



College of Veterinarians of British Columbia

Continuing Competence Committee Policy: Reporting of Continuing Education Credit Completion

Version 2 - Revised June 2025ⁱ, Published July 14, 2025

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 Program³. 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 require every registrant to submit a report of the details of each CE session attended/completed during the previous calendar year that includes (but is not limited to) the following information:

- Session Title
- Speaker(s)
- Session Host (presenter/provider, if different from the Speaker)
- Date of the Session (if a recorded webinar, the Date Attended – not Date Recorded – must be reported)
- Total CE Credit Hours earned
- Format of the session (eg. Conference, webinar, wetlab, etc)

Registrants must be able to provide proof of attendance/completion for all sessions reported (= a certificate or letter confirming attendance issued by the session provided AND (if a multi-session event) a list of the specific sessions the registrant attended). The CVBC's CE reporting system provides the ability for registrants to upload certificates and session lists directly into their account. If a registrant chooses not to use this feature, they **MUST** provide their certificates to the CVBC upon request.

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

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

³ Part 4, s. 257 *Verification*

This policy was prepared by the Continuing Competence Committee under the authority of Bylaw section 1.51(2)(d) and approved by Council pursuant to Bylaw section 1.2(4)

ⁱ Policy History:

<i>Version</i>	<i>Date Approved</i>	<i>Nature of Substantive Revisions</i>
<i>Original (v.1)</i>	<i>October 11, 2019</i>	<i>First version</i>
<i>v.2</i>	<i>DATE</i>	<i>Updates to list of required reporting information</i>