



RACE Standards for Approved Providers of Continuing Veterinary Medical Education

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and effective on September 6, 2016

American Association of Veterinary State Boards
380 W. 22nd Street
Suite 101
Kansas City, MO 64108
Toll-Free: 1-877-698-8482
Local: 1-816-931-1504
Fax: 1-816-931-1604
www.aavsb.org

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Article I. General Information

Section 1.01 Purpose.

RACE is a program of the *American Association of Veterinary State Boards* (AAVSB), established as a clearing house for review of continuing education providers and their programs.

Section 1.02 Objective.

RACE's objective is to review continuing education (CE) that consists of educational activities that serve to maintain, develop or increase the knowledge, skills and professional performance and relationships that veterinary medical professionals (including veterinarians and veterinary technicians/technologists) use to provide services for patients, the public or the profession.

Commented [RS1]: For the purpose of this document the term "Veterinary Medical Professional" is used to describe persons entitled under legislation to engage in the practice of veterinary medicine as a veterinarian or veterinary technician/technologist

Section 1.03 CE Content.

CE content considered by RACE should build upon or refresh the participant in the foundational material presented in accredited colleges or schools of veterinary medicine and includes the following:

- a. That body of knowledge and skills recognized and accepted by the profession as within the basic veterinary sciences,
- b. The discipline of veterinary medicine, and
- c. The provision of veterinary care to the public.

Section 1.04 Intent.

RACE reviews programs and providers and approves them based on meeting the requirements of the RACE Standards as to subject matter and speaker qualifications. RACE does not "accredit" or "endorse" or "certify" any program or person, nor does RACE approval validate the content of the program.

RACE is a tool to be used by:

- a. Veterinary Licensing/Registering Bodies to support their requirements for veterinary professionals to obtain continuing education before re-licensure/re-registration.
- b. Veterinary Medical Professionals (veterinarians, veterinary technicians/technologists) to obtain continuing education that can enhance their competency and ability.
- c. Continuing Education Providers to legitimize and differentiate their educational offerings.

Section 1.05 Review Process.

RACE review considers both the quality and quantity of CE.

- a. Quality assessment includes both the appropriateness of the subject matter in achieving the RACE objective as well as the qualification of the presenter as a subject matter expert on the topic considered.
- b. The quantity of CE is a determination of the number of CE Credits available for the program calculated on specific formulas unique to each delivery method.

Article II. Program Categories

RACE-approved CE is differentiated into three categories, each with a definition of appropriate subject matter and a set of criteria that might qualify a presenter as a subject matter expert for that category.

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Section 2.01 Category One: Scientific

This category includes all conventional medical and surgical sub-categories that are evidence based. Including the science of diagnosis, treatment and prevention of disease as it relates directly to patients, it also includes topics in veterinary science that are not specifically clinical in nature but consider the comprehensive range of the practice of veterinary medicine. This embraces but is not limited to topics related to “One Health” and public veterinary practice, epidemiology, food safety, public health, animal welfare, antimicrobial stewardship “in-service” training for publically employed veterinary medical professionals. Based on scientific principles, there must be an established “probability” of success that conforms to the medically accepted and scientifically supported standards of experimental design, data collection, and analysis.

These programs should be designed primarily for an audience of veterinary professionals or similarly qualified professionals or experts.

a. Content of a Category One: Scientific Program must be supported by:

- i. Availability of beneficial evidence (peer reviewed journal) OR
- ii. Three peer reviewed studies OR
- iii. Study review – Case-control studies leading to the benefit of the patient OR
- iv. Evidence-based studies OR
- v. Proven usefulness /effectiveness OR
- vi. Evidence of rigorous scientific research OR
- vii. FDA (animal approved) objective information/about the product (safety) plus one of the categories above.

b. Qualifications for Presenters for a Category One: Scientific Program:

