



AAVSB

AMERICAN ASSOCIATION OF
VETERINARY STATE BOARDS

RACE STANDARDS

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

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Article I. General Information

Section 1.01 Purpose

RACE (Registry of Approved Continuing Education) is a program of the *American Association of Veterinary State Boards* (AAVSB), established as a resource for review of continuing education Providers and their programs.

The RACE program is used by:

- a. Veterinary Licensing/Registering Bodies to support their requirements for veterinary professionals to obtain continuing education (CE) 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. Providers of veterinary Continuing Education to demonstrate their ability to meet the requirements established by the AAVSB's member boards

Providers submitting Programs to RACE do so voluntarily. By submitting a program application for review by the RACE Committee, the Provider has elected to abide by the RACE Standards in this document

Section 1.02 Objective

The objective of RACE is to review continuing education (CE) programs that maintain, develop, or increase the knowledge, skills, professional performance and relationships veterinarians and veterinary technicians/technologists use to provide services for patients, the public, or the profession.

Section 1.03 Committee Review Process

1. The RACE committee reviews programs based on meeting the requirements of the RACE Standards. RACE does not accredit, endorse or certify any program or person, nor does RACE approval validate the content of the program. Should a RACE Provider embellish or misrepresent a program's status by stating the program or program content is verified or certified by the RACE program, RACE approval may be removed as per Section 1.04.
2. The RACE Committee is comprised of volunteer veterinarians and veterinary technicians, typically current or past state board members. The Committee's members are appointed by the AAVSB Board of Directors to review program applications for RACE approval.
3. The RACE Committee considers the intent of the Provider's stated objective, the quality and quantity of the CE:
 - a. The quality of CE is an assessment that includes the appropriateness of the subject matter in achieving the RACE objectives 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 using specific formulas unique to each delivery method (see Article IV).

RACE approval is not to be used as an endorsement of certification.

4. 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.

The RACE program is a service to the veterinary regulatory boards who are members of the AAVSB. Regulatory boards retain the right to refuse to provide CE credit, partially or in full, for any RACE Provider or program RACE approves based on their board's regulations. Veterinary CE requirements are not standardized among veterinary regulatory boards.

AAVSB reserves the right to remove RACE approval from a Provider or a Program that has been found to violate any RACE Standard. The AAVSB may remove a Provider's approval for the following situations:

- a. False RACE certificates are being issued to program participants/attendees (This includes certificates with a previously approved number listed and a current date implying the expired program is still RACE approved)
- b. The program conducted is not the program approved by RACE
- c. Evidence of misusing RACE approval as stated in Section 6.01
- d. False statements are made on the application

The RACE Provider will be notified via email and will have 20 business days to respond to correct the issue. If the Provider has not satisfactorily responded, the Provider's application and status will be considered provisional temporary for one year after the first offense and revoked for three years if a second offense occurs.

Reinstatement of RACE Provider status shall be contingent upon the submission of a new RACE Provider application, a new RACE Program application and payment of all applicable fees and potential penalties. Based upon these actions, the AAVSB reserves the right to notify all relevant parties.

Section 1.04 RACE Confidentiality Policy

Application materials submitted by applicants for AAVSB RACE recognition are confidential. The program materials are subject to disclosure necessary to comply with the assessment criteria and to AAVSB member boards, upon request.

Article II. RACE Providers

The RACE Provider is responsible for delivering the approved program and the party responsible for adherence to the RACE Standards.

Section 2.01 Provider Responsibilities

RACE Providers shall:

- a. Ensure all RACE approved Programs conducted by the Provider meet the requirements in these RACE Standards.
- b. Assure compliance with the RACE Standards in the category for the approved program.
- c. Submit all Programs for any branch or subsidiary of the Provider through the identified Program Administrator (see Section 2.02). If the branch or subsidiary desire separate authority, a separate application must be submitted for the entity to become an approved Provider.

