the Provider. All materials submitted to AAVSB RACE in support of an application become the property of AAVSB and will not be returned.

Section 11.06 **Right to Audit**
The RACE Committee may audit any approved program and/or provider that has been submitted to RACE. Audits of RACE Programs may be conducted at random for any program approved by the RACE Committee.

Section 11.07 **Policy and Procedures for Appeals**
In the event that AAVSB shall deny an application for approval, renewal or terminate an applicant, approved provider or program under its RACE program, the chief executive officer of the impacted provider may appeal the decision to the AAVSB Board of Directors on the grounds that the decision was arbitrary, prejudiced, biased, capricious, based upon incorrect facts and/or an incorrect interpretation of the facts.

Notice of the appeal shall be made in writing and delivered personally or by certified mail, return receipt requested, to the Executive Director of AAVSB at the current address of the Association. Notice of

appeals must be made within 30 days after the date on the disapproval notice of the adverse decision and must include the nonrefundable administrative appeal fee and clear and detailed justification/explanation of the point(s) or ground(s) under which the appeal is based. Please contact the AAVSB offices for the complete Policy and Procedures document.

Section 11.08 **Use of RACE-Approval Language**

Upon expiration or withdrawal of approved status as a RACE Provider or for a RACE Program, a Provider may no longer display language indicating RACE approval on any materials including but not limited to brochures, advertisements, certificates or agendas.

Definitions

RACE Glossary of terms

AAVSB: American Association of Veterinary State Boards

Accredited: Accredited by the AVMA or CVMA

Attendee: A participant in the RACE approved program given by a RACE approved Provider

AVMA: American Veterinary Medical Association

Board-certified: Advanced training by a veterinary specialty college or board that is recognized by the AVMA's American Board of Veterinary Specialties (ABVS): http://www.avma.org/education/abvs/default.asp or American Board of Veterinary Practitioner's (ABVP): http://www.abvp.com/veterinary-specialties

CAVM: Complementary/alternative veterinary medicine

Continuing Education (CE): Education and training to build upon, improve, and enhance the practice of veterinary medicine. Continuing education is required by many veterinary medical boards for renewal and maintaining a veterinary medical license.

Certificate of Attendance: Providers of RACE CE should present all attendees with a certificate of attendance as described in the RACE Standards. This document must be submitted to the attendee after the program is completed. The number of hours the program contained must be listed on the certificate as well as the number of hours the attendee participated in.

Contact Hour: A contact hour is 50 minutes of instruction**.** I.E. a 50 minute session is considered 1 hour of continuing education (CE). The smallest increment to be considered for approval is ½ CE hour or 25 minutes (0.5). Not all boards will accept increments smaller than one whole CE hour, even if RACE-approved.

CVMA: Canadian Veterinary Medical Association.

Faculty Member: Anyone who is member of the faculty of an American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA)-accredited college of veterinary medicine.

Governmental/Federal Agencies: Programs submitted by governmental/federal agencies which may also include scientific/clinical and non-scientific topics as well as topics related to public health, disaster planning and preparedness, and other topics related to the protection of the public.

Jurisdiction: A state or territorial regulatory veterinary licensing board

Member Board: State or territorial regulatory veterinary licensing boards that are members of the AAVSB

Methods of Delivery: The way in which the material will be presented to the attendees of the program, in accordance with Article VIII.

Non-Scientific/Non-Clinical: Programs that do not meet the criteria of Scientific/Clinical but build upon the skills required in veterinary medicine practice management, and professional performance required in veterinary medicine.

Objective Statement: A definition of what will be learned in the material presented. This should be provided for each contact hour, **NOT** a statement embodying the Objective for the entire course.

Peer Reviewed: The evaluation of work by a group of people (peers) of similar competence to the producers of the work.

Participant Evaluation Form: A document to be distributed at the end of the RACE program confirming that the program meet its objectives and gives the attendee of the program the opportunity to provide feedback to the Provider regarding the Program. This document must contain the following statement as listed in the RACE Standards: "*This program was reviewed and approved by the AAVSB RACE program for continuing education. Please contact the AAVSB RACE program at race@aavsb.org should you have any comments/concerns regarding this program's validity or relevancy to the veterinary profession.*"

Post Test: For non-interactive programs, a post test must be included to demonstrate what the attendee has learned by attending the program. An attendee must receive a 70% or better in order for the Provider to award the non-interactive continuing education credits and RACE approved Certificate of Attendance. The requirement for the number of post –test question per CE credit is as follows:

1 CE credit = 5 questions;
2 CE credits = 8 questions;
3 CE credits = 10 questions;
>3 CE credits = 2 question per additional credit hour;

For journal courses every additional 10,000 words must add 5 post-test questions.

Program: A single presentation or number of lectures, seminars, workshops, home study, online activity, or other means of providing continuing education for the purpose of instructing, exchanging ideas, or making decisions on topics of shared interest.

Program Administrator: The point of contact a Provider designates as the person the RACE Specialist will communicate with regarding the RACE Standards, status of programs, need for paper work, etc. Individuals other than the Program Administrator will not have access to program details without the assigned Program Administrator's consent.

Program Agenda: A clearly stated document for each program containing the total contact hours, session(s) title (s), presenter of the contact hour per session, start and stop time, total minutes, delivery method, and subject matter to be presented per session.

Promotional: Any program which is sponsored by a specific provider that is intended to endorse a product or service provided by an organization.

Provider: The entity responsible for providing the RACE program. The provider is the host and party responsible for making sure the RACE standards are adheres to the RACE Standards.

RACE: The Registry of Approved Continuing Education program, a program of the AAVSB

RACE Standards: The document used to review all RACE providers and programs. A program and provider must meet the RACE Standards in order to be approved by AAVSB RACE.

Repeat Programs: An already approved program, seeking re-approval for another two year period. This program must meet the RACE Standards in place at the time the renewal is submitted, i.e. a program approved in 2012 may not be automatically approved due to the lack of meeting the currently in place 2013 RACE Standards.

Scientific/Clinical: Programs which have a scientific or clinical basis with evidence by the means of research or evidence based studies validating such.

Speaker/Presenter: The author, lecturer, or individual responsible for presenting the content of the RACE program.

Sponsor: Any entity (e.g. pharmaceutical company, supplement manufacturer, service provider, pet food company, etc.), besides the provider that covers presenter fees, funding for the Program offering itself or other financial support for the Program offering.

Subject Matter Category: The RACE Standards list four categories in which a program might be reviewed. The Provider selects which category they would like this program reviewed under when submitting the RACE application.

Unsubstantiated: Recommendations, diagnosis, treatment or manners of practicing veterinary medicine that advocate unproven procedures where the risks outweigh benefits or have not been proven to be effective and which do not conform to the medically accepted and scientifically supported standards of experimental design, data collection and analysis