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## ● Responsibilities of the Chair

The Certification Branch is an independent portion of the CACVT and is not associated with the Association Branch. This position's official title is the "Primary Certification Branch Chair." The Chair's main responsibilities are to oversee all activities of this branch and to be the primary contact person for information.

The Secretary-elect shall serve in this position.

The Certification Branch will follow the guidelines as set forth in the "Code for Veterinary Technicians" found in Section 5, "Ethics" in this Leadership Manual.

## ● Committees

### o Compensation

Refer to Section 4, "Compensation for Active Participation."

### o Testing

#### ■ General

The duties of the committee will include, but not be limited to:

- ❖ support testing applicants by assisting with the testing process as best as possible
- ❖ work with the Membership Committee in providing information to testing applicants concerning CACVT membership post-test
- ❖ act as a liaison with AAVSB and PES as necessary
- ❖ monitor and communicate all issues pertaining to the VTNE
- ❖ set the acceptable passing rate of the VTNE
- ❖ provide statistics to school programs if possible

**Mission Statement:** The mission of the testing committee is to oversee all aspects of the Veterinary Technician National Exam (VTNE) and to make recommendations about policies concerning testing.

#### **Volunteer Requirements for Compensation:**

The Testing Committee will meet as needed. In addition, the Chair must attend or have a written summary for presentation at every Executive Board and General Membership meetings.

#### ■ Chair

The testing committee chairperson will be responsible for running all meetings of this committee. This chairperson will be considered the contact person for any activity or question that is directly involved or related with testing that may arise during the year.

#### ■ Veterinary Technician National Exam (VTNE)

In 2004, the Testing Committee adopted and supported the recommendation of the Committee on Veterinary Technician Education and Activities (CVTEA) that by 2010, all people sitting for the VTNE will have graduated from an AVMA-accredited program in veterinary technology and the passing criteria will be in agreement with the Professional Exam Service's (PES) recommendations. In May 2005, the American Association of Veterinary State Boards (AAVSB) bought the VTNE from PES.

Beginning January 1, 2006, to transfer test scores to another state, the Technician Information Verifying Agency (TIVA) of the AAVSB must be contacted at 877-698-8482 or [www.aavsb.org](http://www.aavsb.org) and, for a fee, the scores will be transferred. Forms for doing this are given to all applicants, are available in the office, or can be obtained from AAVSB directly.

#### **Requirements to sit for the VTNE:**

Requirements are no longer under the control of CACVT. AAVSB exclusively holds the right to decide who can sit for the exam. Their requirements for Colorado are actual more lenient that CACVT originally held in that students may sit for the exam as long as they will be graduating from an AVMA program within six months of the test date.

**The VTNE**

The Veterinary Technician National Exam (VTNE) is distributed by the Professional Exam Service (PES) who are based in New York. All aspects of the test including fees, location, times, etc. are set by AAVSB and can be found on their Web site [www.aavsb.org](http://www.aavsb.org) or by calling 877-698-8482. The VTNE is still offered in Colorado on the third Friday of January and June.

When a person fills out a testing application (through AAVSB), (s)he can indicate which state (s)he would like the score to be sent to (only one state can be chosen).

When a person is transferring to another state, it is up to that individual to contact AAVSB to have his/her score transferred.

There is no limit to the number of times that a person can sit for the VTNE. There is no time limit from when the person obtained his/her diploma to when he/she sits for the exam.

**Scores**

All people taking the test will be notified by mail approximately six to eight weeks after taking the test directly from PES or AAVSB. While CACVT receives a copy of all scores from PES/AAVSB, no notification of results will come from the CACVT office. Actual score numbers will not be given out to any persons. However, if a person is transferring to another state, and the requirements of that state are known, then a pass/fail can be given for that state.

The test is divided the test into 7 categories. Individuals can be informed of the categories that had the lowest scores (without actually giving out the score).

