

**The Louisiana Board of Veterinary Medicine**  
**Continuing Education Policy Statement**  
**(For Renewal Year 2011-2012)**

The continuing education requirement in Louisiana was established with the goal of ensuring that the public receive the best possible care from the veterinary community. The Board attempts to achieve this goal by requiring those persons who are LICENSED TO PRACTICE VETERINARY MEDICINE in Louisiana to remain current in subjects related to the practice of the profession. To that end, the following policy has been created.

***Program may be approved if:***

- Subject matter is directly related to the practice of veterinary medicine OR
- Subject matter is of a scientific, alternative, regulatory, practice management, and/or research or medical nature related to veterinary medicine, AND
- Veterinarians at large are affirmatively invited to attend

***Program may also be subject to approval if:***

- The study of human medicine
- A correspondence course
- Comprised of self-help or self-tested materials

***AND program is presented by:***

- state, regional, national, or international veterinary association, AAVSB, governmental regulatory authority, OR
- board-certified specialist in veterinary medicine, OR
- member of the faculty of an AVMA accredited school of veterinary medicine, OR
- Non-veterinarians for alternative, regulatory, practice management, and/or research only.

- The reading of journals or periodicals
- Home study
- A presentation by a DVM who is not formally trained but has some type of special knowledge or training

Please see the list of approved programs on the website, which is regularly updated, or call the Board office if you have any questions.

Approval must be requested by the sponsoring association or the veterinarian attending the program. For approval review, please submit the following information to the Board office:

1. the name of the proposed program and sponsor organization,
2. course content and presenter (in synopsis or outline form), and
3. the number of CE hours to be obtained by attendees.

Pre-approval of program is required. Failure to obtain pre-approval results in a denial of CE credit for annual renewal. In summary, at renewal time, hours which are turned in from programs that were NOT PRE-APPROVED will be denied by the Board. If the program is denied, you will be required to take additional CE in an approved program **prior to** completing the renewal process and obtaining a current license. Late fees and fines will be imposed accordingly. Furthermore, if the required CE is not timely obtained during the fiscal period (July 1 through June 30), then the license expires on September 30 and you cannot legally practice until the renewal process is completed and you are issued a license for the current year.

Employment at an accredited school or college of veterinary medicine will not be accepted in lieu of performance of the required CE hours. Presenters of approved CE programs may not use the hours for program preparation and presentation as CE.

**CE PROGRAMS AND FORMATS:**

**§403. Continuing Veterinary Education Requirements**

A. A minimum of twenty (20) actual hours is required each fiscal year (July 1 through June 30) as a prerequisite for annual renewal of a license. Hours may be taken from:

1. A continuing veterinary education program accepted by another state's regulatory board of veterinary medicine, a governmental entity, and/or AAVSB, as well as those programs sponsored by AVMA accredited schools of veterinary medicine and/or any professional associations recognized by the board; however, any other programs and/or their participants, including in-house programs, shall be submitted to the board for pre-approval of the units or hours of continuing education in accordance with Rule 409A.3 and 4, respectively.

2. A maximum of ten hours of credit may be obtained in approved video-taped, self-test programs with third party grading, and/or self-help instruction, including online instruction with third party grading;

3. The twenty hour requirement for annual renewal of a license may be taken in any combination of the following Board approved programs regarding subject matter content: clinical, alternative, regulatory, practice management, and/or research; however, the actual mediums of approved video-taped, self-test programs with third party grading, and/or self-help instruction, including online instruction with third party grading, are limited to the ten hour maximum set forth in paragraph A.2 of this section.

#### **§409. Approved Continuing Education Programs**

A. It shall be the duty of the Louisiana Board of Veterinary Medicine to approve all continuing veterinary education programs for which credit shall be given to Louisiana licensed veterinarians as follows.

1. All units or hours from contact participation programs listed on the pre-approved list of the Board shall be accepted, as well as all units or hours from contact participation from programs accepted by another state's regulatory board of veterinary medicine, a governmental entity, and/or AAVSB, as well as those programs sponsored by AVMA accredited schools of veterinary medicine and/or any professional associations recognized by the board.

2. The list of programs for which pre-approval has been granted will be updated as needed and published by the Board on its website, as well as those programs which are accepted by another state's regulatory board of veterinary medicine, a governmental entity, and/or AAVSB, and those programs sponsored by AVMA accredited schools of veterinary medicine and/or any professional associations recognized by the board.

3. Additions to the list of pre-approved programs may be requested by writing to the board office and submitting documentation as required by the office. All programs not on the pre-approved list must be submitted for pre-approval at least 14 days prior to the date of the program for the units or hours to be credited. Pre-approval may be obtained by writing or calling the board office during regular business hours.

#### **PROOF OF ATTENDANCE:**

Proof of attendance should consist of an attendance certificate from the sponsoring organization listing the name of conference/program, the actual number of hours personally attended\*\*, the dates of the program, and your name. For large, multi-subject conferences, evidence of the actual programs attended (i.e. records of personal participation, conference schedules noting programs attended) **must** be provided to the board office.

Acceptable substitutions are:

1. program plus proof of payment/registration
2. a letter from the sponsoring organization with the information listed in the above paragraph
3. transcript of formal post-graduate work related to the practice of veterinary medicine

\*\* **NOTE:** Reporting actual hours requires you to attach a record of participation, CE Log, or copy of program schedule marked with programs attended for major programs.

#### **INCOMPLETE OR PARTIAL SUBMISSIONS:**

The Board does not accept incomplete renewals. Proof of CE is one of the required parts of the renewal form. If less than 20 hours (eff. 7/1/2007) of proof of attendance at approved CE program is attached, these steps will take place:

1. Renewal forms will be considered incomplete and will be returned without being processed.
2. A checklist indicating why the form is being returned will be included. The deadline to avoid payment of late fees will be indicated.
3. If the required CE is not timely obtained during the fiscal period (July 1 through June 30), then the license expires on September 30 and you cannot legally practice until the renewal process is completed and you are issued a license for the current year.
4. Where the CE fiscal year deadline has already passed, a statement of the late fees will be included. Renewals without late fees will not be accepted.
5. The mechanism for appeal to the Board will be explained.

#### **LATE FEES AND FINES:**

All licensed veterinarians in the State of Louisiana are required to obtain 20 hours of continuing education per fiscal year (July 1 through June 30) (eff. 7/1/2007) as a *prerequisite* to renewal. Failure to do so is a violation of the Veterinary Practice Act and may result in a late fee and/or fine being imposed by the Board.

1. Effective 12/20/1999, the late fee for renewals is \$125.
2. The late fee for failure to take appropriate CE hours in the proper time frame of July 1 to June 30, is \$25, and a fine of up to \$50 may be levied.

3. CE must be taken between July 1 and June 30 to meet the requirement that it be taken as a prerequisite to renewal.
4. Renewal packets will be mailed prior to June 30. A time period of no less than 90 days will be provided for return.
5. Partial (incomplete) renewal submissions will not be accepted.
6. If the required CE is not timely obtained during the fiscal period (July 1 through June 30), then the license expires on September 30 and you cannot legally practice until the renewal process is completed and you are issued a license for the current year.

<b>CE YEAR IS:</b>	<b>RENEWAL PERIOD IS:</b>
July 1 to June 30	July 1 to Sept. 30
preceding renewal period	of each year