

**NOTICE OF INTENT TO ADOPT PROPOSED AMENDMENTS TO THE GEORGIA  
STATE BOARD OF VETERINARY MEDICINE  
BOARD RULE CHAPTER 700-7 RENEWAL OF LICENSE,  
BOARD RULE 700-7-.03 CONTINUING VETERINARY EDUCATION AND BOARD  
RULE 700-7-.04 VETERINARY TECHNICIAN CONTINUING EDUCATION  
AND NOTICE OF PUBLIC HEARING**

**Rule 700-7-.03. Continuing Veterinary Education**

**Rule 700-7-.04. Veterinary Technician Continuing Education**

**TO ALL INTERESTED PARTIES:**

Notice is hereby given that pursuant to the authority set forth below, the Georgia State Board of Veterinary Medicine (hereinafter “Board”) proposes amendments to Board Rule Chapter 700-7 Renewal of License, Board Rules 700-7-.03 Continuing Veterinary Education and 700-7-.04 Veterinary Technician Continuing Education (hereinafter “proposed rules”).

This notice, an exact copy of the proposed rules, and a synopsis of the proposed rules are being sent to all persons who have requested, in writing, to be included on a notification list. This notice, an exact copy of the proposed rules, and a synopsis of the proposed rules may also be reviewed during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except official State holidays, at the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. The documents will also be available for review on the Board’s website at <https://sos.ga.gov/page/georgia-board-veterinary-medicine-rules-and-laws>. Copies may also be requested by contacting the Board office at (404) 424-9966.

The public will have an opportunity to comment upon and provide input into the proposed rules at a public hearing to be held at **9:30 a.m., June 4, 2025**, at the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217.

Interested parties affected by the proposed rules may submit written comments to the Board no later than close of business on **May 28, 2025**. Written comments must be legible, signed, contain contact information from the maker (address, telephone number, email address), and addressed to Todd Zandrowicz, Division Director, Secretary of State, Professional Licensing Boards Division, Georgia State Board of Veterinary Medicine, 237 Coliseum Drive, Macon, Georgia 31217. The written comments may be emailed to [PLB-Healthcare2@sos.ga.gov](mailto:PLB-Healthcare2@sos.ga.gov).

During the public hearing, anyone may present data, make a statement, comment, or offer a viewpoint or argument, whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be submitted for the official record. Oral statements will be limited to five (5) minutes per person.

The Board voted to post this Notice of Intent at its meetings on February 10, 2021, August 25, 2021, May 10, 2023, June 21, 2023, April 29, 2024, June 26, 2024, and August 21, 2024. The Board also voted that the formulation and adoption of these proposed rules does not impose an

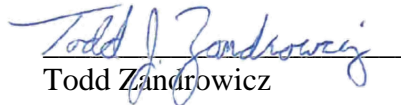
excessive regulatory cost on any licensee, and any cost to comply with the proposed rules cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A. §§ 43-1-25, 43-50-2, 43-50-21, 43-50-40, 43-50-50, 43-50-52 and 43-50-110. Additionally, the Board voted that it was neither legal nor feasible in meeting the objectives of O.C.G.A. §§ 43-1-25, 43-50-2, 43-50-21, 43-50-40, 43-50-50, 43-50-52 and 43-50-110 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(a)(3)(A), (B), (C) and (D). The formulation and adoption of these proposed rules will impact every licensee in the same manner and each licensee is independently licensed in the field of veterinary medicine.

According to the Department of Law of the State of Georgia, the Georgia State Board of Veterinary Medicine has the authority to adopt the proposed rules pursuant to authority contained in O.C.G.A. §§ 43-1-25, 43-50-2, 43-50-21, 43-50-40, 43-50-50, 43-50-52 and 43-50-110.

For further information, contact the Board office at (404) 424-9966.

This notice is given in compliance with O.C.G.A. § 50-13-4.

This the 24th day of April, 2025.