**■ Passing Criteria**

The passing rate is a score of 425 or greater (out of a possible 800 point scale) based on the PES Criterion Reference passing score (CRS) for that particular test. CRS is a process that evaluates each item on an exam and is done so by a panel of experts and is checked and double-checked. Each question is then given a value based on the difficulty of the question. This particular way of scoring has nothing to do with how well everyone else did. It is not the standard bell curve. It is a content-based standard setting that requires an established level in order to pass.

**■ Scholarship Information**

The first scholarships were awarded June 2005. They were discontinued starting with the January 2007 testing since CACVT was not receiving any income from these tests.

**o Continuing Education****■ General**

The duties of the committee will include, but are not limited to:

- ❖ Setting the appropriate fees and monitoring all financial activities.
- ❖ Establish Continuing Education (CE) criteria.
- ❖ Establish appropriate CE amounts, time frames, and keep individual records.
- ❖ Approval or denial of CE requests

**Mission Statement:** The mission of the Continuing Education committee is to provide the guidelines for certification of a veterinary technician in the state of Colorado and maintain accurate CE records.

**Volunteer Requirements for Compensation:**

The Committee will meet no less than six times a year. Chairs must attend at least five of these meetings to be eligible for compensation for active participation.

Other Committee members who are active participants (attend 75% of the meetings and assist during conferences), will receive complimentary admission to CACVT conferences. Lodging will be based budget allotments.

Volunteers who assist with the recording of CE hours shall be granted one complimentary CE conference every certification period, provided that they complete their tasks in a timely manner.

## ■ Chair and CE Coordinator

The Continuing Education chairperson will be responsible for running all meetings of this committee. This chairperson will also be responsible for increasing the number of members involved in this committee and maintaining the appropriate financial records. This chairperson will also assist or delegate assistance to the Primary Chair and/or the office administrator in all related activities.

The CE Coordinator will oversee the volunteers who record individual credits from members to ensure accuracy and timeliness. The CE Coordinator may be one of the individuals recording CE if (s)he so desires. This position shall be considered a chair-type position for compensation for active participation (see section 4).

Volunteers who record individual credits shall be reimbursed (if they choose) for any postage costs acquired directly related to this process as approved in the budget.

## ■ Contribution and Arrears

Certification is renewable as long as the person has met the appropriate CE requirements and has complied with the Code for Veterinary Technicians (i.e., in good standing).

Since the Certification Branch is independent of the Association Branch, by just maintaining certification, one is not entitled to any benefits of CACVT Association membership, but will be considered a CVT in good standing as long as the appropriate CE requirements are met.

### **Fees:**

The current fee to maintain CVT status is \$130 for a two-year period running from July 1 to June 30 of even numbered years. Fees are due on or before July 1st of the certification years. If a person chooses to become certified on or after July 1 of the odd numbered year (i.e., the second year of the two-year certification period), then the cost is \$65. All certifications expire on June 30<sup>th</sup> of the even numbered year regardless of when the person became certified.

A renewal notice will be sent to the last known address approximately three months prior to the renewal date. A written notice will be sent in September to all individuals who have not renewed. A second written notice will be given within six months. If after this time there has been no response, the certification will be considered terminated.

### **Reinstatement:**

A certification which has lapsed for the sole reason of nonpayment of fees may be reinstated within four years of issue by paying the delinquent fees of the membership dues for each certification period and a \$25 per year late fee, plus submitting 16 CE credits for the first certification period and 16 CE credits for the second certification period by the end of the current certification period (or a total of 32 by June 30<sup>th</sup>).

If the certification has lapsed over four years and no CE has been maintained, the individual shall retake the VTNE in order to be considered certified again.

If the certification has lapsed over four years but the individual has maintained (and can provide proof of) 16 CE credits every two years, then the individual may make up the back dues in the amount of the membership dues for each certification period plus a \$25 per year late fee.

## ■ Requirements for Continuing Education Credits

### **CE requirements for two-year certification period:**

Every CVT member is required to obtain 16 CE credits per two-year period. Only CE obtained within the two-year period is acceptable (July 1 of the even year to June 30 of the following even year). There is no carry over to the next certification period.

