

Provider Agreement

Page | 1



This agreement is entered into by the American Association of Veterinary State Boards (AAVSB), as the Approving Association, and

_____ (Provider Name). It applies

to all Programs submitted to and approved by RACE, presented during the time it is an approved RACE Provider (Approval Period).

Understanding of Terms and Conditions

The Provider attests that the person responsible for Continuing Education (CE), known as the Program Administrator, has read, understands, and agrees to comply with the requirements for CE approved by AAVSB as provided in the document Standards for Providers of Continuing Veterinary Medical Education, posted on the AAVSB website (www.aavsb.org) and as specified in this agreement.

Approval Period

Provider approval is for a period of two (2) years from the date of approval (Provider Approval Period) and may renewed for two

(2) year periods upon timely submission of a Provider Renewal Application with the appropriate renewal fee. *In order to be considered for renewal, the Provider must have submitted and had approved a minimum of one (1) RACE Program Application.*

The Provider understands that the approval by the AAVSB RACE covers only the Programs submitted to RACE through Program Applications by the Provider Program Administrator, for which approval notification is received by the Provider, and for additional, identical offerings of the same Program within the Program Approval Period (two years from the Program Approval Date as indicated on the Program Approval Letter) about which RACE is notified in writing by the Provider.

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 (Section 9.04 Certificate of Attendance, RACE Standards 2015).

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 veterinarian or veterinary technician/technologist. 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.”

- 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

Cont'd next page --

Provider Agreement

Page | 2



Use of AAVSB RACE Name on Promotional Material

The RACE Provider may only advertise RACE status after an approval letter from RACE has been received. 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.

Records Retention

The Provider agrees to maintain, and make available for review within 10 days, upon request by AAVSB and/or its Member Boards for at least four (4) years from the date of each RACE-approved Program records to include:

- * the title, date and location of each offering of the Program; and
- * Information on participants including names and addresses of attendees; and

All materials submitted to AAVSB RACE in support of an application become the property of AAVSB and will not be returned.

Continued Responsibility/Penalty for Non-Compliance

Provider understands and acknowledges that failure to abide by the terms of this agreement may constitute the basis for denial of review and approval for other Programs at the discretion of AAVSB, and/or suspension or revocation of approved Provider status.

Meaning of Signature

The signature below signifies that the person signing is the authorized representative of the Provider, and agrees to the terms above in the document entitled "Provider Agreement," and to the Standards adopted by AAVSB RACE. I understand that failure to comply with RACE Standards may result in loss of RACE recognition for Providers and/or Programs.

Signature

Date

Printed Name

Title

Revised September 2015