



College of Veterinarians of British Columbia

Continuing Competence Committee Policy: Reporting of Continuing Education Credit Completion

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The following is a policy drafted by the Continuing Competence Committee and approved by Council.

Preamble

Part 4 of the College of Veterinarians of British Columbia (CVBC) Bylaws, Ethics and Standards, require that each registrant must complete 30 hours of Continuing Education (CE) every 2 years¹, and must declare (at the time of annual registration renewal) the number of CE hours attained in the preceding year². The Bylaws also determine that, upon request from the Continuing Competence Committee (CCC), a registrant must provide verification of compliance with the Continuing Competence Program.

With this authority in mind, the CCC presents the following policy regarding reporting of Continuing Education credits.

Policy

The Continuing Competence Committee authorizes the Registrar to request every registrant to submit a report of the details of each CE session attended/completed during the previous calendar year, including (but not limited to) the following information:

- Session Topic
 - Speaker
 - Session Host (presenter/provider, if different from the Speaker)
 - Date of the Session (if a recorded webinar, Date Recorded and Date Attended should both be indicated)
 - CE Credit Hours
 - Format of the session (eg. Conference, webinar, wetlab, etc)
- +/- Copies of the Certificates of Attendance/Completion

This policy was passed by Council on October 11, 2019 pursuant to Bylaw s. 1.2(4) following its proposal by the Continuing Competence Committee under the authority of Bylaw s. 1.51(2)(d).

¹ Bylaws, Part 4, Ethics and Standards, s. 255 *Mandatory Continuing Education*:

“(1) An active registrant must obtain a minimum of 30 credit hours during each two-year cycle.”

² Part 4, s. 256 *Reporting continuing education*:

“On renewal pursuant to section [2.28], an active or inactive registrant must declare in the form required by the registrar, the number of credit hours of continuing education attained in the preceding year.”