Todd Zandrowicz  
Division Director  
Professional Licensing Boards Division

Posted: April 24, 2025

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

**Purpose:** The purpose of the proposed amendment is to state the requirements for continuing education required of licensed veterinarians and veterinary faculty for each biennial period. It also provides additional details regarding options available for obtaining credit from online webinars. As revised, the rule additionally states that certain educational programs for required credits on Georgia laws, rules, and professionalism (“LEAP”) serve to meet said requirements. Finally, the proposed changes to the rule add a section assessing penalties, including escalating fines, for continuing education providers who fail to obtain Board approval of a proposed program at least 60 days before the program is offered.

**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 (LEAP).; Continuing education hours which may be acquired in person, or by live, interactive webinars, or pre-recorded, non-interactive webinars that include incorporate measures to ensure active participation throughout the course, to include, but not limited to, content-based, post-course test with a minimum of five questions per CE credit. Georgia licensees that 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 members licensed during the first year of a biennium must obtain fifteen (15) hours of continuing education and ~~is~~are 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~~are 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. Each veterinarian or veterinary faculty member 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.
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).
  - (i) 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.
    - (I) Veterinarians who provide proof of completion of Level 1 accreditation of the USDA-APHIS modules may be awarded 1 hour to meet the LEAP requirement.
    - (II) Veterinarians who provide proof of completion of Level 2 accreditation of the USDA-APHIS modules may be awarded 2 hours to meet the LEAP requirement.
  - (ii) If the LEAP course is a pre-recorded, non-interactive webinar, the provider must ensure that a passing score of 80% is achieved on the content-based post course test before awarding credit for the course.
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 non-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 Medicine shall submit a current Program Approval Form for each program presented to include all program materials requested. These forms must be complete and should be submitted 60 days in advance in order to be considered by the Board.
8. If the continuing education application and materials are not submitted 60 days in advance of the date the course is to be offered, the continuing education provider will be assessed penalties as follows:
  - (i) First offense: Assessed a monetary penalty of \$100.00 to be paid in full at the time of application submission.
  - (ii) Second offense:
    - (I) Assessed a monetary penalty of \$200.00 to be paid in full at the time of application submission.
    - (II) The continuing education provider will not be allowed to submit any additional courses for approval for a period of ninety (90) days from the Board's decision on the continuing education application in question.
  - (iii) Third offense:
    - (I) Assessed a monetary penalty of \$300.00 to be paid in full at the time of application submission.
    - (II) The continuing education provider will not be allowed to submit any additional courses for approval for a period of six (6) months from the Board's decision on the continuing education application in question.

(iv) Forth offense: The continuing education provider will be presented to the Board to determine the next course of action.

**Authority:** O.C.G.A. §§ 43-1-25, 43-50-21, 43-50-40, 43-50-50, 43-50-52 and 43-50-110.



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

**Purpose:** The purpose of rule amendment is to address the requirements of continuing education for veterinary technicians. It specifies how many hours a veterinary technician must obtain during each biennial period and in what respective subjects, the completion of which is a requirement for renewal of the license. The rule amendments also detail the procedure by which a continuing education provider can apply for Board approval of programs, and penalties for such providers applying for such approval less than 60 days prior to the offering of the program. Proposed revisions to this rule include increasing the required continuing education hours from 10 to 11, with one such hour required for the subject of Georgia laws, rules, and professionalism (“LEAP”) if the licensee practices in Georgia. It also clarifies how such programs may be accessed (in-person, live interactive webinars, or recorded webinars with certain requirements for content-based post-course testing, with 3-hour credit limits of such testing). It also limits credit hours available from in-house, employer-based training (3) and in-house training at AVMA-accredited institutions (5) making the verbiage more consistent with that which is required of licensed veterinarians.

