Continuing Education Guidelines & 
MN Veterinary Technician Certification Renewal Requirements

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 / Non-RACE-approved CE must be submitted on the Non-Preapproved CE Form
     o In-hospital CE is an example of non-preapproved CE and is defined as: any CE presented to internal clinic/hospital personnel and not made available via advertising for attendance to outside veterinary professionals; a maximum of 3 credits accepted.

C. Source Descriptions / Requirements
   • Interactive – must submit a minimum of 5 interactive credits
     o 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
     o Non-Interactive sources are described as pre-recorded, self-study courses
   • Medical Credits – must submit a minimum of 7 medical credits
     o Medical credits are described as being medically related to a Vet Techs direct role
   • Non-Medical Credits – maximum of 3 credits accepted
     o Non-Medical credits are described as not being medically / technically related to the direct role as a Veterinary Technician
     o Examples include – Practice Management, Personal & Interpersonal Communication, Stress management, Marketing, etc.

D. Credit Determination
   • Interactive Veterinary Education Seminars:
     o Fifty to Sixty minutes = One credit
     o Number of Credits acceptable for renewal: 10+
   • Post-secondary Courses: (Course work approved is at discretion of Credentialing Subcommittee)
     o One credit course = One CE credit
     o Number of Credits acceptable for renewal: max. 3
   • Non-interactive Sources:
     o Example: journal articles, IDEXX or Hills Sponsored non-interactive online courses, etc.
     o 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:**
  o Topic of presentation must be scientific and must be at a State or National Level Conference
  o Submit copy of the program listing - including speaker name, title, presentation notes, & length of presentation
  o Fifty minutes of lecture = Up to two CE Credits
  o Number of Credits acceptable for renewal: max. 4

• **Publication of scientific articles in Professional Journals/Publications or Published Book Chapters:**
  o One article = Up to two CE Credits
  o Submit copies of Article(s)
  o Type of article and # of CE credits accepted at discretion of Credentialing Subcommittee
  o Number of Credits acceptable for renewal: max. 4

• **Training / Seminar / Lunch & Learns / Journal Club that are not preapproved (ie “in-hospital”) must be submitted using this Non-Preapproved CE Form:** [https://www.mvma.org/certification-renewal](https://www.mvma.org/certification-renewal)
  o **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
  o Fifty to Sixty minutes = One credit
  o Number of Credits acceptable for renewal: max. 3

E. **Recertification Procedure**

- Complete Report Form (Online or via Print)
  o Credits **must be** listed on form to be accepted, **incomplete forms will automatically be rejected**
- Pay recertification fee
  o **Mailed certification renewals do incur a processing fee. To avoid this fee – renew online at** [www.mvma.org/recertification-information](http://www.mvma.org/recertification-information)
- Submit proof of Continuing education (*Do NOT send original certificates if mailing CE – COPIES only*)
  o Certificates must include name, date (cannot be handwritten) and must document number of hours and/or credits.
  o 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:
  o 5 additional credits – **must be** of Interactive & Medical origin (15 total credits)
  o 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](https://mvma.memberclicks.net/login#/login)

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