



**New Hampshire Veterinary Technician Association**  
**PO Box 3342**  
**Concord, NH 03302**

## **NHVTA Continuing Education Approval Process**

### **Procedure for the approval of CE for NHVTA CEU**

1. CE provider must completely fill out the online CE Approval Form located on the NHVTA.org website. This form requires the provider to include information about the CE topic including synopsis/outline, the presenter's credentials and professional background.
2. The form will go to the CE Committee Chair who will forward it onto the rest of the members of the Committee on Continuing Education and the Certification Committee for approval if deemed necessary.
3. The CE committee chair will then notify the CE provider of the decision. If more information is required, then the CE Chair will contact the provider requesting further information.
4. The committee chair will also notify the web manager so if there is an active web listing for that CE it can be amended with the approval information.

### **Rules determining whether or not CE will receive NHVTA Approval**

1. CE topics may include, but may not be limited to: veterinary medicine, animal behavior, business practices and human resources.
2. CE must be given by either a licensed Veterinarian or a credentialed Veterinary Technician. Other degrees, licenses or certifications outside of the veterinary community (e.g. PhD, MD, CCRP, CPDT-KA) may be approved on an individual basis and at the discretion of the NHVTA Continuing Education Committee.
3. CE provider is required to provide attendees with paper or digital copies of the lecture notes and a CE Certificate which must include 'this lecture is approved by the NHVTA for 1 CEU per hour for veterinary technicians.'
4. The NHVTA will apply 1 CEU per 50 minutes of continuing education given, 0.5 CEU per 30 to 50 minutes.
5. Approval expires 2 years from the original approval date.

### **Additional Policies and Exclusions**

1. Approved lectures may be repeated by the same speaker multiple times provided the content is not changed.
2. Any course that is offered by an educational institution (e.g. colleges, universities, high schools, trade schools, etc.) for educational credit that leads to either a degree or certificate will not be considered Continuing Education by the NHVTA.
3. In-service lectures will only be considered for approval if they are on a general topic that is ubiquitous throughout veterinary medicine (e.g. anesthetic monitoring or diabetes mellitus). If in-services are practice-specific (e.g. training on using a new piece of equipment, or how to check in a patient into the surgery department), then they are not considered CE by the NHVTA.

*The NHVTA reserves the right to deny CE if it does not meet the stated requirements or if it is not deemed of suitable quality.*

Approved April 7, 2019

## **List of NHVTA Approved CE Providers**

The list of approved NHVTA CE providers can be found on the NHVTA website. This list is to be reviewed annually in December by both the Committee on Continuing Education and the Certification Committee. The amended list should then be presented to the Board for final approval. Any continuing education given by these providers will be automatically granted NHVTA CEU (1 CEU per 50 minutes of CE given). However the CE must still meet the basic CE topic and presenter requirements.