**Rule 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 protective 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~~eleven (11) hours of Board approved continuing education per biennium for license renewal. Of the ~~ten~~eleven (11) hours required, one (1) per renewal period must be acquired in Georgia laws, rules and professionalism (LEAP). Continuing education hours may be acquired in person, by live, interactive webinars, or pre-recorded, non-interactive webinars that incorporate measures to ensure active participation throughout the course, to include, but not limited to, a content-based, post-course test with a minimum of five questions per CE credit. 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.
    - (i) If the LEAP course is a pre-recorded, non-interactive webinar, the provider must ensure that a passing score of 80% is achieved on the content-based, post-course test before awarding credit for the course.
    - (ii) Veterinary technicians may satisfy the LEAP requirement by providing proof of completion of three USDA-APHIS modules.
  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 the biennium is exempt from obtaining continuing education for that renewal period. After this time period, the entire ~~ten~~eleven (11) 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. All continuing education courses on Georgia laws, rules and professionalism (LEAP) or any continuing education course which is not offered by a blanket approved organization must be awarded Board approval. Providers may be awarded Board approval for a continuing education course by submitting the following:
  - (i) A continuing education application form;
  - (ii) A detailed course outline or syllabus;
  - (iii) A current curriculum must be provided for each speaker or lecturer;
  - (iv) The procedure to be used for recording attendance;
  - (v) The number of continuing education hours for which the course sponsor requests approval.
3. In addition to the LEAP hour requirement for resident veterinary technicians, 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) Not more than four (4) hours can be obtained from veterinary journal studies or non-interactive computer-generated courses where follow-up testing is required.
  - (iii) A maximum of three (3) hours for veterinary technicians can be acquired through in-house training at the licensees' place of employment.
  - (iv) 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 Medicine shall submit a Program Approval Form for each program presented. These forms should be submitted 60 days in advance.
  8. If the continuing education application and materials are not submitted sixty (60) days in advance of the date the course is to be offered, the continuing education provider will be assessed penalties as follows:
    - (i) First offense: Assessed a monetary penalty of \$100.00 to be paid in full at the time of application submission.
    - (ii) Second offense:

(I) Assessed a monetary penalty of \$200.00 to be paid in full at the time of application submission.

(II) The continuing education provider will not be allowed to submit any additional courses for approval for a period of ninety (90) days from the Board's decision on the continuing education application in question.

(iii) Third offense:

(I) Assessed a monetary penalty of \$300.00 to be paid in full at the time of application submission.

(II) The continuing education provider will not be allowed to submit any additional courses for approval for a period of six (6) months from the Board's decision on the continuing education application in question.

(iv) Fourth offense: The continuing education provider will be presented to the Board to determine the next course of action.

**Authority:** O.C.G.A. §43-1-25, 43-50-2, 43-50-21, 43-50-40, 43-50-50, 43-50-52 and 43-50-110.

**RULES**  
**OF**  
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**700-7-.04 Veterinary Technician Continuing Education**

**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 (LEAP). Continuing education hours may be acquired in person, by live, interactive webinars, or pre-recorded, non-interactive webinars that incorporate measures to ensure active participation throughout the course, to include, but not limited to, content-based, post-course test with a minimum of five questions per CE credit. Georgia licensees that 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 members licensed during the first year of a biennium must obtain fifteen (15) hours of continuing education and are 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 are 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. Each veterinarian or veterinary faculty member 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.
  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).
  - (i) 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.
    - (I) Veterinarians who provide proof of completion of Level 1 accreditation of the USDA-APHIS modules may be awarded 1 hour to meet the LEAP requirement.
    - (II) Veterinarians who provide proof of completion of Level 2 accreditation of the USDA-APHIS modules may be awarded 2 hours to meet the LEAP requirement.
  - (ii) If the LEAP course is a pre-recorded, non-interactive webinar, the provider must ensure that a passing score of 80% is achieved on the content-based post course test before awarding credit for the course.
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 non-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 Medicine shall submit a current Program Approval Form for each program presented to include all program materials requested. These forms must be complete and should be submitted 60 days in advance in order to be considered by the Board.
8. If the continuing education application and materials are not submitted 60 days in advance of the date the course is to be offered, the continuing education provider will be assessed penalties as follows:
  - (i) First offense: Assessed a monetary penalty of \$100.00 to be paid in full at the time of application submission.
  - (ii) Second offense:
    - (I) Assessed a monetary penalty of \$200.00 to be paid in full at the time of application submission.
    - (II) The continuing education provider will not be allowed to submit any additional courses for approval for a period of ninety (90) days from the Board's decision on the continuing education application in question.
  - (iii) Third offense:
    - (I) Assessed a monetary penalty of \$300.00 to be paid in full at the time of application submission.