CE can be applied to earlier certification periods if a member has allowed their CE to lapse.

Anyone becoming a member after July 1 of the second year (via transfer or testing), will need 8 CE credits before June 30 of the next year. People transferring into CO can use previous credits as long as they were obtained after July 1 of the previous year.

People entering the association in January of the first year, need 8 credits before June 30 of the next year (giving them approximately 1 ½ years to obtain them).

People entering the association in January of the second year, need 4 credits before June 30 of that year.

Inactive members of the Association are required to have ½ of the number of credits of an active CVT member. All other guidelines apply.

### **Guidelines:**

The complete "Continuing Education Guidelines" is provided in the "Forms" section.

- ❖ Credits will only be counted if obtained after the VTNE test date.

The type of CE accepted is anything directly relating to the veterinary field or education that will directly assist in job performance. Official CE is defined as anything that contains a specific structured format that can be placed in an outline form with a designated speaker. If there are any questions concerning a specific topic, verification from the doctor or technician presenting the topic will be accepted. In general, if the focus is geared more towards technicians, technical CE would be given. If the focus is more geared towards the general public, then only supportive CE could be approved.

### **Specific CE approval:**

Anything approved by the State Board of Veterinary Medicine, will carry the same approval for technicians.

#### **Approved CE credits for attending State Board Meetings**

One supportive credit per hour. Documentation will be done by calling the office in advance. Written "rules for attending" (etiquette) will be sent to the individual, then using the sign up sheet at the actual meeting. Limited attendance per meeting.

**On-line classes (distance learning)** = will be considered technical if they involve direct interaction with an instructor (through bulletin boards or chat rooms) and are directed at, and applicable to, the veterinary professional level.

**Veterinary Technician Magazine or NAVTA Journal**, each article is worth ½ supportive CE credit. They issue a certificate with the total number of hours at the end of the year.

**RACE credits** have already been figured and are listed in course catalog = one hour of time is worth one CE hour.

**Chapter Meetings:** ¼ credit CE be given to CVT members attending any chapter meeting if requested. The Chapter Chair will have a form for the attendee that will have place for each attendance. Once 4 slots have been filled (i.e., four different meetings were attended), then the CVT will be allowed to submit the form for one full CE supportive credit.

**Hills Health Care Connection** = One level = one supportive credit (correspondence course)

**Speakers:** ½ credit per hour of lecture. No additional credit will be given.

### **CE not accepted:**

- ❖ CE is not given for CACVT Goal and Leadership Conferences.
- ❖ If a manufacturer representative demonstrates the usage of a piece of equipment where no diagnostics or interpretation is involved, then no CE will be awarded.
- ❖ No credit will be given for reading of individual books as there is no outside monitoring source.

### **Other:**

There is no limit to the amount of CE that can be obtained from clinic-sponsored CE programs.

For every hour that a person volunteers in the CACVT office, they will receive a voucher worth \$5 off a CACVT conference to be used within the next year. This will not be awarded if any other assistance is being offered (such as mileage reimbursement). This does not include the Fall CVMA conference. A maximum of four for CVT members, three for associate members, and two for student members may be used towards any one conference.

Class about computers/software: If it's directly related to the veterinary technician profession (supportive). Either have the manager/boss sign off on it (i.e. the boss wanted the technician to take the class), or if it's for a self-betterment or self-employed situation, the job/situation must be in the veterinary field. Example: If the computer class is in Word and it's for a side business of working in a flower shop, it won't be approved. If it's an Access class for a self-employment in veterinary transcription, it will be accepted. Ultimately, each situation will have to be evaluated on an individual case basis.

### **Alternative Medicine Classes:**

Depends on the orientation of the class. If at the veterinary or technician level, then technical, if orientated to the general public or general knowledge, then supportive.

### **Excessive amount of CE:**

If any CVT who is an Association member obtains 35 or more CE credits, his/her name will be mentioned in the newsletter and or formal recognition will be given as determined by the CACVT CE committee (influenced by the DAVMS Academy of Veterinary Practice Program). The appropriate amount of technical CE must be obtained.