- d. Monitor attendance at Programs in a manner that ensures participants issued certificates did attend
- e. 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. Any documentation submitted to the AAVSB
 - ii. Time(s) and location(s) of all offerings of RACE approved Programs
 - iii. Registration rosters containing names and addresses of attendees.
 - iv. Email or Mail Documents
- f. Allow AAVSB or Member Board(s) access to review the CE records within ten (10) business days of a request to review these documents.
- g. Issue documents with required RACE approval language only for Programs for which approvals have been granted.
- h. 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 RACE approved attendance certificates until after the approval is granted.

Section 2.02 Provider Requirements

When completing the RACE Provider application, one person must be identified as the RACE Program Administrator. The Program Administrator is responsible for:

- i) Communication with the AAVSB Staff regarding program application submissions
- ii) Ensuring each program presented meets the RACE requirements and Standards
- iii) Ensuring compliance with all applicable federal, state, and local law, including but not limited to the Americans with Disabilities Act, as amended, and any other relevant disabilities laws.
- iv) Prompt notification to AAVSB RACE of a contact change via email

For Providers who have not submitted a RACE program before, but have conducted three continuing education events and plan to submit multiple Programs to the AAVSB RACE program throughout the year, the RACE Committee requires the following information:

Section 2.03 Documents Required

- a. Evidence the organization has planned and conducted at least three (3) veterinary education Programs at the time of application. Evidence of these three (3) Programs may include program agendas or program advertisements.
- b. Documents to verify the organization. This evidence may include items such as a certificate of good standing from the secretary of state (or an equivalent document if the Provider is not located in the United States); certified tax documentation, Articles of Incorporation establishing the incorporated status of the organization, or similar information verifying an organization's good standing.

If you do not meet all requirements, please consider the Provisional Provider application.

- c. All Providers of RACE agree to use required RACE language, RACE program numbers, and Provider numbers only on materials regarding courses 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.

Section 2.04 Provisional Providers

First time or single event Providers may be considered for Provisional Provider status.

To be considered for Provisional Provider approval status by RACE, applicants must provide sufficient evidence of their ability to coordinate and offer appropriate continuing education for veterinarians and veterinary technicians. This requires providing complete RACE program information including program agendas, PowerPoint Programs or course notes, presenter resumes or a Curriculum Vitae, and potential program advertisements.

The fee for the first program, five (5) or fewer hours, offered by this Provider will be included in the Provider application fee. This status is approved for one year. Provisional Providers may be converted to RACE Providers upon completion of all the requirements and the receipt by RACE of a letter advising the same.

Section 2.05 Established Large Programs

This status may be awarded to conferences or large Programs which consist of several individual segments that cumulatively provide at least 50 continuing education credits. To qualify for established conference Provider status, the following criteria must be met:

- a. The RACE Provider's conference programs have been granted RACE approval for the two (2) Programs immediately preceding the Provider request to be granted Established Large Program status.
- b. The RACE Provider agrees to read, understand, and follow the program requirements as established in the current RACE Standards.
- c. The RACE Provider agrees to submit the RACE large program fee applicable at the time of submission annually
- d. The RACE Provider verifies 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
- e. Established Large Program Providers may use segments from the conference as standalone CE sessions. The standalone CE segment must be conducted by the original RACE Provider submitting the application. These segments cannot deviate from the original content presented.
- f. All segments of the program that do not meet the RACE Standards must be clearly identified. These Programs, as they are not RACE approved, will not be eligible for extraction from the large conference for standalone sessions

Any segment extracted from an Established Large Program for a standalone presentation must be exactly what was presented at the large conference. Changes to any aspect of this segment (i.e. content or Presenter) are considered a different program and must be submitted as a new program.

- g. The RACE Provider agrees to send a copy of the conference's RACE approved certificate using the current RACE Standards criteria for this submission
- h. The RACE Provider agrees RACE may audit the program randomly and require the Provider to submit parts or their entire program for RACE to determine compliance with these requirements
- i. The RACE Provider agrees RACE has sole authority to grant, deny, or withdraw the Provider's use of this section of the RACE Standards

Article III. Program Categories

RACE Programs are differentiated into the following two categories: Medical Programs and Non-Medical Programs. Each category has a definition of appropriate subject matter and a set of criteria which might qualify a presenter as a subject matter expert for the category.

