

Standards for Providers of Continuing Veterinary Medical Education Registry of Approved Continuing Education (RACE)

**Our mission is to provide public protection through excellent service to the veterinary regulatory board.
The RACE program standards are based on board requirements.**

Topic	Language
Provider Requirements for full approval	All CE conducted by the Provider shall meet the requirements in these Standards. The Provider is responsible for assuring compliance.
	Submit completed application to RACE with payment of application fee.
	Show evidence of having been in operation for at least six months.*
	Show evidence of having presented at least three CE activities in veterinary medicine.*
	Identify one person to act as Program Administrator. The Program administrator will: 1. Be responsible for all submissions to and contacts with RACE regarding programs. 2. Be responsible for ensuring that each program presented meets the RACE requirements and standards. 3. Be responsible for transition to any new administrator, including prompt notification to RACE of the change of contact.
	Provide RACE with a copy of a co-sponsor agreement for any program in which a co-sponsor participates. A sample co-sponsor agreement is available at www.aavsb.org . The RACE approved provider remains responsible for all standards being met.
	Agree to use RACE language and Provider numbers only on materials pertaining to courses which have been submitted to and approved by RACE.
Provider Provisional Requirements*	Providers may apply for a 1 year provisional approval if these requirements are not met. This approval may be converted to Full approval upon completion of the requirements, and the receipt by RACE of a letter advising of same.
	Applicants for Provisional status should submit three letters of reference from individuals who 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.
	Applicants for Provisional status should submit a sample program with all relevant attachments, to demonstrate the type of CE program the provider will present, upon approval.
Provider responsibilities	Submit all programs for any branch or subsidiary through the Program Administrator. If separate authority is desired by the branch or subsidiary, submit separate application for that entity to become approved provider.
	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: Course outlines, faculty vitae, time and location of courses, registration rosters containing names and addresses of attendees, total number of time course site was accessed, total number of times a person participated, attendance certification and completed course evaluation forms.
	Allow AAVSB or member board access to review the CE records within 10 days of a request to review these documents.
	Issue documents with RACE approval language only for courses for which approval has been completed.
	Provide all attendees with evaluation forms to offer participants the opportunity to assess each program attended. See <i>Sample evaluation form</i> . The evaluation form must contain the following language: <i>"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."</i>

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	Monitor attendance at courses in a manner which makes certain that participants issued certificates did actually attend the event.
	Provide an individual <i>Certificate of Attendance</i> , at no charge , identifying the participant and specifying the title of the offering, provider name, address and RACE provider number, date of offering, subject-matter category(s), method(s) of delivery and number of contact hours earned. There shall be a place for the Participant's name, state and license numbers (to be entered by participant). The certificate shall be signed by the course instructor, provider or provider designee. The attendance form must include the following statement: <i>"Course meets the requirements for _____ of 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."</i>
	In the event that final approval has not been received when a course is run, the Provider must not distribute CE Attendance Certificates until after the approval is complete.
Advertising	Use advertising and promotional materials which include: <ul style="list-style-type: none"> - Provider name and RACE provider number - Fee charged and organization's refund policy - Course content description and schedule, subject matter category(s), method (s) of delivery, number of hours in each category The RACE approval language IF approval has been approved at the time of advertising as follows <i>"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."</i>
	IF RACE Approval has not yet been received the following language must be used: <i>"This course has been <u>submitted</u> (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)"</i>
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.
Program requirements	Each separate program must be submitted to RACE via a <i>Program Application</i> .
	Continuing education may consist of post-doctoral degree programs offered by accredited colleges or schools of veterinary medicine, correspondence and on-line courses, or other AAVSB Member Board-approved educational methods.
	CE offerings shall include a 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.
	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 courses as found in the curriculum of accredited colleges or schools of veterinary medicine or accredited veterinary technician programs.
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.
Contact Hour Criteria	The number of contact hours of Continuing Education 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.

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	RACE approval is for one credit per each clock/contact hour. The minimum "hour" is 50 minutes long.
Partial CE Hours	The smallest increment to be considered for approval is ½ hour. Not all boards will accept increments smaller than one whole hour, even if RACE approved.
	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) shall be determined by the Provider. The RACE committee will review the application based on the information provided by the Provider.
Methods of Delivery	The method 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 of delivery should, where practical, encourage active participation and involvement on the part of the participating attendee.
Interactive on-line course	<ul style="list-style-type: none"> • Interactive on-line courses shall provide: <ul style="list-style-type: none"> ❖ an ongoing, scheduled, interactive experience for the participants by providing timely access to and utilization of both technical personnel and professional faculty as well as inter-activity among participants ❖ 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 students' progress and feedback on a day-to-day basis during the course period ❖ electronic security measures and reliable technology ❖ email and website address information (noted on RACE application) and access to the site, if requested
Non-interactive on line/correspondence or other self study courses	<ul style="list-style-type: none"> • Independent/self-study courses that include such methods of delivery as cassette tapes, videotapes, CDs, correspondence online CE, and audio-conference may be considered for RACE approval if they comply with the following in addition to all RACE criteria. Applications must include: <ul style="list-style-type: none"> ❖ access information to the course, outline of course content and instructions for program completion ❖ original and 2 copies of tapes, booklets or other media used (these items are not returnable) ❖ 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 or true/false tests). ❖ programs which do not have an administrator/proctor associated with the Provider to encourage case discussion or questions & answer opportunities during the program, shall utilize mandatory evaluation and testing mechanisms for awarding CE credit to participants who complete the entire offering. ❖ a sample post-test including a description of testing design and test writer's qualifications ❖ Certificates of attendance (must be presented only to participants scoring 70% or better on the post-test)
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 a timely manner of publication.
Rounds or Case Discussions	Weekly or monthly sessions are considered separate programs requiring a separate Program Application for each.