### **Requests for CACVT pre-approved CE:**

It was approved by the committee that the administrator would be able to grant CE requests if they specifically matched the guidelines already established by the committee. Any variations would be brought before the committee at the next meeting. The administrator must inform the person requesting the CE, that their request will be presented to the committee individually, and that the committee has two weeks to overrule the judgment of the administrator. If the person requesting the CE is not contacted by the administrator before the 2 weeks are up, the decision of the administrator will stand.

### **Proof of Attendance**

Any CVT that attends a lecture must have "proof of attendance." 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 just hand written in.
- 2) Date of presentation.
- 3) Time - it can either be hours like 9-10 AM or 1 hour.
- 4) Title / topic – if it's obvious, then no additional information is needed. If it's a fancy title, then a short paragraph of the topic must also be present.
- 5) Presenter and credentials – verifying that the person is qualified to discuss this topic.
- 6) Where held / Group putting on the event – in case there are 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 / head veterinarian, etc.

This is just the basics. Additional information can be on the form.

Other proof of attendance can included brochures, announcements, or syllabus (non-inclusive list) - anything to prove that the attendee was there. It's up to the technician to maintain his/her own records (proof of attendance). The presenter / sponsoring group does not have to let CACVT know who attended as long as certificates of attendance are provided for each individual.

## ■ Recording and Keeping of Individual Records

The responsibilities for recording individual members CE credits will be divided between the appropriate number of individuals needed and overseen by the CE Coordinator. If there are any questions, the committee will be consulted. Credits will only be kept track of for CVTs in good standing.

### **Submitting of CE Credits:**

It is preferred that individuals wait until all required CE has been obtained before submitting the "Continuing Education Form" (in the "Forms" section). However, CE will be accepted at any time. Beginning July 1, 2007, actual copies of the documentation of attendance no longer need to be submitted (see below).

Once all 16 CE hours from an individual has been recorded by a volunteer in the main notebook (the form submitted will be placed in the notebook), a blue postcard will be filled out and returned to the office. The administrator will record the number of CE credits in the main database and mail the card to the member. An e-mail notification may be substituted for the blue postcard.

### **Guidelines Regarding Proof of Attendance:**

Adopted by the CACVT Executive Board on April 5, 2006, effective July 1, 2006

Individuals no longer need to submit proof of attendance forms. They only need to completely fill out the "CE Request Form." However, all CVTs should keep the original proof of attendance forms in case they are asked to provide proof. If a member is chosen randomly from the computer data base, then the person will be asked to provide proof of the CE that was submitted. Copies will be appropriate.

For each group of approximately 50 to 75 members who submit their full CE requirement (16, 8, or 4 CE hours), one person will be randomly chosen and asked to submit the proof of attendance forms to the CACVT office. The person will be asked via mailed letter or e-mail. The person will have two weeks to submit copies of the certificates via snail mail, fax, or e-mail to the CACVT office (this includes weekends).

If the member has not submitted them within the allotted time, then staff will follow-up with a phone call to determine the reason why the person is delinquent. If the reason is not adequate, it will be taken to the Continuing Education committee, and then to the Executive Board if needed.

If the person cannot provide proof, then they will not be considered a certified technician in good standing (treated like they haven't turned in CE).

### **Specific CE credits**

Testing June 1 <sup>st</sup> year = 16 credits	Testing January 1 <sup>st</sup> year = 8 credits
Testing June 2 <sup>nd</sup> year = 8 credits	Testing January 2 <sup>nd</sup> year = 4 credits
Any membership renewal before July 1 <sup>st</sup> of 1 <sup>st</sup> year = 16 credits	
Any membership transfer in 1 <sup>st</sup> year = 16 credits	
Any membership transfer on or after July 1 <sup>st</sup> of the 2 <sup>nd</sup> year = 8 credits	

## ■ Forms

- ❖ Continuing Education Guidelines
- ❖ Continuing Education Form
- ❖ Requesting CE Approval Form



## Continuing Education Guidelines For Certification of Colorado Veterinary Technicians July 1, 2006 – June 30, 2008

### From the Continuing Education (CE) Committee:

The goal of the CE committee is to enhance the veterinary technician profession and the professional image of individuals by elevating the continuing education requirements. We take into account a variety of fields where veterinary technicians work, however, the fundamental basics is still medicine. This is what defines a credentialed CVT. Thus it is important to maintain the medical foundation no matter what field you are currently working in (medical or not).