Program content must be directed toward veterinarians and veterinary technicians. Programs designed for an audience with significantly different or lower baseline knowledge than what has already been achieved by a graduate veterinary medical professional (veterinarian or veterinary technician) would fall short of providing beneficial CE and cannot be accepted by the RACE Committee.

Section 3.01 Medical Programs

Medical Programs include all conventional medical and surgical topics 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 and veterinary technology. This includes, but is not limited to, topics related to One Health and public veterinary practice, epidemiology, food safety, public health, animal welfare, antimicrobial stewardship, and in-service training for publicly employed veterinary medical professionals.

This category also includes medical and surgical subject matter that is case-based, anecdotal and/or undergoing scientific investigation. This includes some topics considered alternative and/or complementary veterinary medicine. Programs discussing topics considered alternative and/or complementary are acceptable if designed for an audience of veterinary professionals.

Section 3.02 Non-Medical Programs (Practice Management/Professional Development/Professional Wellness)

Non-Medical programs include those that serve the public interest by helping make veterinary medical professionals more competent and capable in the delivery of veterinary services, but that are not necessarily scientific or clinical in nature. This includes, but is not limited to, practice management, business management, regulatory compliance, jurisprudence, medical records, software management, and the art of veterinary practice, communication, and veterinary ethics. Programs in professional wellness may include, but are not limited to, mental health, depression, compassion fatigue, burnout, and suicide ideation.

Article IV. CE Credit Calculations

CE credits must be calculated for each program segment. This may be a single lecture, or an entire program with a single track. A program segment may have multiple speakers and various topics (including abstracts and short presentations). 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. Though the course may be RACE approved, please note each jurisdiction's restrictions/requirements for calculating continuing education credit.

A program segment is defined as a portion of the program an individual is expected to attend in its entirety.

- a. One CE credit is awarded for 50- 60 minutes of actual instruction for in-person presentations
- b. CE Credits can be awarded at a minimum of .25 (15 min) CE Credits,
- c. No Programs less than .25 CE Credits will be accepted for RACE review.
- d. 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.
- e. Review articles for journals designed for CE may be approved by RACE. Articles must contain a minimum of 3,000 words, with five (5) post-test questions for each CE Credit.
- f. **Text Book and** reading assignments that are part of an approved program qualify for one (1) CE credit for every 10,000 words of print. 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.

50-60 minutes = 1 CE Credit
25 – 49 minutes = .50 CE Credit
15 – 24 minutes = .25 CE Credit

Article V. Method of Delivery of the Program

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. CE credit Calculations can be found in the Article IV.

Section 5.01 Live

A live program is a lecture, broadcasted interactive event (live webinar), seminar, class, lab/wet lab, conference or workshop. The event takes place in real time, i.e., the same timeframe for all participants.

Section 5.02 Anytime

Programs falling into this category include correspondence, computer-based training (ie online courses), mailed material, home study, prerecorded broadcasts, and/or journal/newsletter. There must be a mechanism to document a minimum level of participation, 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. In addition, electronic security measures and reliable technology must ensure appropriate privacy.

There is no scheduled date for participation; the attendee determines when to participate. For evaluation of an attendee's participation in this course, the RACE Provider must use a post-course test with a minimum of five (5) questions. Five additional (5) questions should be added, per additional CE Credit. Certificates of attendance can only be presented to participants receiving a 70% grade or higher on the post-course test.

RANGE

.25 - 1.00 CE credits = 5 questions
1.25 - 2.00 CE credits = 10 questions
3 CE credits = 15
3.25 CE credits = 20 questions

Non-interactive-distance programs can achieve:

- a. 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.
- b. CE Credit for every five (5) hours of presenter mediated discussion, simulations, project completion, case study preparation, etc., provided these activities are 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.

