

GEORGIA STATE BOARD OF VETERINARY MEDICINE
Board Rules Committee Zoom Meeting Minutes
Wednesday, December 8, 2021 – 1:30 p.m.

The Georgia State Board of Veterinary Medicine, Rules Committee, met via Zoom meeting on Wednesday, December 8, 2021. The following members were present:

Committee Members Present

Dr. William Wright, DVM, Committee Chair
Dr. Matthew Bradley, DVM, Committee Member
Dr. Beckey Malphus DVM, Committee Member

Committee Members Absent

No Committee Member absent.

Visitors Present

Steve Marrero, Director, Liberty County Animal Services
Chandler Giddes
Ms. Susan Blevins, Executive Director, Georgia Veterinary Medical Association. GVMA

Staff Present

Adrienne Price, Executive Director

Attorney General's Office

No Assistant Attorney General present.

Administrative Staff Absent

Charlotte Mason, Licensing Supervisor
Michelle Hornaday, Board Support Specialist
Meagan Doss, Complaints/Compliance Analyst

Call to Order: Dr. Wright called the Committee meeting to order at 1:34 p.m.

OPEN SESSION

Agenda The Committee accepted the agenda as presented.

Discussion – Board Rule 700-7-.03 Continuing Veterinary Education

As it takes a considerable amount of labor and costs associated with processing continuing education applications and correspondence, the Board has voted to exercise its option to assess a nondiscriminatory fee of \$50 for approval of each CE program application that is submitted for Board review at least 60 days in advance of the program date in accordance with BR 700-7-.04(d)(7) [O.C.G.A. § 43-50-40(d)(2)]. Noting that licensees are adversely effected when CE Providers do not obtain prior approval of CE Programs or fail to do so in a timely manner; and the increase in the number of CE Providers who fail to follow the Board Rule, the Board charged the Rules Committee to review the 60-day requirement for program application submissions cited in BR 700-7-.04(d)(7) and the potential for assessing a late fee for any course received inside of that timeframe. The Board further stated that the Rules Committee may consider amending the rule to include a provision for blanket approval of the late applications which meet the requirements, provided that the application is received during a specified period of time and the fee is submitted.

In light of the considerations and instructions of the Board, the Rules Committee would like to recommend that the full Board continue to: enforce the 60 day requirement as it stands, deny acceptance of any CE Program applications submitted after the program has already taken place and refrain from giving blanket approval to late applications. Should a CE Provider opt to submit a CE application for approval inside of the 60 day requirement expressed within the rule, the application must be submitted along with a petition for rule variance or waiver of BR 700-7-.03(d)(7) and an \$150 application fee.

The Rules Committee recommends that the application instructions be updated to reflect the following:

- 1) Receipt of an application fee, application and petition does not guarantee approval of the course; and,
- 2) Applications submitted inside of the 60 days before the program date must be accompanied by a Petition for Rule Variance or Waiver and a \$150 fee. In accordance with O.C.G.A. § 50-13-9.1, the CE Provider must substantiate a hardship in submitting the CE Application in the manner that the Board rules prescribe.

The Rules Committee further recommends that the Board's position on late CE Applications be posted on the website and within the CE application instructions.

Should the Board accept these recommendations, the Rules Committee recommends that BR 700-7-.04(d)(7) be amended to remove information asymmetries for licensees and CE Providers and carry out the policy objectives of O.C.G.A. § 43-50-40 by giving licensees and CE Providers advance notice of what is required in order for the CE Program to receive the approval of the Board. The Rules Committee considered variations of the rule amendment and determined that the amendments were the least restrictive way to accomplish the statutory provisions while covering associated costs to review CE Provider applications within referenced timeframes. The Rules Committee considered input from a representative of GVMA who expressed that the committee was taking a fair, conservative and equitable approach to the issue. The rule amendments will affect licensee's, CE Providers, the Board staff and the Board. There will be a negligible economic impact to the CE Providers as they will now have to pay a fee for the approval process and if the application is not submitted in accordance with the rules, the fee may increase. Such costs are representative of the costs associated with review and approval of the courses. The positive economic impact is reflected in the fact that the amendments to the requirements for CE Providers will help to ensure that licensees do not pay money to take a CE Program that did not gain prior approval from the Board. In addition, CE Providers will not incur costs associated with providing a CE Program which will not ultimately gain the approval of the Board.