If we want to enhance our profession, we need to elevate the level of continuing education (CE) we obtain while accepting that our profession requires education not directly aligned with CE credit – it's just part of the job and we do it because we enjoy it.

Take ownership of your profession and responsibility of your learning. ANY class you attend where you do not enhance your knowledge and learning or better your career, should not be turned in for credit.

A total of 16 hours of continuing education credits will be required in order to maintain Colorado Veterinary Technician Certification for each 2-year period. New graduates or transfers in the second year (after June 30th) are required to obtain 8 hours. At least one-half of the necessary credits must be from the technical category.

There will be no carry over of hours from one certification period to another; coverage of previous periods delinquent of required hours will be completed prior to obtaining current certification hours. The CE Committee has the right to approve or disallow any submitted credits.

One hour of CE credit is granted for:

- ❖ one hour of lecture.
- ❖ two hours of wet lab classes.

Continuing education (CE) may include, but is not necessarily limited to, the following pre-approved courses:

### **I. Technical Category (topics that are medically orientated, at the technician or veterinarian level, and interactive):**

- A. **State Association** lectures offered by CACVT, CVMA, DAVMS, and State VMA's, and any courses already approved by the Colorado State Board of Veterinary Medicine.
- B. **National Association** lectures offered by associations listed in the AVMA directory, examples include NAVTA, AAHA, AALAS, AVMA, ACVIM, etc.
- C. **Corporate Product** lectures. For Example, Hill's, Heska test result classes, Intervet vaccine update, IDEXX, etc.
- D. **Courses offered by AVMA-recognized schools.**
- E. **College Courses** (animal related only) lectures that are 200 level or above. For example, animal nutrition, artificial insemination, herd health, animal anatomy, etc. Courses are granted credits equal to the number that the college gives (*e.g.*, a 3 credit course = 3 CE credits).
- F. **Distance Learning or Internet classes** which are directed at and applicable to the veterinary professional level and where there is direct interaction with an instructor (through bulletin boards or chat rooms).

**II. Supportive Category (not mandatory but can be up to ½ of your required CE hours):**

- A. **Non-Veterinary Association** lectures. For example, Association of Animal Control Officers (CAACO), Association of Operating Room Nurses (AORN), Colorado Association of Continuing Medical Laboratory Education (COCMLE), Humane Societies, etc.
- B. **Correspondence courses and journal articles.** For example *Veterinary Technician*, *NAVTA*, or *Compendium* journals where tests are completed and sent back to the journal. The journal will then send a certificate of CE hours obtained which can be submitted to the CACVT. Video courses or Web site courses where there is no interaction with an instructor will fall into this category. Documentation must be available by the group offering the CE program.
- C. **Practice Management** lectures by established management groups. For example Veterinary Hospital Management Association, AAHA practice management, etc. that are directly applied to the veterinary field.
- D. **Emergency-Disaster Preparedness** lectures.
- E. **Behavior** lectures that are medically orientated.
- F. **CACVT Chapter Meetings** where additional CE is not offered. Four chapter meetings = one CE credit.

**III. No CE Credit will be given for the following:**

- A. Attending Exhibit Halls or spending time monitoring a booth.
- B. Reading any kind of educational material unless there is a designed testing process that accompanies it (see section II. B)
- C. Any computer skills classes (such as Excel) or any college courses that are not directly related to veterinary medicine. We recognize that you need these for your job – but it is job development not veterinary CE.
- D. Speaking/lecturing engagements. This is something you have chosen to pursue. While we recognize you may learn while preparing, this is part of the process and not direct veterinary CE.
- E. Any training for new or upgrading of equipment.
- F. AAHA Practice evaluation of clinic.

