

GEORGIA STATE BOARD OF VETERINARY MEDICINE

Teleconference Minutes

Professional Licensing Boards

237 Coliseum Drive, Macon, GA

September 4, 2014 * 9:30A.M

Board Members Present

Dr. Larry Corry, President

Dr. Beckey Malphus

Dr. Edsel Davis

Dr. Henry Bohn

Staff Present

Ms. Adrienne Price, Executive Director

Mrs. Wanda Jaffe, Licensing Supervisor

Attorney General's Office

Amelia Baker, Senior Assistant Attorney General

Dr. Corry established a quorum and called the meeting to order at 9:35a.m.

OPEN SESSION

1. Public Rules Hearing BR 700-7-.03

**SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA STATE BOARD OF VETERINARY MEDICINE
RULE FOR CHAPTER 700-7, RENEWAL OF LICENSE, RULE 700-7-.03, CONTINUING VETERINARY
EDUCATION.**

Purpose: The purpose of this rule amendment is to provide that a veterinarian licensed during the first year of a biennium is not required to meet the two hour requirement in Georgia laws, rules and professionalism.

Main Features: The rule will provide that a veterinarian licensed during the first year of a biennium is not required to meet the two hour requirement in Georgia laws, rules and professionalism.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE
GEORGIA STATE BOARD OF VETERINARY MEDICINE RULE FOR CHAPTER 700-7, RENEWAL OF
LICENSE, RULE 700-7-.03, CONTINUING VETERINARY EDUCATION.**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]

700-7-.03 Continuing Veterinary Education.

The Georgia State Board of Veterinary Medicine in accordance with the provisions of State Law and for the purpose of establishing certain minimum standards for continuing education in the best interest of and for the protection of the public health, safety and welfare hereby adopts the following rule:

(a) General Requirements:

1. Each veterinarian licensed to practice in the State of Georgia must obtain thirty (30) hours of Board approved continuing education per biennium for license renewal. Effective January 1, 2009, of the thirty (30) hours required, two (2) per renewal period must be acquired in Georgia laws, rules and professionalism. Effective January 1, 2011, of the two (2) hours; one (1) must be acquired in person. Georgia licensees who do not practice in the State of Georgia are not required to meet the two (2) hour requirement in Georgia laws, rules and professionalism.

2. At the time of license renewal, each veterinarian shall certify to the Georgia State Board of Veterinary Medicine that he/she has completed the continuing education required for license renewal.

3. A veterinarian licensed during the first year of a biennium must obtain fifteen (15) hours of continuing education and is not required to meet the two (2) hour requirement in Georgia laws, rules and professionalism. A veterinarian licensed during the second year of a biennium is exempt from obtaining continuing education for that renewal period. After this time period, the entire thirty (30) hours is required for each renewal.

4. In the event that a veterinarian fails to verify or submit documentation of continuing education credits at the same time of renewal of his/her license, the Board will not process his/her renewal until continuing education requirements have been met and proof of such has been received and approved by the Board. If documentation of continuing education is requested and not received by the Board prior to the expiration date, the license will expire.

5. A veterinarian may not carry over continuing education credits from one biennium license renewal period to the next.

6. Each veterinarian must maintain a record of credit hours earned and proof of attendance of such hours for a period of three years from the date of the preceding

renewal period and must provide the Board with said documentation upon request.

7. Veterinarians who attend programs where more than one course is taught must maintain proof of the courses attended and the number of hours awarded for each course.

(b) Approved Continuing Education Programs and Hours:

1. Blanket approval is awarded to any National, State and International veterinary association meetings, United States Department of Agriculture and Georgia Department of Agriculture sponsored meeting, Board Certified Specialties programs recognized by the American Veterinary Medical Association, all AVMA accredited veterinary college or school sponsored classes and programs, all AAVSB RACE approved programs, any GVMA constituent organization programs, AAHA programs, programs sponsored by the United States or Southern Animal Health Association and any course approved by another state board. Blanket approval does not apply to any continuing education programs on Georgia laws, rules and professionalism.

2. Prior approval must be granted for any courses not offered by a blanket approved organization. Such requests shall include the following:

(i) a detailed course outline or syllabus;

(ii) a current curriculum must be provided for each speaker or lecturer;

(iii) the procedure to be used for recording attendance;

(iv) the number of continuing education hours for which the course sponsor requests approval.

3. Credit hours may be earned as follows:

(i) One (1) hour may be given for each 50 minutes of contact time. Seminars are composed of lectures or labs; welcoming remarks, business sessions, unstructured demonstrations or degree programs are not considered seminars.

(ii) Not more than three (3) hours can be for veterinary audio review. Three (3) hours can be for journal studies where follow-up testing is required. Fifteen (15) hours of interactive computer generated courses will be allowed. Follow-up testing is required.

(iii) Not more than five (5) hours for hospital management.

(iv) A maximum of twenty (20) hours will be allowed for any one meeting

(v) A maximum of twelve (12) hours will be allowed per calendar day.