The presenter must be knowledgeable in the subject matter at a level equal or higher than the intended audience AND qualified to engage in clinical veterinary practice or qualified in a field of science related to veterinary medicine. Demonstrated by the following:

- i. Being Board-certified in the subject matter OR
- ii. Holding an advanced academic degree(s) (e.g. Ph.D. from a suitably accredited institution) in the subject matter, OR
- iii. Being a member of the faculty of an American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA)-accredited college of veterinary medicine or animal health technology, instructing in a field related to the subject matter OR
- iv. Being currently engaged in a recognized course of study that is accredited by the American Veterinary Medical Association or Canadian Veterinary Medical Association and that leads to an advanced degree or specialty recognition related to the subject matter. OR
- v. Providing 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
- vi. Providing evidence of special knowledge regarding the subject matter approved at the discretion of two (2) RACE Reviewers, which must include two current letters of reference by individuals meeting the above requirements who can attest to the proposed presenter’s ability as a subject matter expert on the topic.

Commented [RS2]: The objective of RACE approved CE is to build upon the day one knowledge of veterinary professionals. Consequently, program content must be directed toward individuals who have obtained this level of education. Programs that are designed to be delivered to an audience with significantly different or lower base line knowledge than what has already been achieved by a graduate veterinary medical professional would fall short of providing CE benefit and cannot be accepted for approval by the RACE committee.

Commented [RS3]: Presenter qualifications in Category One require an individual to demonstrate that they are academically qualified to present on the topic as a qualified “Scientist” in veterinary science, animal science or related areas of science.

Commented [RS4]: This qualification is intended to include recognized university degree programs and does not include the wide range of certification programs that individuals may possess.

Commented [RS5]: Evidence of appropriate special knowledge would be demonstrated by: formal degree or significant time spent in the field which is still currently being exercised

Commented [RS6]: These letters should have been written in the last two years and specific to the program submitted for RACE approval.

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Section 2.02 Category Two: Non-Scientific-Clinical

This category includes medical and surgical subject matter that is clinically applicable and related to the science of diagnosis, treatment and prevention of disease as it relates directly to patients. While this subject matter does not necessarily meet the criteria of Category One, but rather is case-based, anecdotal and/or undergoing scientific investigation, there must be an established “possibility” of success based on experience.

These programs should be designed specifically for persons who are veterinary medical professionals and are qualified to engage in clinical veterinary practice

a. Qualifications for Presenters of a Category Two: Non-Scientific-Clinical Program:

The presenter must be knowledgeable in the subject matter at a level equal or higher than the intended audience AND qualified to engage in clinical veterinary practice or a recognized clinical field related to veterinary medicine. Demonstrated by the following:

- i. Being Board-certified in the subject matter
- ii. Holding an advanced academic degree(s) (e.g. Ph.D. from a suitably accredited institution) in the subject matter, OR
- iii. Being a member of the faculty (including intern or resident) of an American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA)-accredited college of veterinary medicine or animal health technology instructing in a field related to the subject matter OR
- iv. Being currently engaged in a recognized course of study that is accredited by the American Veterinary Medical Association or Canadian Veterinary Medical Association and that leads to an advanced degree or specialty recognition in the subject matter OR
- v. Providing 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
- vi. Two letters of reference by individuals meeting the above requirements who can attest to the proposed presenter’s ability as a subject matter expert on the topic., OR
- vii. Providing other evidence of special knowledge regarding the subject matter approved at the discretion of two (2) RACE Reviewers. Such evidence might include, for example, certification or training in the subject matter, extensive experience in the field, or other relevant material.

Commented [RS7]: Presenters in Category Two must establish that they are academically qualified in clinical practice and that they have specific knowledge in the clinical topic being presented.

Commented [RS8]: Letters of reference must be written within two years and must be individually prepared in regards to the specific presenter in question. Form letters are unacceptable.