The Rules Committee recommends that Board Rule BR 700-7-.03 be amended as follows:

Rule 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 and veterinary faculty member licensed to practice in the State of Georgia must obtain thirty (30) hours of Board approved continuing education per biennium for license renewal.
 - (i) Of the thirty (30) hours required, two (2) per renewal period must be acquired in Georgia laws, rules and professionalism, which may be acquired in person or by live, interactive webinars that include measures to ensure active participation throughout the course. 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; and

- (ii) Eighteen (18) of the thirty (30) hours must include scientific subject matter. Scientific subject matter includes all conventional medical and surgical sub-categories that are evidence based in addition to the science of diagnosis, treatment and prevention of disease as it relates directly to patients and includes a comprehensive range of the practice of veterinary medicine.
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. Veterinarians and veterinary faculty member 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. Veterinarians and veterinary faculty members 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 or a veterinary faculty member 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.
 5. If documentation of continuing education is requested in conjunction with any audit and not received by the Board on or before the deadline date provided, the licensee will be subject to disciplinary action.
 6. A veterinarian or veterinary faculty member may not carry over continuing education credits from one biennium license renewal period to the next.
 7. All continuing education providers seeking approval of the continuing education program by the Georgia State Board of Veterinary Medicine shall submit a current Program Approval Form for each program to be presented to include all program materials requested and any applicable fees referenced on the fee schedule. These forms must be complete and ~~should be~~ submitted 60 days in advance of the program date to be considered by the Board.
 8. Veterinarians or veterinary faculty members 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.

2. Blanket approval does not apply to any continuing education programs on Georgia laws, rules and professionalism (LEAP). All LEAP courses and any other (non-LEAP) continuing education course which is not offered by a blanket approved organization must be awarded Board approval before the course is offered.
3. Providers may be awarded Board approval for a continuing education course by submitting the following for consideration by the Board:
 - (i) A continuing education application form;
 - (ii) A detailed course outline or syllabus;
 - (iii) A current curriculum vitae or resume must be provided for each speaker or lecturer;
 - (iv) The procedure to be used for recording attendance; and,
 - (v) The number of continuing education hours for which the course sponsor requests approval.
4. In addition to the LEAP requirements, the remaining 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) 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) A maximum of twelve (12) hours will be allowed per calendar day.
 - (iv) A maximum of six (6) hours for veterinarians can be acquired through in house training at the licensees' place of employment.
 - (v) A maximum of ten (10) hours can be acquired through in house training for veterinary faculty at AVMA accredited institutions. For the purposes of this rule, "in house training" refers to programs that are only offered to employees of the institution.
 - (vi) A maximum of three (3) hours can be acquired by licensees who conducted peer reviews for the Board.
 - (vii) Two (2) hours of continuing education credit per lecture for a subject area, regardless of the number of times the licensee presents the course, for a maximum of five different subjects.

(c) Continuing Education Audit:

1. During the renewal period, the Board staff will randomly select a percentage of its licensees to audit for continuing education compliance.
 2. 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 to include the date and time each individual course was offered;
 - (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 current Program Approval Form for each program **to be** presented to include all program materials requested **and any applicable fees referenced on the fee schedule**. These forms must be complete and ~~should be~~ submitted 60 days in advance in order to be considered by the Board.
 8. **Applications submitted inside of the 60 days before the program date must be accompanied by a Petition for Rule Variance or Waiver and an \$150 fee. In accordance with O.C.G.A. § 50-13-**

9.1, the CE Provider must substantiate a hardship in submitting the CE Application in the manner that the Board rules prescribe.

Cite as Ga. Comp. R. & Regs. R. 700-7-.03

Authority: O.C.G.A. §§ [43-1-25](#), [43-50-21](#), [43-50-40](#), [43-50-52](#); [43-50-110](#).

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.

Amended: F. Nov. 5, 2014; eff. Nov. 25, 2014.

Amended: F. May 26, 2017; eff. June 15, 2017.

Amended: F. Mar. 16, 2018; eff. Apr. 5, 2018.

Amended: F. Mar. 24, 2021; eff. Apr. 13, 2021.

Discussion - Guidance Document on Use of Cannabidiol (CBD) on Companion Animals

The Executive Director reminded the Rules Committee members that during the meeting today the full Board referred this discussion topic to them to review the correspondence and determine if a rule should be created or amended to address the use of CBD on companion animals; and if so, to draft the language. Committee members are to submit any information or drafts to the Executive Director for the next Rules Committee meeting which will take place prior to the next full Board meeting February 9, 2022. The Board Support Specialist will poll the committee for a meeting date sometime after the 2nd week of January 2022.

Adjournment No further business was discussed and the Committee meeting adjourned at 2:11 p.m.

Minutes recorded by: Michelle Hornaday, Board Support Specialist

Minutes reviewed by: Charlotte Mason, Licensing Supervisor & Adrienne Price, Executive Director

Minutes approved on: February 9, 2022

WENDY CUEVAS, DACVPM
BOARD CHAIRPERSON

ADRIENNE PRICE
EXECUTIVE DIRECTOR

WILLIAM WRIGHT, DVM
COMMITTEE CHAIRPERSON