

Provider Agreement

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This agreement is entered into by the American Association of Veterinary State Boards (AAVSB), as the Approving Association, and (**Provider Name** *(the organization registered as the RACE Provider, not the individual submitting the application)*) _____ to all Programs submitted to and approved by the AAVSB's Registry of Approved Continuing Education (RACE) program, presented during the time it is an approved RACE Provider (Approval Period), applying to all RACE approved continuing education programs conducted by the RACE Provider.

Understanding of Terms and Conditions

The Provider attests that the person responsible for submitting applications to the AAVSB RACE program, known to AAVSB RACE as the Program Administrator, has read, understands, and agrees to comply with the **current** AAVSB RACE Standards. This individual is responsible for receiving updates to the RACE Standards and relaying this information to the organization at large. The Program Administrator assures that programs submitted to RACE comply with the RACE Standards as, posted on the AAVSB website (www.aavsb.org) and as specified in this agreement.

The Program Administrator has assured the submitted programs:

- Ensures 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.
- The submitted program is NOT solely for marketing a product or service.
- 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.

If the program violates the RACE Standards, or the documentation has not been submitted as directed in the Standards by the RACE Committee, this program will be denied RACE recognition without refund.

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. 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 the Program Administrator. Approval notification is submitted to the Program Administrator by RACE Program Staff. Additional, identical offerings of the same Program within two years from the program approval date as indicated on the program approval letter which can be added by the Program Administrator in the RACE Portal.

Certificate of Attendance

RACE Providers shall, at the completion of a program, present all attendees with an individual RACE Certificate of Attendance at no charge. This certificate may be a physical document or emailed to the attendee. A RACE Certificate of Attendance may only be presented if the program has been RACE approved and if it provides the following information:

1. RACE Program Number
2. Participant Name
3. RACE Program Category
4. Program Method of Delivery
5. Date of Attendance
6. The phrase, “This program has been approved for ____ of ____ hours of continuing education.”

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Programs educating about a product, service

Neither the AAVSB or RACE endorses any products or services that are displayed or referred to in conjunction with RACE-approved programs and are not responsible for the actual presentation of content during scientific sessions. If a Provider advertises as such, a program's approval may be revoked.

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 contact information of attendees; the attendee list to be submitted to after the RACE program has been conducted; 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 January 2020