Commented [RS9]: This requirement provides the opportunity to accept a presenter who does not meet the threshold of a scientific presenter but who is qualified in clinical practice and possesses expert knowledge in the subject matter.

Section 2.03 Category Three: Non-Scientific-Practice Management/Professional Development:

This category includes subject matter that helps make veterinary medical professionals more competent and capable in serving the public interest in the delivery of veterinary services but which is not necessarily scientific or clinical in nature. It can include but may not be limited to business management, regulatory compliance, jurisprudence, skills-based training in instrumentation, medical records, software management, and the art of veterinary practice, communication, and veterinary ethics. Programs in member wellness addressing mental health issues, such as compassion fatigue, burnout, and suicide ideation may qualify in this category.

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These programs may be designed for a general, non-veterinary audience but must be at a level that is expected to build upon the existing knowledge base of a veterinary professional or equally qualified individual

b. Qualifications for Presenters for a Category Three: Non-Scientific- Practice Management/Professional Development Program

The presenter must be qualified and knowledgeable in the subject matter at a level equal or higher than the intended audience. Their qualifications as a subject matter expert can be demonstrated by the following:

- i. Academic degrees or formal education in the subject matter OR
- ii. Two letters of reference by individuals meeting the above requirement who can attest to the proposed presenter's ability as a subject matter expert on the topic., OR
- iii. Providing other evidence of special knowledge regarding the subject matter approved at the discretion of two (2) RACE Reviewers. Such evidence might include, for example, certification or training in the subject matter, extensive experience in the field, or other relevant material.

Article III. Method of Delivery

The method(s) of delivery, regardless of the RACE Category, shall be appropriate to the educational content, objective and purpose of the program and presented in an efficient 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.

Section 3.01 Seminar/Lecture

A seminar/lecture is an "in person" or "face to face" program, where presenter(s) and attendees are in the same location and where the event takes place in "real time," i.e., the same timeframe for all participants. Lectures, role-playing, presentations, panel discussions, case studies, and question and answer sessions fall into this Method of Delivery. Rounds or Case Discussions may qualify as In Person CE programs. However, each session is considered a separate Program, requiring a separate RACE Program Application.

Section 3.02 Lab/Wet Lab:

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

Section 3.03 Interactive-Distance: (Web-based, Teleconference or Audio-Conference)

- a. Instant or two-way asynchronous communication between presenter and participants during online or audio presentations, webinars, or teleconferences and shall provide:
- b. An ongoing, scheduled, interactive experience for the participants by providing timely access to 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.

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- c. A mechanism to document a minimum level of participation.
- d. 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
- e. Electronic security measures and reliable technology to ensure appropriate privacy

Section 3.04 Non-Interactive-Distance: (Online, Correspondence, Journal, or Other Self-Study)

An independent/self-study program that includes methods of delivery such as online courses; videos, DVDs, journal articles or other electronic transmissions or other correspondence programs must include:

- a. A detailed course outlines and objective statement.
- b. A post-course test with a minimum of 5 questions for each CE Credit offered
- c. Certificates of attendance must be presented ONLY to participants scoring 70% or better on the post-course test.

Commented [RS10]: The committee requires receiving material as a PDF, DOC, or PPT file. This may be supported by video or other actual presentation material

Article IV. Programs That Are Not Acceptable for RACE Approval

Programs demonstrating any of the following will not be accepted for RACE approval:

- a. Programs that do not insure that all animals used in the CE activity are cared for with respect and humanely in ways that minimize fear, pain, stress and suffering and in accordance with local, state and federal guidelines for humane animal use
- b. Any program that in the opinion of the Committee is not balanced, truthful or may be detrimental to the integrity of the veterinary profession or does not meet RACE Standards
- c. Programs that the committee believes are solely for the purpose of marketing a product or service and which do not provide significant relevant information for an individual not using the specific product or service
- d. Roundtable discussions or standalone question and answer sessions where the subject matter or learning objectives are unknown beforehand
- e. Programs that target an audience other than veterinary medical professionals
- f. Exhibit Hall attendance
- g. Standalone discussion/message boards
- h. Test completion and test submission or other related activities (cases study submission) do not qualify for CE Credit