(vi) A maximum of six (6) hours for veterinarians can be acquired through in house training at the licensees' place of employment.

(vii) A maximum of ten (10) hours can be acquired through in house training for veterinary faculty at AVMA accredited institutions.

(c) Continuing Education Audit:

1. During the renewal period, the Board staff will randomly select up to 25% of its licensees to audit for continuing education compliance. If selected for continuing education audit, each licensee must submit continuing education records to meet the renewal requirements for that license renewal period.

(d) Provider and Sponsor Criteria: All providers and sponsors must provide the following information to the Board if they have not been awarded blanket approval:

1. Each sponsor or provider shall have an administrator whose responsibility is to maintain the criteria for quality in programming.

2. Providers shall use qualified personnel to develop and present the programs, which shall utilize appropriate instructional materials and resources.

3. Providers shall provide to the Board adequate advanced promotional information, material about target audiences, program content, faculty credentials and fees.

4. Providers shall provide a means of registration of the participants at each program and maintain a record of attendance for a period of three years from the date of the program.

5. Providers shall develop policies and procedures for the management of grievances.

6. Providers shall provide each participant with adequate documentation of his/her successful completion of the program. The documentation shall include:

(i) Name and license number of participant;

(ii) Name of provider;

(iii) Name and title of program;

(iv) Hours/CEU's completed;

(v) Date of completion; and

(vi) Authorizing signature.

7. All continuing education providers seeking approval of the continuing education program by the Georgia State Board of Veterinary shall submit a Program Approval Form for each program presented. These forms should be submitted 60 days in advance.

Authority O.C.G.A. Secs. 43-1-19, 43-1-24, 43-1-25, 43-50-2, 43-50-21, 43-50-26, 43-50-40. History. Original Rule entitled "Continuing Veterinary Education" was filed November 4, 1988; effective November 24, 1988. Amended: F. Dec. 19, 1990; eff. Jan. 8, 1991. Amended: F. Jun. 20, 1997; eff. Jul. 10, 1997. Repealed: New Rule of same title adopted. F. Apr. 8, 2002; eff. Apr. 28, 2002. Repealed: New Rule of same title adopted. F. Feb. 6, 2005; eff. Feb. 26, 2005. Amended: F. Aug. 24, 2007; eff. Sept. 13, 2007. Amended: F. Sept. 2, 2008; eff. Sept. 22, 2008. Repealed: New Rule of the same title adopted. F. Aug. 12, 2010; eff. Sept. 1, 2010. Repealed: New Rule of the same title adopted. F. Jun. 19, 2012; eff. Jul. 9, 2012.

Dr. Malphus motioned, Dr. Bohn seconded and the Board voted unanimously in favor of the motion to adopt the 700-7-.03 proposed amendment as presented.

Dr. Malphus motioned, Dr. Bohn seconded and the Board voted unanimously in favor of the motion that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative.

2. Public Rules Hearing BR 700-7-.04

SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA STATE BOARD OF VETERINARY MEDICINE RULE FOR CHAPTER 700-7, RENEWAL OF LICENSE, RULE 700-7-.04, VETERINARY TECHNICIAN CONTINUING EDUCATION.

Purpose: The purpose of this rule amendment is to provide that a veterinarian technician licensed during the first year of a biennium is not required to meet the two hour requirement in Georgia laws, rules and professionalism.

Main Features: The rule will provide that a veterinarian technician licensed during the first year of a biennium is not required to meet the two hour requirement in Georgia laws, rules and professionalism.

DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA STATE BOARD OF VETERINARY MEDICINE RULE FOR CHAPTER 700-7, RENEWAL OF LICENSE, RULE 700-7-.04, VETERINARY TECHNICIAN CONTINUING EDUCATION.

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]

700-7-.04 Veterinary Technician Continuing Education.

Effective January 1, 2010, the Georgia State Board of Veterinary Medicine in accordance with the provisions of State Law and for the purpose of establishing certain minimum standards for continuing education in the best interest of and for the protection of the public health, safety and welfare hereby adopts the following rule:

(a) General Requirements:

1. Each veterinary technician licensed to practice in the State of Georgia must obtain ten (10) hours of Board approved continuing education per biennium for license renewal. Effective January 1, 2011, of the ten (10) hours required, one (1) per renewal period must be acquired in Georgia laws, rules and professionalism. Georgia licensees who do not practice in the State of Georgia are not required to meet the one (1) hour requirement in Georgia laws, rules and professionalism.
2. At the time of license renewal, each veterinary technician shall certify to the Georgia State Board of Veterinary Medicine that he/she has completed the continuing education required for license renewal.
3. A veterinary technician licensed during the first year of a biennium must obtain five (5) hours of continuing education and is not required to meet the one (1) hour requirement in Georgia laws, rules and professionalism. A veterinary technician licensed during the second year of a biennium is exempt from obtaining continuing education for that renewal period. After this time period, the entire ten (10) hours is required for each renewal.
4. In the event that a veterinary technician fails to verify or submit documentation of continuing education credits at the same time of renewal of his/her license, the Board will not process his/her renewal until continuing education requirements have been met and proof of such has been received and approved by the Board. If documentation of continuing education is requested and not received by the Board prior to the expiration date, the license will expire.
5. A veterinary technician may not carry over continuing education credits from one biennium license renewal period to the next.
6. Each veterinary technician must maintain a record of credit hours earned and proof of attendance of such hours for a period of three years from the date of the preceding renewal period and must provide the Board with said documentation upon request.
7. Veterinary technicians who attend programs where more than one course is taught

must maintain proof of the courses attended and the number of hours awarded for each course.

