



Certified Veterinary Practice Manager (CVPM) Board
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ACCEPTABLE CONTINUING EDUCATION

Forty-eight (48) hours of applicable continuing education (CE) is required biannually. Acceptable CE programs must have clearly identified learning objectives linked to the CVPM Practice Analysis Outline. Credit will not be given for courses relating primarily to veterinary medicine, or for product and/or service presentations provided by vendor representatives.

A minimum of 24 CE hours (50%) must be from acceptable live, face-to-face events. No more than 10 CE hours (20%) can come from instruction and/or writing.

All continuing education must be documented to be accepted. A certificate of attendance, certificate of completion, or transcript are acceptable as proof of continuing education.

When renewing for the first time, certificants may apply CE earned after the date of their certification even if it falls before the renewal cycle starts.

Excess hours (those over forty-eight (48)) do not carry over from any given renewal period into the next renewal period.

All documentation of CE should be held by the certificant to be sent with the completed renewal form and fee when renewal becomes due.

The CVPM Board will be the final judge of which courses or seminars are acceptable, and the number of hours that can be credited for each course.

Acceptable professional development activities include:

1. Live, face-to-face classes, conferences, meetings, seminars, and symposiums.
2. Live Webinars/Webcasts/Videoconferences.
3. Workshops, panel discussions, and roundtable discussions sponsored by an acceptable CE provider in a formalized setting. CVPM question writing sessions sponsored by the CVPM Board are applicable.
4. College or university courses taken for academic credit at an accredited academic institution. 1 credit/semester hour earns 6 CE hours.

5. Self-paced study (asynchronous learning) which includes an interactive component such as quizzes, post-tests, or other learning assessment exercises or activities by which participants apply and demonstrate comprehension of the covered content areas. (i.e., on demand)
6. E-Learning (synchronous learning) which includes real-time components/interactive sessions, as well as quizzes, post-tests, or other learning assessment exercises or activities by which participants apply and demonstrate comprehension of the covered content areas. (i.e., online, distance learning)
7. Instruction – 1.5 hours of CE will be accepted for every hour of presentation time for each course/workshop that is instructed. Credit is accepted only once per program/topic.
8. Writing – 1 hour of CE will be accepted for each published article (published in an industry professional journal, magazine, and newsletter), chapter or book. Credit is accepted only once per article/topic. Article must have a minimum of 500 words.

ACCEPTABLE CONTINUING EDUCATION PROVIDERS

The CVPM Board accepts applicable CE that is sponsored by a state, national, or international veterinary organization (i.e., AAHA, AVMA, VHMA, VetPartners, State Veterinary Medical Association, etc.).

The CVPM Board accepts applicable CE that is provided by a recognized educational or governmental entity, such as a university, college, community college, or government agency.

The CVPM Board accepts applicable CE from non-industry recognized education providers (i.e., SkillPath, Padgett-Thompson, National Seminars, Society for Human Resource Management, American Management Association, and Fred Pryor). The CVPM Board will review non-industry providers on a case-by-case basis.

In-house training programs may be accepted by the CVPM Board with prior approval. Training programs that are specific to the organization's own internal policies and procedures are not applicable; program content should be relevant to generally accepted practice management concepts and techniques.

The CVPM Board will determine on an individual basis whether a local seminar, or one given or sponsored by an unfamiliar speaker or sponsor, will be accepted. For a course to be considered, the applicant must submit:

- A. A biography or list of credentials of the instructor
- B. A detailed outline of the subjects covered
- C. Copies of all documents given in connection with the seminar