Section 4.01 Promotional Programs

Notwithstanding Article IV. (c). above, programs that are promotional in nature may be approved if:

- a. There is sufficient scientific or clinical content related to the product and presented in a balanced manner such that the program is useful to attendees who do not use the specific product or service
- b. There is a clear indication to the participants at the beginning of the presentation of the relationships between the provider, presenter, and content of the program
- c. The PowerPoint presentation is submitted with the application.
- d. Details of presenter credentials are submitted for each alternate presenter of the program, including two letters of reference for each presenter who is nor board certified or otherwise qualified as a subject matter expert.

Commented [RS11]: RACE acknowledges the need for corporations to use their technical representatives to present programs specifically developed around a product or service. Because these are interactive sessions, the presenter must be qualified in the subject matter so that they may answer questions and direct the discussion in an appropriate fashion to achieve CE Credit. This requires individual submissions of credentials for each individual presenting the program.

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Article V. Quantifying Continuing Education

- a. One Continuing Education (CE) Credit is interchangeable with the term One CE Hour.
- b. One CE Credit is awarded for 50 minutes of actual instruction time for in-person presentations
- c. CE Credits can be awarded in ½ CE Credit units, and no program under ½ CE Credit will be considered.
- d. Review articles for journals or on-line presentation which are specifically designed for continuing education may be given CE Credit, provided subject matter and author credentials be consistent with RACE Standards for the appropriate subject matter category. Such articles (whether hard copy or on-line) must contain a minimum of 3000 words and five post-course test questions are required for 1 CE credit. Every additional CE Credit requires an additional 3,000 words of content and five additional post-course test questions.
- e. Non-interactive-distance programs can achieve:
 - i. 1 CE Credit for each 50 minutes of measurable time spent viewing recorded lectures, videos, audio supported PowerPoints, etc. provided the subject matter content, and presenter qualifications meet the standard for the category under consideration
 - ii. 1 CE Credit for every 5 hours of presenter mediated discussion, simulations, project completion, case study preparation, etc. provided these activities be monitored by and participated in by an approved program presenter. The time of participation may not necessarily be measurable but must be that which is expected of all program participants.
- f. Text Book and Reading Assignments- as part of an approved program reading assignments for the program qualify for one CE Credit for every 10,000 words of print in the text. The subject matter of the text must be consistent with the subject matter category the program is considered in, and the author must meet the qualifications for a presenter in that category.
- g. One Academic Credit granted by a governmentally recognized educational institution is equal to 15 CE Credits and assumes the equivalent of 15 hours of “in person” lecture time.
- h. CE Credits must be calculated for each program segment. A program segment is defined as that portion of the program that an individual is expected to attend in its entirety. This may be a single lecture, a specified time of day or an entire program with a single track. A program segment may have multiple speakers, and various topics (including abstracts and short presentations) provided they be offered in a manner that confines them to a single unit. A program segment must be limited to only one subject matter category and all content and presenter qualifications must meet RACE standards for that category.
- i. CE credit for a program segment may be calculated by dividing the total minutes of actual contact time by 50, rounding down to the nearest ½ CE Credit. This determination must be made by the provider and submitted to RACE for approval.

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Article VI. RACE-Approved Provider

The provider is the entity responsible for delivering CE program and as such is the host and party responsible for adherence to the RACE Standards.