(b) Approved Continuing Education Programs and Hours:

1. Blanket approval is awarded to any National, State and International veterinary association meetings, United States Department of Agriculture and Georgia Department of Agriculture sponsored meeting, Board Certified Specialties programs recognized by the American Veterinary Medical Association, all AVMA accredited veterinary college or school sponsored classes and programs, all AAVSB RACE approved programs, any GVMA constituent organization programs, AAHA programs, programs sponsored by the United State or Southern Animal Health Association and any course approved by another state board. Blanket approval does not apply to any continuing education programs on Georgia laws, rules and professionalism.

2. Prior approval must be granted for any courses not offered by a blanket approved organization. Such requests shall include the following:

(i) a detailed course outline or syllabus;

(ii) a current curriculum must be provided for each speaker or lecturer;

(iii) the procedure to be used for recording attendance;

(iv) the number of continuing education hours for which the course sponsor requests approval.

3. Credit hours may be earned as follows:

(i) One (1) hour may be given for each 50 minutes of contact time. Seminars are composed of lectures or labs; welcoming remarks, business sessions, unstructured demonstrations or degree programs are not considered seminars.

(ii) Not more than six (6) hours can be for veterinary audio review or journal studies where follow-up testing is required. Five (5) hours of interactive computer generated courses will be allowed where follow-up testing is required.

(iii) Of the ten (10) hours, one (1) must be on Georgia laws and rules and professionalism. Georgia licensed veterinary technicians who do not practice in Georgia are exempt from the Georgia laws and rules and professionalism subject requirement; however the total ten (10) hours is required. Not more than three (3) hours for hospital management.

(iv) Not more than three (3) hours for hospital management. A maximum of three (3) hours for veterinary technicians can be acquired through in house training at the licensees' place of employment.

(v) A maximum of five (5) hours can be acquired through in house training for veterinary technicians at AVMA accredited institutions.

(c) Continuing Education Audit:

1. During the renewal period, the Board staff will randomly select up to 25% of its licensees to audit for continuing education compliance. If selected for continuing education audit, each licensee must submit continuing education records to meet the renewal requirements for that license renewal period.

(d) Provider and Sponsor Criteria: All providers and sponsors must provide the following information to the Board if they have not been awarded blanket approval:

1. Each sponsor or provider shall have an administrator whose responsibility is to maintain the criteria for quality in programming.

2. Providers shall use qualified personnel to develop and present the programs, which shall utilize appropriate instructional materials and resources.

3. Providers shall provide to the Board adequate advanced promotional information, material about target audiences, program content, faculty credentials and fees.

4. Providers shall provide a means of registration of the participants at each program and maintain a record of attendance for a period of three years from the date of the program.

5. Providers shall develop policies and procedures for the management of grievances.

6. Providers shall provide each participant with adequate documentation of his/her successful completion of the program.

The documentation shall include:

(i) Name and license number of participant;

(ii) Name of provider;

(iii) Name and title of program;

(iv) Hours/CEU's completed;

(v) Date of completion; and

(vi) Authorizing signature.

7. All continuing education providers seeking approval of the continuing education

program by the Georgia State Board of Veterinary shall submit a Program Approval Form for each program presented. These forms should be submitted 60 days in advance.

Authority O.C.G.A. Secs. 43-1-25, 43-50-2, 43-50-21, 43-50-40, 43-50-52. History. Original Rule entitled “Veterinary Technician Continuing Education” adopted. F. Sept. 2, 2008; eff. Sept. 22, 2008. Repealed: New Rule of the same title adopted. F. Aug. 12, 2010; eff. Sept. 1, 2010. Repealed: New Rule of the same title adopted. F. Jun. 19, 2012; eff. Jul. 9, 2012.

Dr. Malphus motioned, Dr. Bohn seconded and the Board voted unanimously in favor of the motion to adopt the 700-7-.04 proposed amendment as presented.

Dr. Malphus motioned, Dr. Bohn seconded and the Board voted unanimously in favor of the motion that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative.

No further business, the meeting adjourned at 9:41am

Minutes recorded by: Tamara Elliott, Board Support Specialist
Minutes reviewed and edited by: Wanda Jaffe, Licensing Supervisor & Adrienne Price, Executive Director
Minutes approved on: October 22, 2014

LARRY CORRY, DVM
BOARD PRESIDENT

ADRIENNE PRICE
EXECUTIVE DIRECTOR