Please direct all questions regarding continuing education to the CE Committee of the CACVT.

You DO NOT need to submit proof of attendance at this time. If you are chosen randomly from the computer data base, then you will be asked to provide proof of the CE you have submitted. Please retain proof of attendance for your own records and submit if requested.

Once your total number of credit have been obtained, return the completed Continuing Education Form to the CACVT office. Blue postcards will be mailed to you to verify that the credits have been received and recorded. Since this recording is done by volunteers, please be patient with the processing. However, do contact the office if you have not received verification within a reasonable amount of time.

08/2005djm



**COLORADO ASSOCIATION OF CERTIFIED VETERINARY TECHNICIANS**  
303-318-0652 866-318-0652 303-318-0651 (fax) info@cacvt.com www.cacvt.com

**CONTINUING EDUCATION FORM 2006-2008**

**Please Print**

Name \_\_\_\_\_ State Certification # (if known): \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Please submit a list of your continuing education events attended using this form. You DO NOT need to submit proof of attendance at this time. If you are chosen randomly from the computer data base, then you will be asked to provide proof. Please retain proof of attendance for your own records and submit if requested. Thank you.

Meeting \_\_\_\_\_

Title/Topic \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Speaker: \_\_\_\_\_

Number of CE hours requested: \_\_\_\_\_ Technical \_\_\_ or Supportive \_\_\_ (check one)

Meeting \_\_\_\_\_

Title/Topic \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Speaker: \_\_\_\_\_

Number of CE hours requested: \_\_\_\_\_ Technical \_\_\_ or Supportive \_\_\_ (check one)

Meeting \_\_\_\_\_

Title/Topic \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Speaker: \_\_\_\_\_

Number of CE hours requested: \_\_\_\_\_ Technical \_\_\_ or Supportive \_\_\_ (check one)

(Continued on back)

TOTAL NUMBER OF CREDIT HOURS SUBMITTED: \_\_\_\_\_

Credits must be obtained between July 1, 2006 and June 30, 2008. CE does not carry over into the next certification period. You need at least 16 CE credits, of these 8 or more must be from the technical category.

**Return to Continuing Education Committee after 16 hours are completed**

CACVT Continuing Education Committee  
191 Yuma Street  
Denver, CO 80223



**CONTINUING EDUCATION FORM 2006-2008**

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Meeting \_\_\_\_\_  
 Title/Topic \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_ Speaker: \_\_\_\_\_  
 Number of CE hours requested: \_\_\_\_\_ Technical \_\_\_ or Supportive \_\_\_ (check one)

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Meeting \_\_\_\_\_  
 Title/Topic \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_ Speaker: \_\_\_\_\_  
 Number of CE hours requested: \_\_\_\_\_ Technical \_\_\_ or Supportive \_\_\_ (check one)

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Meeting \_\_\_\_\_  
 Title/Topic \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_ Speaker: \_\_\_\_\_  
 Number of CE hours requested: \_\_\_\_\_ Technical \_\_\_ or Supportive \_\_\_ (check one)

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Supporting Quality  
Veterinary Care

## CACVT

Denise Mikita, CVT, Executive Director  
Ivy Leventhal, CVT, Administrator  
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office 303-318-0652, toll free 1-866-318-0652  
fax 303-318-0651 or e-fax 309-408-3976  
[info@cacvt.com](mailto:info@cacvt.com) / [www.cacvt.com](http://www.cacvt.com)

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. 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 address (if you wish confirmation via this method):

Mailing address (if you wish confirmation via this method):

I would like this information printed in the Technician monthly newsletter (circle one): Yes No

### **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:

- 8) attendee's name (it can either be printed ahead of time or hand written in)
- 9) date of presentation
- 10) 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.
- 11) title / topic
- 12) Presenter and credentials.
- 13) 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.
- 14) 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.