Section 6.01 Provider Responsibilities

RACE-Approved Providers shall:

- a. Ensure that all CE conducted by the Provider meets the requirements in these Standards. The Provider is responsible for assuring compliance.
- b. The Provider will notify attendees: RACE does not “accredit” or “endorse” or “certify” any program or person, nor does RACE approval validate the content of the program.
- c. Submit all programs for any branch or subsidiary through the identified Program Administrator. If the branch or subsidiary desire separate authority, a separate application must be submitted for that entity to become an approved Provider.
- d. 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:
 - i. Submitted RACE Materials
 - ii. Time(s) and location(s) of all offerings of RACE-approved Programs
 - iii. Registration rosters containing names and addresses of attendees. These records must be on file with the Provider for four years after RACE approval
 - iv. Total number of times course site was accessed (for online programs)
 - v. Total number of times a person participated in the program
 - vi. RACE Certificate of Attendance Information
 - vii. Allow AAVSB or Member Board(s) access to review the CE records within ten (10) days of a request to review these documents.
 - viii. Issue documents with required RACE approval language only for courses for which approval have been granted.
 - ix. Monitor attendance at programs in a manner that makes certain that participants issued certificates did attend.
 - x. Refrain from advertising RACE approval except in conjunction with an approved program
 - xi. Provide an individual Certificate of Attendance, at no charge, identifying the participant. If final approval has not been received when a program takes place, the Provider must not distribute CE Attendance Certificates until after the approval is granted.

Commented [RS12]: Currently this is ALWAYS the RACE Segment Spreadsheet, program agenda, and advertisement. Promotional programs and non-interactive programs require additional documentation be submitted upon program application. The RACE Committee may request additional information at any time during the RACE review process.

Section 6.02 Provider Requirements

Applicants for Approved Provider Status are required to:

- a. Submit a completed RACE Provider Application to AAVSB with payment of the application fee and associated supporting materials, including:
 - i. 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.

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- ii. 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.
- b. Agree to use required RACE language and Provider numbers only on materials about 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.
- c. Identify one person to act as Program Administrator. The Program Administrator is responsible for:
 - i. All submissions to and contacts with RACE regarding programs;
 - ii. Ensuring that each program presented meets the RACE requirements and Standards; and
 - iii. Transition to any new administrator, including prompt notification to AAVSB RACE of the change of contact.

Article VII. Specific Considerations

RACE providers must be aware of the following stipulations:

- a. The RACE Provider retains the responsibility to adhere to the RACE Approved Program and shall not be influenced by any sponsor.
- b. Providers shall not advertise RACE status until AAVSB RACE has received a completed Program Application.
- c. Veterinary regulatory boards who are members of the AAVSB retain their right to refuse, partially or in full, any provider or program that RACE approves based on that board's regulation(s). Veterinary continuing education requirements are not standardized among veterinary regulatory bodies.
- d. Programs, which in the opinion of the RACE Committee, are not balanced, truthful or appear contrary to the principles of the veterinary profession, will not be approved.
- e. The RACE committee reserves the right to evaluate the educational merit of any program submitted and to seek expert advice from external sources as deemed necessary by the committee.
- f. RACE Staff will contact the RACE Provider to request additional information as petitioned by the RACE Committee. 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. Failure to submit the requested additional information within the period requested may result in program denial.

Article VIII. Disclosure

The provider or presenter shall disclose to RACE 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. This information shall also be made available to the participants at the onset of the program.

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- a. Conflict of Interest: While programs may reference specific products or services and be promotional in nature, they must not be or appear primarily for the purpose of generating sales of a product or service.
- b. A PowerPoint submission is required if specific products or services are referenced in any manner that could appear to be promotional or present a conflict of interest.

Commented [RS13]: RACE wants audience to know the relationship between the provider and presenter; PowerPoint or lecture notes

Article IX. Program Application Information

A RACE Program Application Form and the supporting documentation listed below are 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 for 30 days. If requested information is not received, the application shall be closed without review, and a new program must be submitted.

A completed RACE Program Application shall include all of the following as described in Sections 9.01-9.04.

Section 9.01 RACE Program Application form and fees

The AAVSB website provides the RACE Program Application form and detailed information about current RACE fees.

