

# Continuing Education Provider Requirements For Texas Veterinarians

CE providers are required to supply Texas veterinarians with documentation which verifies their attendance and indicates the specific classes attended and the number of CE hours obtained. Below are suggestions to assist providers in meeting each requirement.

## Definitions

Program = The entire conference

Class = The specific individual topic or presenter

## Requirements

Providers must:

1. Provide Texas veterinarians with documentation to prove program attendance, completion and hours attained
2. Maintain records for 4 years

## Documentation To Be Provided To Texas Veterinarians

Providers must supply attendees with documentation indicating classes attended, hours awarded, and completion of the CE program. This may be accomplished by one of the following means:

### Option 1. Preprinted Checklist

*Pre-printed Checklist* - A pre-printed checklist containing a list of classes, the date each class is offered and the CE hour value for each class. The pre-printed checklist is given to the participant at the beginning of the program. Veterinarians should notate which classes they attend during the program.

### Option 2. Program Brochure

*Program brochure.* Veterinarians may utilize program brochures to indicate classes attended. Brochures used in this manner must contain a list of classes available, the date each class is offered and the class's CE hour value. The brochure should be provided to the veterinarian at the beginning of the program and the veterinarians must mark which classes they attended.

### Option 3. Individual Certificate of Attendance/Completion.

Individual certificates of attendance/completion for each class offered must include, at a minimum, the name of the CE class, date the class was held, number of CE credit hours awarded, and an area for the veterinarian to write in their name. Providers may also include the location if they desire. Providers may download the TBVME Certification of Attendance/Completion form maintained on the agency's website ([www.tbvme.state.tx.us](http://www.tbvme.state.tx.us)) for use as a model for their certificates of attendance/completion.

### Option 4. TBVME Certification of Attendance/Completion Form.

The TBVME maintains a certification of attendance/completion on its website ([www.tbvme.state.tx.us](http://www.tbvme.state.tx.us)) for use in instances where the CE provider does not provide certificates of attendance/completion. Veterinarians may provide this form to providers of approved CE classes for completion and signature. This form must contain the provider's original signature and may not be completed prior to the completion of the class.

## Record Retention Requirements For Providers

Providers are required to maintain the following material for a minimum of 4 years. This material

must be made available to the Board upon request.

- Attendance Rosters
- Sample of documentation provided to veterinarians
- Sample of course material