



Standards for Providers of Continuing Veterinary Medical Education

Effective September 14, 2009

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Article I. Definitions

- AAVSB: American Association of Veterinary State Boards
- Accredited: Accredited by the AVMA or CVMA
- 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), available on the AVMA website:
<http://www.avma.org/education/abvs/default.asp>.
- CAVM: Complementary / alternative veterinary medicine
- CE: Continuing veterinary medical education
- CVMA: Canadian Veterinary Medical Association
- Jurisdiction: A state or provincial regulatory veterinary licensing board
- Member Board: State or provincial regulatory veterinary licensing boards that are members of the AAVSB
- RACE: The Registry of Approved Continuing Education program, a program of the AAVSB

About 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.

About 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.

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 our website: www.aavsb.org.

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 II. Definition of RACE-Approved Continuing Education

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.

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 unscientific modalities of diagnosis or therapy are not eligible for RACE approval.

Furthermore, those programs that promote treatments known to pose significant risks, dangers that outweigh benefits or unproven effectiveness are generally not 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.

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 III. Provider Requirements for Full Approval

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.

Applicants for Full Provider 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 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.
2. Submit a completed RACE Program Application with payment of the application fees and all relevant attachments. See Article VII for information about the RACE Program Application.
3. 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.
4. Identify one person to act as Program Administrator. The Program Administrator will:
 - a. Be responsible for all submissions to and contacts with RACE regarding programs;
 - b. Be responsible for ensuring that each program presented meets the RACE requirements and Standards; and
 - c. Be responsible for transition to any new administrator, including prompt notification to AAVSB RACE of the change of contact.

Article IV. Provisional Provider Requirements

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 approval shall:

1. Submit a completed RACE Provider Application to AAVSB with payment of application fee and associated supporting materials:
 - a. Evidence of business proof. 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.
2. Submit a completed RACE Program Application with payment of the application fees and all relevant attachments. See Article VII for information about the RACE Program Application.
3. 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.
4. Identify one person to act as Program Administrator. The Program Administrator will:
 - a. Be responsible for all submissions to and contacts with RACE regarding programs;
 - b. Be responsible for ensuring that each program presented meets the RACE requirements and Standards; and
 - c. Be responsible for transition to any new administrator, including prompt notification to RACE of the change of contact.

Article V. RACE-Approved Provider Information

Section 5.01 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. Presenter biographical information
 - 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. Attendance certification
 - 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 7.05 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 7.06 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 6.06 for additional information about Certificates of Attendance.

9. 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. See Section 6.07 and 7.08 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 7.07 for additional information about RACE-required language for advertising and promotional materials.

Section 5.02 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 8.03 for additional information 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 jeopardize 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 5.03 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 5.04 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 180 days after approved status expires. The Provider Renewal application form is available on our 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 VI. Program Requirements

Section 6.01 Program Applications

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

Section 6.02 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.

Section 6.03 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 our website: www.aavsb.org. Program renewal is not automatic and is subject to approval by the AAVSB RACE committee.

Section 6.04 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 6.05 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 6.06 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. RACE approval is for one credit per each clock/contact hour.
2. The minimum "hour" is 50 minutes long.

3. 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.
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 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 6.07 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 our 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” in subject category. See Standard 8.03 for more information about Promotional programs.

Section 6.08 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. Fee charged and organization’s refund policy
3. Course content description and schedule
4. Subject matter category/categories
5. Method(s) of delivery
6. Number of CE hours available

7. 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 in jurisdictions which recognize AAVSB RACE approval. Please contact the AAVSB RACE program if you have any comments/concerns regarding this program’s validity or relevancy to the veterinary profession.”

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 11.03 for additional information about using the RACE logo.

Article VII. Program Application Information

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

Section 7.01 RACE Program Application form and fees

The AAVSB website provides detailed information about current RACE fees. Please see Section 6.06 for information about contact hour criteria.

Section 7.02 Objective Statement

Each Program Application shall 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.

As stated in Article II, 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. 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 previously, 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 7.03 Program Agenda

Each Program Application must include a detailed course outline/agenda, which includes start and stop times, topics, and clearly identifies which speaker(s) will present which topic(s)/section(s).

Non-interactive programs must include 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).

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

Section 7.04 Speaker/Presenter Information

An appropriate number of presenters for each activity shall be utilized, and the agenda should clearly indicate with speaker(s) present each topic. A speaker biography with credential information (i.e. board certification, advanced degrees, and employment affiliation) is *preferred* to a full CV unless otherwise requested by the RACE committee. A sample RACE Speaker Biography template is available on our website: www.aavsb.org.

Speakers shall be competent in the subject matter and qualified by education and experience. Qualifications to provide include each presenter's name, education, credentials, evidence of special knowledge in the subject area being presented, contact information, and employment and other affiliations, as well as any additional details that support the individual's ability to present the program. See Article X for additional information regarding speaker qualifications.

For programs with 15 or more presenters, a speaker list with names, credentials, contact information and affiliations is sufficient, unless the RACE committee requests full biographies.

Section 7.05 Participant Evaluation Form

Providers shall supply all attendees with evaluation forms to offer them the opportunity to assess each program attended. 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. A sample Participant Evaluation Form is available on our website: www.aavsb.org.

The evaluation form MUST contain the following 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."

