A. CE requirements - 10 continuing education credits are required every 2 years
   • 5 of 10 credits must be obtained from an Interactive source - Maximum of 5 non-interactive credits accepted
   • 7 of 10 credits must be in Scientific category - Maximum of 3 non-scientific credits accepted
   • Certification runs on an odd year/even year cycle - Late renewals, after June 30th, require 5 additional credits
   • CE credits must be earned within your 2 year cycle - July 1–June 30; odd year to odd year / even year to even year

B. Approved Continuing Education Programs
   • Approved Sources: CE that has been pre-approved by one of the following organizations:
     o AAHA (American Animal Hospital Association)
     o AAVSB’s Registry of Approved Continuing Education (RACE)
     o American Veterinary Medical Association (AVMA)
     o Academy of Veterinary Technicians Specialties (CVTS)
     o Colleges/Schools of Veterinary Technology and Veterinary Medicine
     o NAVTA (National Association of Veterinary Technicians in America)
     o Regional, state and local Veterinary Medical Associations (e.g. MVMA)
     o Regional, state and local Veterinary Technician Associations (e.g. MAVT)
     o State Board’s of Veterinary Medicine (e.g. MN Board of Vet Med)
     o USAHA (United States Animal Health Association)
     o USDA (United States Department of Agriculture)
     o Pharmaceutical companies and distributors
       □ CE certificates must indicate organization has obtained pre-approval to be automatically accepted (see below for further detail)
   • CE that has not been pre-approved by any of the above sources are subject to further review. The committee reserves the right to limit or refuse any CE that has not been approved.
     o A maximum of 3 credits can be accepted from sources that have not been pre-approved

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
   • Scientific Credits – must submit a minimum of 7 scientific credits
     o Scientific credits are described as being medically related a Vet Techs direct role
   • Non-Scientific Credits – maximum of 3 credits accepted
     o Non-Scientific 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:**
  - Fifty minutes = One credit
  - Number of Credits acceptable for renewal: 10+

- **Post-secondary Courses:** (Course work approved is at discretion of Credentialing Sub-committee)
  - 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. 3

- **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 = Two Credits
  - Number of Credits acceptable for renewal: max. 4

- **Publication of articles in Professional Journals/Publications or Published Book Chapters:**
  - One article = Two Credits
  - Submit copies of Article(s)
  - Type of article accepted is at discretion of Credentialing Sub-committee
  - Number of Credits acceptable for renewal: max. 2

- **Training / Seminar / Lunch & Learns / journal Club that are not pre-approved.**
  - **CE certificate requirement:** Date, Topic, Presenter or supervisor signature, Location, CE earned per session; including type as scientific or non-scientific & interactive or non-interactive
  - If CE has received prior approval, certificate must include the approval statement obtained from the organization of which processed the approval to be considered pre-approved.
  - Fifty 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](http://www.mvma.org/recertification-information)

- Submit proof of Continuing education (**Do NOT send original certificates if mailing CE – copies only**)
  - Certificates must include participants name and must document number of hours &/or credits

- Paperwork not submitted by renewal deadline, requires the following:
  - 5 additional credits – **must** be of Interactive & Scientific origin (15 total credits)
  - Late Fee penalty ($25)

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**Minnesota Veterinary Medical Association**
101 Bridgepoint Way, Suite 100,
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Phone 651-645-7533; Fax 651-645-7539
Visit us at [www.mvma.org/recertification-information](http://www.mvma.org/recertification-information)

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