Section 5.03 ADA Compliance

Regardless of the method of delivery and to the extent applicable, RACE Providers shall acknowledge and agree to comply with all applicable federal, state, and local law, including but not limited to the Americans with Disabilities Act, as amended, and any other relevant disabilities laws. This standard is intended to assure all program attendees have access to the content of the program.

Article VI. Programs RACE will not accept

The RACE program will not accept programs if the RACE Provider does not submit all the required information. RACE will also not approve Programs that:

- a. Do not ensure all animals used in the CE activity are cared for with respect and humanely in ways which minimize fear, pain, stress, and suffering and are in accordance with local, state, and federal guidelines for humane animal use
- b. Are not truthful or may be detrimental to the integrity of the veterinary profession.
- c. Are in the format of question and answer in their entirety
- d. Consist solely of exhibit hall attendance
- e. Are standalone discussion/message boards, or roundtable discussions
- f. Are based solely on test completion
- g. Do not meet the stated program objectives
- h. Use the event solely to market or simply instruct in the use of a product or service

Section 6.01 Programs educating about a product, service

Notwithstanding Article VI (h), a program educating about a product, service, or company may be considered for approval provided it demonstrates the following:

- a. There is a clear delineation between marketing and education.
- b. There is sufficient scientific or clinical content related to the product and it is presented in a manner such that the program is useful to attendees who do not use the specific product or service
- c. There is clear indication to participants at the beginning of the presentation of the relationships among Provider, presenter, and content of the program
- d. If there are multiple presenters, all must meet RACE Standards for presenters, and appropriate information on these presenters must be included with the application. The original author of the presentation must be identified and must also meet RACE Standards as a subject matter expert on the specific subject matter
- e. Presenters giving the presentation on behalf of a commercial organization that also employs the presenter must provide a conflict of interest form in the application and disclosure must be made to the program attendees. RACE acknowledges the need for corporations to use veterinary medical professionals as technical representatives to present Programs specifically developed around a product or service. The presenter must be qualified in the subject matter, so they can answer questions and direct the discussion in an appropriate fashion to achieve CE credit. This requires separate submissions of credentials for each individual presenting, which must meet the presenter requirements as listed above in Section 7.02.

Providers must submit credentials for everyone presenting the submitted program. These credentials must meet the presenter requirements as listed in Section 7.02.

Section 6.02 Disclosure/Conflicts of Interest

While Programs may reference specific products or services and be promotional in nature, they must not be or appear to be primarily for generating sales of a product or service.

Disclosure/Conflict of Interest information shall be made available to the participants at the onset of the program.

Article VII. Program Application

The online program application, fees, and required documentation must be submitted for program review. The documentation must be complete and in accordance with the current RACE Standards. The RACE Standards should be reviewed in their entirety before applying.

Section 7.01 Repeat Programs

RACE-approved programs may be repeated within the two-year program approval period at different locations and/or on different dates. Variations in the number of available hours, presentation methods (i.e. interactive vs. non-interactive), agenda or program objective are not the same program and must be submitted as a new program.

Section 7.02 Program Description

Each program application must include a summary statement of the learning objectives for the entire program. The objectives of each program segment must specify the information, skills, and concepts being presented, and what the attendee is expected to learn from program attendance. This information must be provided for each segment of the program (should there be more than one segment) in the RACE application form.

The program is the entire event. A program segment is defined as a portion of the program an individual is expected to attend in its entirety.

Section 7.03 Presenter/Author Information

When the AAVSB reviews Programs, evaluation of the presenter and their qualifications are an essential part of the process. An author or presenter of any RACE program must be knowledgeable in the subject matter at a level higher than the intended audience. They must meet the requirements of the specific category and have specific training, experience, and knowledge in the identified subject matter.

All abbreviations must be spelled out in their entirety. Commonly used veterinary degrees, professional licensure designations and recognized Board Certifications are exceptions to this requirement.

RACE does not keep a registry of presenters for future use. For this reason, each time a program is reviewed by RACE, the presenter/author information must also be provided, even if a presenter has been part of an approved program in the past.