(II) The continuing education provider will not be allowed to submit any additional courses for approval for a period of six (6) months from the Board's decision on the continuing education application in question.

(iv) Forth offense: The continuing education provider will be presented to the Board to determine the next course of action.

**Authority:** O.C.G.A. §§ 43-1-25, 43-50-21, 43-50-40, 43-50-50, 43-50-52 and 43-50-110.

#### **Rule 700-7-.04. Veterinary Technician Continuing 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 protective 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 eleven (11) hours of Board approved continuing education per biennium for license renewal. Of the eleven (11) hours required, one (1) per renewal period must be acquired in Georgia laws, rules and professionalism (LEAP). Continuing education hours may be acquired in person, by live, interactive webinars, or pre-recorded, non-interactive webinars that incorporate measures to ensure active participation throughout the course, to include, but not limited to, a content-based, post-course test with a minimum of five questions per CE credit. 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.
  - (i) If the LEAP course is a pre-recorded, non-interactive webinar, the provider must ensure that a passing score of 80% is achieved on the content-based, post-course test before awarding credit for the course.
  - (ii) Veterinary technicians may satisfy the LEAP requirement by providing proof of completion of three USDA-APHIS modules.
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 the biennium is exempt from obtaining continuing education for that renewal period. After this time period, the entire eleven (11) 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. All continuing education courses on Georgia laws, rules and professionalism (LEAP) or any continuing education course which is not offered by a blanket approved organization must be awarded Board approval. Providers may be awarded Board approval for a continuing education course by submitting the following:
  - (i) A continuing education application form;
  - (ii) A detailed course outline or syllabus;
  - (iii) A current curriculum must be provided for each speaker or lecturer;

- (iv) The procedure to be used for recording attendance;
  - (v) The number of continuing education hours for which the course sponsor requests approval.
3. In addition to the LEAP hour requirement for resident veterinary technicians, 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) Not more than four (4) hours can be obtained from veterinary journal studies or non-interactive computer-generated courses where follow-up testing is required.
  - (iii) A maximum of three (3) hours for veterinary technicians can be acquired through in-house training at the licensee's place of employment.
  - (iv) 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 Medicine shall submit a Program Approval Form for each program presented. These forms should be submitted 60 days in advance.
8. If the continuing education application and materials are not submitted sixty (60) days in advance of the date the course is to be offered, the continuing education provider will be assessed penalties as follows:
  - (i) First offense: Assessed a monetary penalty of \$100.00 to be paid in full at the time of application submission.
  - (ii) Second offense:
    - (I) Assessed a monetary penalty of \$200.00 to be paid in full at the time of application submission.
    - (II) The continuing education provider will not be allowed to submit any additional courses for approval for a period of ninety (90) days from the Board's decision on the continuing education application in question.
  - (iii) Third offense:
    - (I) Assessed a monetary penalty of \$300.00 to be paid in full at the time of application submission.
    - (II) The continuing education provider will not be allowed to submit any additional courses for approval for a period of six (6) months from the Board's decision on the continuing education application in question.
  - (iv) Fourth offense: The continuing education provider will be presented to the Board to determine the next course of action.

**Authority:** O.C.G.A. §43-1-25, 43-50-2, 43-50-21, 43-50-40, 43-50-50, 43-50-52 and 43-50-110.