

Professional Licensing Agency  
402 West Washington Street  
Room W072  
Indianapolis, Indiana 46204



Michael R. Pence  
Governor of Indiana  
Nicholas W. Rhoad  
PLA Executive Director

**INDIANA BOARD OF VETERINARY MEDICAL EXAMINERS  
APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAMS  
FOR VETERINARIANS AND VETERINARY TECHNICIANS  
INFORMATION AND INSTRUCTIONS**

*Before completing and submitting your application to our office, please read all materials and information included.*

**APPLICATION AND INFORMATION TO DOWNLOAD**

Download the following documents to apply for approval of continuing education programs for veterinarians and veterinary technicians:

- Application For Approval of Continuing Education Programs for Veterinarians and Veterinary Technicians
- Information and Instruction Sheet

*The rules which pertain to continuing education requirements are located at 888 IAC 1.1-10. Statutes and Administrative Rules are available to download from the Agency's website at [www.pla.IN.gov](http://www.pla.IN.gov).*

**IPLA ADDRESS/TELEPHONE NUMBER/FAX/EMAIL/WEBSITE**

Indiana Professional Licensing Agency  
Attn: Indiana Board of Veterinary Medical Examiners  
402 W. Washington Street, Room W072  
Indianapolis, Indiana 46204  
Staff Phone: (317) 234-2054  
FAX #: (317) 233-4236  
Staff Email: [pla8@pla.IN.gov](mailto:pla8@pla.IN.gov)  
Web Site: [www.pla.IN.gov](http://www.pla.IN.gov)

**APPROVAL OF CONTINUING EDUCATION PROGRAMS**

Under the statutory provision as listed below, if a program is designed to directly enhance the veterinarian's and/or veterinary technician's knowledge and skill in providing services relevant to the veterinary profession or occupation and falls under an "Approved Organization" it is no longer necessary to submit an application for approval by the Indiana Board of Veterinary Medical Examiners.

Under Ind. Code 25-1-4-0.2:

Sec. 0.2. As used in this chapter, "approved organization" refers to the following:

- (1) United States Department of Education.
- (2) Council on Post-Secondary Education.
- (3) Joint Commission on Accreditation of Hospitals.
- (4) Joint Commission on Healthcare Organizations.
- (5) Federal, state, and local government agencies.
- (6) A college or other teaching institution accredited by the United States Department of Education or the Council on Post-Secondary Education.
- (7) A national organization of practitioners whose members practicing in Indiana are subject to regulation by a board or agency regulating a profession or occupation under this title or IC 15.
- (8) A national, state, district, or local organization that operates as an affiliated entity under the approval of any organization listed in subdivisions (1) and (7).

- (9) An internship or a residency program conducted in a hospital that has been approved by an organization listed in subdivisions (1) through (7).
- (10) Any other organization or individual approved by the Board.

Also, under Ind. Code 25-1-4-0.5:

Sec. 0.5. As used in this chapter, "continuing education means an orderly process of instruction that is approved by an approved organization or the board that is designed to directly enhance the practitioner's knowledge and skill in providing services relevant to the practitioner's profession or occupation.

### **APPLICATION AND SUPPORTING DOCUMENTATION**

If your program does not fall under the statutory provision as listed above, Sponsoring Organizations or Attendees are required to submit an application and supporting documentation (course syllabus or outline, brief summary, brochures, evaluation form, curriculum vitas or resumes, etc.).

### **APPROVAL OF PROGRAMS**

The Veterinary Board will approve a course if it determines that the course will make a significant contribution to the professional competency of veterinarians and veterinary technicians who enroll. In determining if a course meets this standard, the board will consider whether the following requirements are met:

- The course has substantial content.
- The course content directly relates to the professional practice of veterinary medicine.
- Each faculty member or lecturer who has teaching responsibility in the course is qualified by academic work or practical experience to teach the assigned subject.
- High quality written materials, including notes and outlines, are available to all veterinarians and veterinary technicians who enroll at or prior to the time the course is offered.
- The course is of sufficient length to provide a substantial educational experience. A course of less than one (1) hour will be carefully reviewed to determine if a substantial educational experience is provided.
- Appropriate educational methodology is used, including, but not limited to, the following:
  - Prepared library packages.
  - Courses of programmed instruction.
  - Active participation and demonstration.
  - Audio-visual materials.
- An adequate number of instructors is provided for the course. If audio-visual tapes are used as teaching materials, live presentations or discussion leaders must accompany the replaying of the tapes.

### **APPLICATION FOR APPROVAL**

The sponsoring organization must file an application provided by the bureau. The application must contain the following information:

- Name of lecturer.
- Academic and professional background of lecturer.
- Brief summary of content of program.
- Date and location of program.
- Number of clock hours of continuing education requested.
- Name of the person who will monitor attendance and the manner in which attendance will be monitored.
- Any other pertinent information required by the board.

### **RECORD OF ATTENDANCE**

As a condition to approval of programs, the sponsoring organization must agree to provide participants with a record of attendance. The certificate should contain the following:

- The name of the participant
- The name of the sponsoring organization
- The title of the program

- The date of the program
- The location of the program
- The number of continuing education hours awarded.

The sponsor shall retain records of attendance by participants for four (4) years from the date of the program.

**APPROVAL CERTIFICATES**

Upon approval by the Board, a certificate will be issued and emailed to the Sponsor.

**APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAMS  
FOR VETERINARIANS AND VETERINARY TECHNICIANS  
INSTRUCTIONS**

**All programs must submit an application and supporting documentation to:**

Indiana Professional Licensing Agency  
Attn: Indiana Board of Veterinary Medical Examiners  
402 W. Washington Street, Room W072  
Indianapolis, Indiana 46204  
Email: [PLA8@pla.in.gov](mailto:PLA8@pla.in.gov)

**APPLICATION**

Complete, typewritten (or legibly printed) application.

**SUPPORTING DOCUMENTATION**

Attach any supporting documentation with your application such as the course syllabus or outline, brief summary, brochures, evaluation form, curriculum vitas or resumes, etc. with your application.

**The application and supporting documentation may be mailed or emailed to our office for review by the Board. There is no need to provide additional copies of the application and supporting documentation.**

## Rule 10. Continuing Education

888 IAC 1.1-10-1	Continuing education requirements for veterinarians and veterinary technicians
888 IAC 1.1-10-2	Continuing education reporting
888 IAC 1.1-10-3	Application for approval
888 IAC 1.1-10-4	Standards for approval

### **888 IAC 1.1-10-1 Continuing education requirements for veterinarians and veterinary technicians**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1

Sec. 1. (a) A veterinarian licensed in Indiana is required to complete forty (40) clock hours of continuing education in the area of veterinary medicine for biennial license renewal on October 15 of each odd-numbered year.

(b) A registered veterinary technician is required to complete sixteen (16) clock hours of continuing education in the area of veterinary medicine for renewal of a registration on January 1 of each even-numbered year.

(c) A licensed veterinarian or registered veterinary technician is not required to complete continuing education requirements for the year in which the initial license or registration is issued.

(d) Continuing education clock hours must be obtained within the biennial renewal period and may not be carried over from one (1) renewal period to another. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-10-1; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3374; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946*)

### **888 IAC 1.1-10-2 Continuing education reporting**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1

Sec. 2. (a) A licensed veterinarian and a registered veterinary technician must certify completion of continuing education required by section 1 of this rule at the time of license or registration renewal on a form provided by the health professions bureau.

(b) A licensed veterinarian and a registered veterinary technician must retain a record of continuing education required by section 1 of this rule for four (4) years following the end of the biennium.

(c) It is the responsibility of the veterinarian or registered veterinary technician to verify that courses attended have been approved by the board. Without approval, as provided in section 3 of this rule, credit will not be given.

(d) The board will not renew a license of a veterinarian or a registration of a veterinary technician who fails to comply with this rule.

(e) Continuing education clock hours used to satisfy continuing education requirements of another state may be applied toward the fulfillment of the continuing education clock hours required in Indiana. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-10-2; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3374; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946*)

### **888 IAC 1.1-10-3 Application for approval**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1

Sec. 3. (a) The sponsoring organization must file an application provided by the bureau. The application must contain the following information:

(1) Name of lecturer.

(2) Academic and professional background of lecturer.

(3) Brief summary of content of program.

(4) Date and location of program.

(5) Number of clock hours of continuing education requested.

(6) Name of the person who will monitor attendance and the manner in which attendance will be monitored.

(7) Any other pertinent information required by the board.

(b) As a condition to approval of programs, the sponsoring organization must agree to provide participants with a record of attendance and to retain records of attendance by participants for four (4) years from the date of the program. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-10-3; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3374; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946*)

**888 IAC 1.1-10-4 Standards for approval**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1

Sec. 4. (a) The board will approve a course if it determines that the course will make a significant contribution to the professional competency of veterinarians and veterinary technicians who enroll. In determining if a course meets this standard, the board will consider whether the following requirements are met:

- (1) The course has substantial content.
- (2) The course content directly relates to the professional practice of veterinary medicine.
- (3) Each faculty member or lecturer who has teaching responsibility in the course is qualified by academic work or practical experience to teach the assigned subject.
- (4) High quality written materials, including notes and outlines, are available to all veterinarians and veterinary technicians who enroll at or prior to the time the course is offered.
- (5) The course is of sufficient length to provide a substantial educational experience. A course of less than one (1) hour will be carefully reviewed to determine if a substantial educational experience is provided.
- (6) Appropriate educational methodology is used, including, but not limited to, the following:
  - (A) Prepared library packages.
  - (B) Courses of programmed instruction.
  - (C) Active participation and demonstration.
  - (D) Audio-visual materials.
- (7) An adequate number of instructors is provided for the course. If audio-visual tapes are used as teaching materials, live presentations or discussion leaders must accompany the replaying of the tapes.

(b) Continuing education derived from self-study will be accepted as renewal credit under the following conditions:

- (1) The content must pertain to the practice of veterinary medicine.
- (2) Credit is limited to ten (10) hours per biennial renewal period for veterinarians and four (4) hours per biennial renewal period for veterinary technicians.
- (3) Self-study methods of presentation must include a written examination or postevaluation.

(c) Notwithstanding subsection (a), continuing education programs for veterinarians and registered veterinary technicians sponsored by the following organizations shall be deemed approved and no approval by the board shall be required:

- (1) American Veterinary Medical Association or any of its constituent organizations.
- (2) Indiana Veterinary Medical Association, local veterinary associations, or any other state or provincial veterinary medical association.
- (3) American Animal Hospital Association or any other veterinary specialty organization.
- (4) Indiana Veterinary Technicians Association.
- (5) Purdue University School of Veterinary Medicine or any other accredited veterinary school in the United States.
- (6) American Association of Laboratory Animal Sciences.

(*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-10-4; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3374; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946*)