When submitting a program application, biographical information must be submitted for the program demonstrating a presenter's qualifications to instruct on the specific subject matter to veterinarians and veterinary technicians.

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

- a. A biography, CV, or resume with credential information (such as degrees, diplomas, board certification, advanced degrees, current employment, affiliation, and any experience related to the subject matter)
- b. Any other evidence of special knowledge or experience in the subject area being presented, which can be demonstrated by a formal degree or significant time engaged in the field,
- c. Letters of reference (if the Presenter/Author does not meet the RACE Standards for the category submitted) that attest to the suitability of the presenter as a subject matter expert. They must be written within the past two years by two (2) individuals who are board certified specialists or with advanced academic credentials related to the subject matter.

The information provided in the presenter/author information must demonstrate how the individual is a subject matter expert and why they are qualified to speak on the topic.

The information regarding special knowledge or experience should be related specifically to the program, or segment of the program being presented.

1. Presenters/Authors of Medical Programs

Presenters/Authors of any Medical Program must be qualified to engage in clinical veterinary practice or be academically qualified in a field of science related to veterinary medicine. Additionally, they must demonstrate they have special knowledge or expertise in the subject matter being presented.

Qualifications for this category can be demonstrated by any one of the following:

- a. A veterinarian board certified in the subject matter and instructing within the scope of practice
- b. Recognition as a Veterinary Technician Specialist (VTS) in the subject matter
- c. An advanced academic degree in the subject matter
- d. Providing evidence of special knowledge in the subject area being presented, such as current (10 years) publications in a peer-reviewed, scientific journal, extensive professional training in the subject matter, and/or extensive experience in the field, etc.
- e. Being currently engaged in a recognized course of study accredited by the American Veterinary Medical Association or Canadian Veterinary Medical Association that leads to an advanced degree or specialty recognition related to the subject matter

Veterinary medical professionals who have not met the above, or human health care professionals, may present in this category if two letters of recommendation are provided from veterinarians who meet at least one of the requirements (a-e) listed above

2. Presenters/Authors of Non-Medical Programs

Presenters/Authors of any Non-Medical Program must be qualified to provide CE relevant to veterinary medical professionals.

Qualifications for this category can be demonstrated by any one of the following:

- a. Academic degrees or formal education in the subject matter being presented
- b. Extensive experience or training in the subject matter being presented, or other relevant documentation that attests to the presenter/author's higher knowledge in the subject matter than expected of the veterinary professional audience

Veterinary medical professionals who have not met the above, or human health care professionals, may present in this category if two letters of recommendation are provided from veterinarians who meet at least one of the requirements (a-b) listed above

Section 7.04 Program Advertising

RACE Providers must not advertise Programs as RACE approved before official notification of approval has been given. This is regardless of prior approval for a program. Should the Provider want to advertise a program's RACE application status, the RACE Provider must also send the attendees notification of a program's approved or denied status. The following language is suggested if the RACE Provider chooses to advertise;

"This program has been submitted (but is not yet approved) for _____ hours of continuing education credit in jurisdictions which recognize RACE approval. "

If the course is RACE approved, the following language is suggested;

“This program has been approved for _____ hours of continuing education credit in jurisdictions that recognize RACE approval. “

For Large Conferences (50 +CE Credits):

“This program has been approved for _____ hours of continuing education credit in jurisdictions that recognize RACE approval, with _____ hours available to an individual attendee “

Section 7.05 Policy and Procedure for Appeals

If the RACE committee denies an application for approval, the Program Administrator who filed the application or chief executive officer of the Provider may appeal the decision to the AAVSB Board of Directors. Appeals should specifically reference the reason given by the RACE committee as stated in the Denial letter, and why the Provider feels a review of the decision is warranted. Notice of the appeal shall be made in writing and delivered by certified mail, 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 of the disapproval notice of the decision and must include the nonrefundable administrative appeal fee. For the complete RACE Appeals Policy, please contact RACE staff.

Article VIII. RACE 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. Date of Attendance
5. *The statement: “This program has been approved for _____ hours of continuing education credit in jurisdictions that recognize RACE approval. “*