

A. CE requirements-**10 continuing education credits are required every 2 years**

- CE credits **must be** earned within your 2-year cycle: **July 1–June 30**; *odd year to odd year / even year to even year*). CE credits from the same venue cannot be split between 2 renewal periods.
- **A minimum of 5 CE credits must be obtained from an Interactive source** -Maximum of 5 **non-interactive** credits accepted
- **A minimum of 7 CE credits must be in Medical category** -Maximum of 3 **non-medical** credits accepted
- Certification runs on an *odd year/even year* cycle-**Late renewals, after June 30th, require 5 additional credits (must be all medical and interactive).** CE credits for the next renewal period must be obtained after the submission date of the previous report.

B. Recommended Continuing Education Programs*

- [Continuing Education Listing](#)
- **CE may be subject to further review.**
- Non-Preapproved CE must be submitted on the [Non-Preapproved CE Form](#).
 - In-hospital CE is an example of non-preapproved CE and is defined as: any CE presented to internal clinic/hospital personnel; a maximum of 3 credits accepted.

C. Source Descriptions / Requirements

- **Interactive** – must submit a minimum of 5 interactive credits
 - Interactive sources are described as being live / in real-time (e.g. Live Webinars)
 - Sources allow for interaction between presenter and participants
 - Pre-recorded sessions with quizzes are **not** considered interactive
- **Non-Interactive** – maximum of 5 credits accepted
 - Non-Interactive sources are described as pre-recorded, self-study courses
- **Medical Credits** – must submit a minimum of 7 medical credits
 - Medical credits are described as being medically related to a Vet Techs direct role
- **Non-Medical Credits** – maximum of 3 credits accepted
 - Non-Medical credits are described as not being medically / technically related to the direct role as a Veterinary Technician
 - Examples include – Practice Management, Personal & Interpersonal Communication, Stress management, Marketing, etc.

D. Credit Determination

- **Interactive Veterinary Education Seminars:**
 - Fifty to Sixty minutes = One credit
 - Number of Credits acceptable for renewal: 10+
- **Post-secondary Courses:** (Course work approved is at discretion of Credentialing Subcommittee)
 - One credit course = One CE credit
 - Number of Credits acceptable for renewal: max. 3
- **Non-interactive Sources:**
 - Example: journal articles, IDEXX or Hills Sponsored non-interactive online courses, etc.
 - Number of Credits acceptable for renewal: max. 5

*The credentialing subcommittee reserves the right to limit or refuse any CE.

- **Participation as a Seminar Speaker:**
 - Topic of presentation must be scientific and must be at a State or National Level Conference
 - Submit copy of the program listing - including speaker name, title, presentation notes, & length of presentation
 - Fifty minutes of lecture = Up to two CE Credits
 - Number of Credits acceptable for renewal: max. 4
- **Publication of scientific articles in Professional Journals/Publications or Published Book Chapters:**
 - One article = Up to two CE Credits
 - Submit copies of Article(s)
 - Type of article and # of CE credits accepted at discretion of Credentialing Subcommittee
 - Number of Credits acceptable for renewal: max. 4
- **Training / Seminar / Lunch & Learns / Journal Club (ie “in-hospital”) must be submitted using the [Non-Preapproved CE Form](#).**
 - **CE certificate requirement:** Date, Topic, Presenter or supervisor signature, Location, CE earned per session; including type as medical or non-medical & interactive or non-interactive
 - Fifty to Sixty minutes = One credit
 - Number of Credits acceptable for renewal: max. 3

E. Recertification Procedure

- Complete Report Form (Online or via Print)
 - Credits **must be** listed on form to be accepted, *incomplete forms will automatically be rejected*
- Pay recertification fee
 - **Mailed certification renewals do incur a processing fee. To avoid this fee – renew online at www.mvma.org/recertification-information**
- Submit proof of Continuing education (*Do NOT send original certificates if mailing CE – COPIES only*)
 - Certificates must include name, date (cannot be handwritten) and must document number of hours and/or credits.
 - A separate itemized CE course listing must be submitted if attending conference(s) that offer mixed medical and non-medical courses.
- Paperwork not submitted by renewal deadline, requires the following:
 - 5 additional credits – **must** be of Interactive & Medical origin (15 total credits)
 - Late Fee penalty (\$40)
- Expedited Renewals (optional) \$100 (5-7 business day turnaround)
- Printed CVT card (optional) \$5. Digital card can be obtained: <https://mvma.memberclicks.net/login#/login>

Minnesota Veterinary Medical Association
101 Bridgepoint Way, Suite 100, South St. Paul, MN 55075
Phone 651-645-7533; Fax 651-645-7539
Visit us at www.mvma.org/recertification-information

**To continue receiving certification notifications,
please keep your contact information up-to-date with the MVMA.**