Section 7.06 Certificate of Attendance

Providers shall provide 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 certificate form MUST contain the following 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.” The certificate shall be signed by the course instructor, provider or provider designee, and shall specify:

- *Title of the offering*
- *Provider name and address*
- *RACE Provider number*
- *Date of offering*
- *Subject-matter category(s)*
- *Method(s) of delivery*
- *Number of contact hours earned*

Section 7.07 Advertisement or Promotional materials

(If applicable; may be in draft format) If available, 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. Must include RACE-required language; please refer to Section 6.08 for more information regarding program advertising.

Section 7.08 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 our website: www.aavsb.org. Please refer to Section 6.07 for more information regarding co-sponsorship.

Section 7.09 Post-Test

(If applicable) For non-interactive programs (e.g. self-study, online) only; please refer to Section 9.02 for more information regarding non-interactive program requirements.

Article VIII. Subject Matter Categories

Section 8.01 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 Standard II 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.

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.

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 8.02 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 8.03 Promotional

Content of either scientific or non-scientific/non-clinical Programs shall be distinguished from the topics and learning activities which are promotional or appear to be intended for the purpose of endorsing a specific commercial drug, product or service. Please refer to Standard 5.02 for information about the RACE Conflict of Interest policy.

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

The “Promotional” subject category will be assigned to a continuing education Program, along with other applicable subject matter category/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) 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 educational activity takes place

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. 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.

Section 8.04 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 IX. Methods 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.

Section 9.01 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 an utilization of both technical personnel and professional faculty as well as interactivity among participants
- 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 site, if requested

Section 9.02 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 cassette tapes; 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
- 4) Original and two (2) copies of media used (e.g. tapes, booklets, DVDs); please note that these items are not returnable
- 5) 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)
- 6) A sample post-test, including a description of the testing design and test writer's qualifications. Certificates of attendance must be presented ONLY to participants scoring 70% or better on the post-test

- 7) 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 9.03 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. 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. tapes, booklets, DVDs); please note that these items are not returnable
- 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 sample post-test, including a description of the testing design and test writer's qualifications. 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 9.04 Rounds or Case Discussions

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

Article X. 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 10.01 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 10.02 Required Information to be Submitted

A presenter biography with credential information (i.e. board certification, advanced degrees, and employment affiliation) is *preferred* to a full CV unless otherwise requested by the RACE committee. A sample RACE Speaker Biography template is available on our website: www.aavsb.org.

Presenters shall be competent in the subject matter and qualified by education and experience. Qualifications to provide include each presenter's name, education, credentials, evidence of special knowledge in the subject area being presented, contact information, and employment and other affiliations, as well as any additional details that support the individual's ability to present the program.

Section 10.03 Large Program Presenter Lists

For Programs with 15 or more presenters, a speaker list/roster with names, credentials, contact information and employee affiliation(s) is sufficient unless otherwise requested by the RACE committee.

Section 10.04 Education Required for Presenters

In general, 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 at least a DVM/VMD degree or greater; a Program for Veterinary Technicians should be presented by an individual holding at least a degree from an AVMA- or 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, AND/OR
 - b. Have an advanced degree(s) (e.g. PhD from a suitably accredited institution) in the subject matter, AND/OR
 - c. Be a member of the faculty of an AVMA or CVMA-accredited college of veterinary medicine, AND/OR
 - d. Provide evidence of special knowledge in the subject area being presented such as publication(s) in peer-reviewed scientific journals in the subject area to be presented, scientifically-validated specialized scientific training in the subject matter, etc.

Presenters who do not meet this minimum Standard will be required to submit reference letters from such individuals to support their ability to present the content requested; see Section 10.05 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 AVMA- or CVMA-accredited veterinary school or college, OR

- b. Be a member of the faculty of an AVMA or CVMA-accredited college of veterinary medicine, OR
- c. Hold the minimum of a degree from an AVMA-or CVMA-accredited veterinary technician program OR be a licensed/credentialed veterinary technician AND
- d. Present evidence of special education or training in the subject area to be presented.

Presenters who do not meet this minimum Standard will be required to submit reference letters from such individuals to support their ability to present the content requested; see Section 10.05 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 individuals who can provide evidence of sufficient education and special knowledge in the subject matter.
- 4. Commercial/Promotional Programs (see Section 8.03 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 10.05 Reference Letters

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. A sample reference form can be found on our 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 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 our website (www.aavsb.org), or be in letter format, containing the following information:

- 1. Name of recommender
- 2. Recommender's credentials information
- 3. Recommender'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. Presenter's experience as a presenter/speaker
2. Presenter's background in the field
3. Presenter's practical experience in the field
4. Post-graduate and/or continuing education that recommender is aware that the presenter has completed
5. Publications by the presenter in the field

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. In the review of applications, AAVSB reserves the right to seek expert advice from external sources as deemed necessary by the RACE committee.

Section 11.03 Terms of Use for RACE Logo

Except as AAVSB may authorize, only a currently RACE-approved Provider may display the RACE logo. Please contact the AAVSB offices for the complete Terms of Use document and the currently approved logo.

Section 11.04 Retention Policy

AAVSB RACE shall adhere to the same records retention policies as detailed under Section 5.01, Provider Responsibilities. Incomplete applications not finalized within 180 days of receipt by AAVSB may require re-submission 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 11.05 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 11.06 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.