

Virginia Board of Veterinary Medicine

Guidance for Continuing Education (CE) Audits and Sanctioning for Failure to Complete CE

Applicable Law, Regulation and Guidance

[Code of Virginia: § 54.1-3805.2](#)

[Regulations Governing the Practice of Veterinary Medicine: 18 VAC 105-20-70](#)

Guidance

CE Extension Request

CE extensions may be granted for good cause of up to one year for the completion of CE requirements. Requests for extensions must be received prior to the licensure renewal date of December 31 of each year. Licensees who have not completed the CE requirements and submit a request after December 31 may be subject to disciplinary action.

CE Exemptions

The Board may grant an exemption for all or part of the CE requirements due to circumstances beyond the control of the licensee, such as temporary disability, mandatory military service or officially declared disasters. Requests for an exemption should be submitted prior to licensure renewal date of December 31 of each year.

A licensee is exempt from completing CE requirements on the first renewal date following his initial licensure by examination. This does not apply for those licensees initially licensed in Virginia by endorsement.

CE Audit Procedures

- After each renewal cycle, the Board may audit the following licensees for compliance with CE requirements:
 - Licensees who fail to respond or respond “no” to the CE renewal question on the annual license renewal form; and
 - Licensees selected for random audit using a statistically valid audit sample and a method that ensures randomness of those selected.
- For those selected for the audit
 - Board staff will notify licensees that they are being audited via email if an address is available or by postal carrier if an email address is not available.
 - The licensee is required to submit documentation of completion of required CE credits. Documentation must include:
 - Date of CE
 - Subject of the program or course
 - Number of CE credits
 - Certification from an approved sponsor
 - Documentation submitted to verify CE completion will be reviewed for compliance with the regulations. **NOTE: Veterinarians are required to complete a minimum of 15 CE hours and veterinary technicians are required to complete a minimum of six CE hours. Approved CE credit is given for**

courses or programs related to the treatment and care of patients and shall be clinical courses in veterinary medicine or veterinary technology or courses that enhance patient safety, such as medical recordkeeping or Occupational Health and Safety Administration (OSHA) requirements. Courses in practice management would not be considered clinical courses or courses that enhance patient safety.

- Licensees who have not completed required CE will be referred for possible disciplinary action

Disciplinary Action for Non-Compliance with CE Requirements

The Board adopted the following guidelines for resolution of cases of non-compliance with CE requirements:

Veterinarian

| Cause | Possible Action |
|--|---|
| First offense; short 4 hours or less | Confidential Consent Agreement; 45 days to make up missing hours |
| First offense: short more than 4 hours | Consent Order; Monetary Penalty of \$500; 45 days to make up missing hours |
| Second offense; short up to 15 hours | Consent Order; Reprimand; Monetary Penalty of \$250 per missing hour up to a maximum of \$2000; 60 days to make up missing hours |
| No response to audit notifications or three or more offenses | Informal Fact-Finding Conference |

Veterinary Technician

| Cause | Possible Action |
|--|---|
| First offense; short 2 hours or less | Confidential Consent Agreement; 45 days to make up missing hours |
| First offense: short more than 2 hours | Consent Order; Monetary Penalty of \$200; 45 days to make up missing hours |
| Second offense; short up to 6 hours | Consent Order; Reprimand; Monetary Penalty of \$100 per missing hour up to a maximum of \$1000; 60 days to make up missing hours |
| No response to audit notifications or three or more offenses | Informal Fact-Finding Conference |

Note: When probable cause is found that a licensee has falsely certified completion of the required CE for renewal of his license, the Board may offer a pre-hearing consent order or hold an informal fact finding conference.