

# A BRIEF OVERVIEW OF PROFESSIONAL CE POLICIES AND PROCEDURES

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# CE REQUIREMENTS FOR VETERINARY MEDICINE

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- Veterinary Medicine & Veterinary Technology are the only professions with continuing education requirements overseen by this Board office.
- Veterinarians must complete 45 credit hours, and Veterinary Technicians must complete 24 credit hours every 3-year registration period.
- A maximum of half of these credits can be "Self-Study".
- We can only accept certificates of completion from NYSED-approved providers. This Board office is responsible for reviewing and approving said providers.

# MANDATED TRAINING RELATED TO CHILD ABUSE

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- Physicians are the only profession overseen by this Board office who are required to complete the Mandated Training Related to Child Abuse.
- Providers of the training are reviewed and approved by Professional Education Program Review (PEPR).
- A Certification of Completion or Exemption must be provided at the time of initial licensure.
- The Registration Unit will request a copy at the licensee's time of renewal if we do not have records.

<b>Veterinarian Form 1-SB</b>	<p>The University of the State of New York THE STATE EDUCATION DEPARTMENT Office of the Professions State Board for Veterinary Medicine <a href="http://www.op.nysed.gov/prof/vetmed/">www.op.nysed.gov/prof/vetmed/</a></p>	<b>Department Use Only</b>						
<b>Application for Approval as a Continuing Education Sponsor for Veterinarians and Veterinary Technicians</b>								
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<p>At least 120 days in advance of offering courses/educational activities, send a completed application with the required attachments and the \$900 fee to the address at the end of the form. Make your check or money order payable to New York State Education Department. NOTE: APPROVALS ARE FOR A THREE-YEAR PERIOD.</p>		<div><input type="checkbox"/> <table><tr><td>75</td><td>\$900</td><td>VN</td></tr></table></div> <div><input type="checkbox"/> <table><tr><td>76</td><td>\$900</td><td>VN</td></tr></table></div>	75	\$900	VN	76	\$900	VN
75	\$900	VN						
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<b>Check one:</b> <input type="checkbox"/> Initial Application <input type="checkbox"/> Renewal Application	<b>Approved Effective Date</b>							
<b>Name of Organization:</b>	<b>Denied Notification Date</b>							
<b>Mailing Address:</b>								
<b>Contact Person:</b>								
<b>Telephone Number:</b>								
<b>Fax Number:</b>								
<b>E-mail Address:</b>								

# REVIEWING PROVIDERS

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- Applicants must submit a Form 1-SB with supporting documentation and a check or money order for \$900.
- Renewals are every 3 years.
- These applications are currently processed by paper mail, and there is no method for processing a digital payment.
- OP Modernization is creating digital applications.

# EVALUATION CRITERIA

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These are the standards for approval as set forth in paragraph (2) of subdivision (i) of Section 62.8 of the Regulations of the Commissioner of Education.

Applicants must submit supporting documentation with their initial application to demonstrate that their organization follows these standards.

- Standard 1 - Organization. Applicant is an organized educational entity or entity that has expertise in the professional area being taught.
- Standard 2 - Learning Activities.
- Standard 3 - Instructors. Instructors are qualified to teach the courses / educational activities which will be offered.
- Standard 4 - Records.



# ENFORCEMENT

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Licensees must attest to completing the CE requirement on their online renewal application.

If they answer "No" they have an opportunity to request either an Adjustment to the CE requirement, or a Conditional Registration.

Adjustment: Reduces the CE requirement. This is granted for medical hardship or active military deployment and must be accompanied by a note from a doctor or the military to that effect.

Conditional Registration: The licensee can re-register right away and make-up the credits after 1 year. (This cannot be extended or renewed)

# AUDITS

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If the licensee answers “Yes” to the CE question on their renewal application, they are automatically renewed, but are now subject to an Audit.

Every month, DPLS generates a list of 5 random licensees in each profession to be audited for a specific registration period (Can go back a maximum of 6 years).

- Our staff sends letters to the licensees requesting copies of the certificates. Licensees have 30 days to comply.
- They will get a 2<sup>nd</sup> reminder after 20 days.
- At the end of the month, licensees who either did not meet the requirement or did not respond are reported to OPD.
- OPD works with the licensee to “make-up” the CE to avoid a misconduct charge. (They cannot avoid \$500 fine)

## RETURNING TO PRACTICE AFTER A LAPSE (DELAYED REGISTRATION)

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- Licensees re-registering after a lapse in practice must submit 1 registration period's worth of CE to re-activate. (45 credits for Vets, and 24 credits for Techs)
- The certificates cannot be more than 3 years old.
- Licensees can request a Conditional Registration at this time to re-register right away. (Some Boards do not allow this)



# THANK YOU



*NYS Boards for Medicine and Veterinary Medicine;  
and State Committees for Athletic Training, Medical  
Physics, Pathologists' Assistants and Perfusion*