Commented [RS14]: Currently this is ALWAYS the RACE Segment Spreadsheet, program agenda, and advertisement. Promotional programs and non-interactive programs require additional documentation be submitted upon program application. The RACE Committee may request additional information at any time during the RACE review process.

Section 9.02 Program Description

Each Program Application shall include a brief summary statement for each program segment, including:

- a. The purpose/objective of the program segment.
- b. The target audience for the program being presented (meaning Veterinary Medical Professionals) also indicates if the registration is open to other than veterinary professionals. This requires a submission of advertising material used for the program.
- c. The specific information, concepts and/or skills that participants are expected to obtain on topic/subject matter
- d. Determination of the CE Credits available for each program segment, including information as to how this is calculated using the RACE Standard. This requires submission of the published agenda for the program.
- e. Indication of which RACE Category the offering is to be considered under
- f. Name of the presenter or presenters for the program segment (see Section 9.03).

Section 9.03 Presenter Information

Each presenter must be qualified by education and experience as a subject matter expert for the program segment they deliver and as defined under that segment's RACE Category.

Evidence of this qualification must be provided with the application by way of:

- a. A biography with credential information (i.e. degrees, diplomas, board certification, advanced degrees, current employment, affiliation and any experience related to the subject matter) and
- b. Any other evidence of special knowledge in the subject area being presented
- c. Contact information

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- d. Letters of reference for presenters who do not have board certification or advanced academic degrees related to the subject matter being presented.

RACE does not approve speakers separate from a RACE program. RACE does not keep a registry of an organizations presenters that can be readily accessed by the RACE Committee or RACE Staff. When submitting a program application, biographical information must be submitted to the program, even if that presenter has previously been attached to an approved RACE program.

Section 9.04 Certificate of Attendance

Providers shall, at the completion of a program, present all attendees with an individual Certificate of Attendance approved by AAVSB RACE, at no charge.

Commented [RS15]: You do not need to send this to RACE. You do need to include the language that is sent to you from RACE on your CE Certificate if the program has been RACE approved.

A RACE approved Certificate of Attendance may only be presented if the program has been RACE approved and if it provides the following information:

“This program (RACE program number) is approved by the AAVSB RACE to offer a total of ___ CE Credits, with a maximum of ___ CE Credits being available to any individual Veterinary Medical Professionals. This RACE approval is for the subject matter categories of: _____ using the delivery method of _____. This approval is valid in jurisdictions which recognize AAVSB RACE; however, participants are responsible for ascertaining each board’s CE requirements. RACE does not “accredit” or “endorse” or “certify” any program or person, nor does RACE approval validate the content of the program.”

- a. The RACE Certificate of Attendance must also contain the following:
 - i. Participants Name
 - ii. Space for Participant to list state and license numbers, and signature
 - iii. Date of offering

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Article X. Established Programs

An Established Program status may be awarded to conferences that provide at least 50 continuing education credits, and:

- a. The Provider agrees to read, understand and follow the program requirements as established in the current RACE Standards.
- b. The Provider agrees to submit the RACE Large Program fee applicable at the time of submission annually.
- c. The Provider's Conference programs have been granted RACE approval for the two (2) programs immediately preceding the Provider request to granted Established Program status.
- d. The Provider verifies that individual program segments declared as RACE-Approved, meet the RACE Standards in effect at the time of program submission and are so indicated in the program material sent to attendees. All segments of the program which do NOT meet the RACE Standards must be clearly identified.
- e. The Provider agrees to provide electronically (in pdf format) a copy of the attendee program
- f. The Provider agrees to send a copy of the conference's RACE approved certificate using the current RACE Standards criteria for this submission.
- g. The Provider agrees that RACE may audit the program and require the Provider to submit parts or their entire program for RACE to determine compliance with these requirements.
- h. The Provider agrees that RACE has sole authority to grant, deny or withdraw Established Program status.