



Supporting Quality
Veterinary Care

CACVT

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Thank you for requesting Continuing Education (CE) credits for your lecture. Please fill out the following information and submit to the CACVT office by physical mail, fax, or e-mail. This form can also be found at www.cacvt.com/programapproval. Contact the CACVT office with any questions or comments.

Today's Date:

Date of Program:

Location where lecture is being held:

Title:

Brief description:

Speaker including credentials:

Total time for lecture (do not include any breaks over 15 minutes in this total):

Is there any lab or hands-on activities?

If yes, how long?

Target audience (*i.e.*, general public, veterinarians & technicians, combination, etc.):

Is this lecture open to the general public?

My company / clinic:

My name:

Contact phone:

E-mail or physical mailing address (which ever method you wish for confirmation):

I would like this information printed in the *Techniques* monthly newsletter if I made the deadline: Yes No

I would like this information posted on the CACVT Web site under CE: Yes No

If yes to either posting, please provide the contact person and information for the class so that it can be posted with the class information:

Proof of Attendance

Any Certified Veterinary Technician (CVT) that attends a lecture must have "proof of attendance." This is up to the lecturer to provide. This can be any type of certificate (any size) that contains the following information:

- 1) attendee's name (it can either be printed ahead of time or hand written in)
- 2) date of presentation
- 3) time (can either be hours like 9-10 AM or 1 hour) – we award 1 CE credit for each hour of lecture. Technical or Supportive depends on the topic and the audience.
- 4) title / topic
- 5) Presenter and credentials.
- 6) Where held / Group putting on the event – in case we have any follow up questions. This can be the hospital where it was held or a sponsoring company.
- 7) Signature – of either the presenter or the office manager / veterinarian etc.

This is just the basics. Additional information can be on the form as well. Please contact the office if you would like a sample certificate.

It's up to the technician to submit his/her CE to CACVT. The presenter / sponsoring group does not have to let us know who attended as long as certificates of attendance are provided for each CVT.