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Promotional Subject Category	<p>Content of scientific or practice management programs shall be distinguished from topics and learning activities which are promotional or appear to be intended for the purpose of endorsing a specific commercial drug, product, or service.</p> <p>The “promotional” subject category will be assigned to a continuing education program application by RACE, along with other applicable subject matter category(s), if any one or all of the following situations exist with respect to a commercial RACE Provider (pharmaceutical company, pet food company, etc.)</p> <ol style="list-style-type: none"> 1. presenter is an employee of the providing organization 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 education activity takes place
Unlabeled Veterinary Uses of Products	<ol style="list-style-type: none"> 1. 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 gratuitously 2. College of Veterinary Medicine Faculty, however, may present balanced information on unlabeled veterinary uses if the faculty member is not directly associated with the drug sponsor
Faculty Qualifications	<p>Faculty for a particular continuing education offering shall be competent in the subject matter and qualified by experience. Speaker Biography/credential information for all faculty members or presenters must be maintained by the Provider and provided to AAVSB along with the Program Summary Application.</p>
	<p>A speaker biography with credential information (i.e. board certification, advanced degrees, and employment affiliation) is preferred to a full CV</p>
	<p>An appropriate number of program faculty for each activity shall be utilized, and the agenda should clearly indicate which speakers present each topic.</p>
Large program speaker lists	<p>For programs with 15 or more presenters, a speaker list with names, credentials, contact information, and affiliations is sufficient.</p>
Speaker Reference letters	<p>Additional reference letters may be requested at the discretions of the RACE Review Committee, for presenters who do not have board certification, advanced degrees, or evidence of special knowledge in the subject area being presented. A form for references can be found at: www.aavsb.org.</p>
	<p>An appropriate number of program faculty for each activity shall be utilized, and the agenda should clearly indicate which speakers present each topic.</p>
Program Agenda/outline requirements	<p>Each program application must include a detailed course outline/agenda, which includes start and stop time, topics and clearly identifies which speaker will present which topics/sections. Actual course materials/contents should NOT be submitted.</p>
Complementary and Alternative Veterinary Medicine	<p>Review of CAVM programs will be conducted applying the same standards utilized in other course applications.</p>
RACE Approval	<p>AAVSB may refuse to issue, refuse to renew, deny or remove Approved Provider and or Approved Program status for cause determined by AAVSB. Providers affected by such decisions may utilize the RACE internal appeal process upon written request received at the AAVSB offices.</p>
Provider Approval Period	<p>Provider approvals and program approvals each expire at the end of 2 years from the date of approval.</p>
Renewal for Provider	<p>It is the responsibility of the Provider to keep status current.</p>

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	A Provider Renewal Application with the renewal payment should be submitted 60 days prior to expiration. Late fees will apply to Renewal applications submitted over 60 days after Approval status expires. Renewal applications are not accepted over 180 days after Approved status expires.
Program Approval Period	Programs are approved for a 2 year period from the date of approval.
Repeat programs	Programs may be repeated within the 2 year Program Approval Period at different locations and on different dates, with advance notice in writing (by mail or email) to AAVSB. Variations in speaker, presentation method (i.e. live vs. DVD) are not the same program, and must be submitted as new programs.
	Programs which have expired at the end of two years must be resubmitted as a new program with the <i>Program Application</i> , accompanied by the appropriate program application and per hour CE fees, if they will continue to be offered after the expiration date.
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.
Privacy Statement	Application materials submitted are confidential, subject to disclosure with the Association as necessary to comply with the assessment criteria, and to AAVSB member boards, upon request. In the review of applications, AAVSB reserves the right to seek expert advice from external sources as deemed necessary by the RACE Committee.
RACE Fees	Effective April 1, 2006
Provider Application	\$250.00
Provider Renewal	\$100.00
Provider Renewal Late (60 -179 days past expiration)	\$250.00
Program Processing Early (46 days or more prior to first event)	\$50.00
Program Processing Late (45 days or less prior to first event)	\$200.00
Per Hour CE Charge	\$10.00
Large fee cap (programs over 100 hours)	\$1000.00
Incomplete application administrative fee	\$25.00

Please direct any questions about the Standards to RACE@AAVSB.org