



College of Veterinarians of British Columbia

CVBC Guidelines to the Bylaws: Inactive Registration and Continuing Education Requirements

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Active classes of registration: Private Practice, Specialty Private Practice, Public Sector, Temporary for External Licensed Veterinarians

Inactive classes of registration: Non-Practicing, Retired

Preamble

The CVBC Bylaws for the Continuing Competence Program (Part 4, Division 4.6) and Registration (Part 2) establish Continuing Education requirements for registrants, and they include:

1. Compliance with the requirements of the Continuing Competence Program is an ongoing requirement for continued registration (s. 2.27(1)(e));
2. Active registrants must complete a minimum of 30 hours of continuing education during each 2-year cycle (s.255(1)). Hours in excess of the minimum requirement do not carry over to the following cycle;
3. Active registrants may request a transfer to an inactive class of registration if they will not be practicing veterinary medicine in BC
4. An active registrant that transfers to inactive registration is still responsible for completing and reporting the CE that was required for the period of the current 2-year CE cycle in which they held active registration;
5. Inactive registrants are exempt from maintaining and reporting the CVBC's mandatory CE requirements, while they remain inactive (s. 255(2));
6. An Inactive registrant may apply to transfer back to an Active class of registration within the first 3 years of being an Inactive registrant (s. 2.24(2));
7. Should an Inactive registrant wish to return to Active registration, they will be required to prove that they have completed the hours that would have been expected of them during their Inactive time had they been Active registrants (s. 255(2) & 2.24(2)(c)).

Each Quarter of the annual registration year bears a 3.75 CE hour obligation of the 2-year cycle’s total 30 hour minimum requirement. The following table illustrates how prorated CE requirements are calculated, depending on registration/change in registration dates:

| Quarter Designation | Date Range ¹ | CE Hours Requirement for active registration during this quarter, by end of 2 year cycle |
|---------------------|------------------------------|--|
| Q1(yr1) | January 1 – March 31, Yr1 | 3.75 hours |
| Q2(yr1) | April 1 – June 30, Yr1 | 3.75 hours |
| Q3(yr1) | July 1 – September 30, Yr1 | 3.75 hours |
| Q4(yr1) | October 1 – December 31, Yr1 | 3.75 hours |
| Q1(yr2) | January 1 – March 31, Yr2 | 3.75 hours |
| Q2(yr2) | April 1 – June 30, Yr2 | 3.75 hours |
| Q3(yr2) | July 1 – September 30, Yr2 | 3.75 hours |
| Q4(yr2) | October 1 – December 31, Yr2 | 3.75 hours |

¹Yr1: Odd Year; Yr2: Even Year; 2-year Cycle example: 2023-2024

A. Transferring from Active to Inactive Registration

The CVBC uses the above table to adjust (reduce) a registrant’s total CE reporting requirement if they transfer to an Inactive class of registration midway through a CE cycle. Active registration for a *portion of a quarter* will bear that quarter’s full 3.75 hour CE requirement.

Though Inactive registrants do not need to complete and report CE for the time they are inactive registrants, a registrant who transfers from an Active to an Inactive class of registration must still report (by the cycle reporting deadline) completion of the CE hours required for the quarters of the cycle during which they held Active registration.

An Inactive registrant’s compliance with their Active registration CE responsibilities will be assessed at the end of the cycle during the CE audit process and noted in their file and may be a factor during a future reactivation application.

B. Transferring from Inactive back to Active registration

Though not required to complete CE while they hold Inactive status, a registrant wishing to return to Active status must complete CE prior to reactivation to compensate for their time out of Active status. An Inactive registrant’s application to reactivate must include proof of completion of the CE hours that they were exempted from while Inactive.

CE Completion Dates

The expectations of the CVBC’s bylaws are that 30 hours of CE will be completed during each 2-year CE cycle. Hours completed in excess of the minimum requirement of 30 hours can’t be carried forward to the next cycle.

For a registrant who transfers from Active to Inactive status during a cycle, they must complete their Active status CE requirement at any time during that 2-year CE cycle, and must report it by the end of the CE cycle.

Example: If Dr. X transfers to Inactive status on January 1, 2024 (mid-way through 2023-2024 CE cycle), they must complete and report 15 hours of CE by December 31, 2024 for their time as an Active registrant. These 15 hours of CE can be from CE sessions that were attended at any time during the 2023-2024 CE cycle. They don't need to report any CE for the 2nd year of the CE cycle, because they have been an inactive registrant for that period of time)

For an Inactive registrant who wishes to transfer back to Active status, they must demonstrate completion of CE hours equivalent to what they would have been required to complete had they remained Active for that period of time. Please contact the office at registration@cvbc.ca to find out how many CE hours will be required as part of your reactivation application.

The Inactive registrant may:

- report CE hours completed *during the relevant CE cycles* (eg. If they have continued to engage in ongoing continuing education despite their registration status); and/or
- complete the required hours *in the lead up to their application to transfer back to Active status*, in preparation for their return to practice.

Example: If Dr. X keeps their inactive status from January 1, 2024 (ie. For the 2nd year of the 2023-2024 CE Cycle) until January 1, 2026 (ie. For the 1st year of the 2025-2026 CE cycle), they will need to prove that they have completed a total of 30 hours of CE for their time as an Inactive registrant (15 hours from the 2023-2024 cycle, and 15 hours for the first year of the 2025-2026 cycle).

While all 30 hours must be completed before transfer back to Active registration will be granted, the 15 hours relevant to 2024 may have been completed during the 2023-2024 cycle, or they may be completed during 2025. The 15 hours relevant to 2025 must be completed during 2025.