

# GEORGIA STATE BOARD OF VETERINARY MEDICINE

## GENERAL INSTRUCTIONS FOR COMPLETING A CONTINUING EDUCATION (C.E.) PROGRAM APPLICATION FORM

All C.E. program providers must comply with Board Rules 700-7-.03 and 700-7-.04, which can be viewed on the Georgia State Board of Veterinary Medicine website at <https://sos.ga.gov/georgia-state-board-veterinary-medicine>.

All C.E. providers seeking Board approval of a C.E. program must submit a Continuing Education Application Form along with the supporting documentation for each program that is to be presented. The items submitted to the Board will not be returned to you.

**All required documentation should be submitted at least sixty (60) days in advance.**

The C.E. application and supporting documentation packet may be emailed, faxed or mailed to the Georgia State Board of Veterinary Medicine as indicated on the application form. Documentation submitted via email or fax must be submitted as a Word document or in PDF format. **No personal emails or handwritten notes will be accepted as supporting documentation.**

### Additional Instructions:

<b>Method of Delivery Defined</b>	<ul style="list-style-type: none"><li>• <b>“Live”</b> – Means the program takes place in real time either through an in-person lecture or live streaming. If the provider is conducting a “live” streaming webinar, the presentation method or platform used must be indicated (i.e. WebEx, Zoom, etc.).</li><li>• <b>“Non-interactive”</b> – Includes a correspondence course, online webinar that is not real time, mailed material, home study, prerecorded broadcasts, or journal/newsletter. For these courses the provider must include a post-course test and these questions must be included in the application.</li><li>• Certificates of completion must also reflect the method or platform used to provide the course (i.e. Zoom Live, Zoom Non-interactive, online, home study, etc.).</li></ul>
<b>LEAP</b>	<ul style="list-style-type: none"><li>• <b>Must be delivered “Live.”</b></li><li>• Pre-recorded sessions of LEAP topics are not allowed.</li></ul>
<b>Method of Attendance Tracking</b>	<ul style="list-style-type: none"><li>• Digital attendance tracking must be detailed in the Program Materials if the program is provided via electronic means.</li><li>• Attendee engagement should be measured throughout the meeting. For example-- multiple content-related polls are randomly distributed throughout the presentation and can be used as a means of monitoring attendance. Poll results are available to CE provider that indicate the name of each answering attendee, and which answer they have selected.</li></ul>

## **Review Process**

The completed C.E. application and supporting documents will be sent to the reviewing Board Cognizant for review. Applications are void after 60 days from the date of notification of application deficiencies. If all required supplemental documents are not received within that 60-Day window your application will be withdrawn and you will need to reapply.

The Contact Person identified on the application will receive a C.E. Response Letter via email when the program is granted, denied approval, or requires Board review. If the Board Cognizant recommends the denial of your application, the file will be presented to the Board at the next scheduled board meeting for consideration and a vote. Upon receiving notice that your application will be presented to the Board, you may submit additional documentation to support your C.E. application if desired.

The Board may choose to uphold the Cognizant recommendation to deny the application or grant approval. The Contact Person identified on the application will receive notice of the final decision of the Board via email within 7-10 business days after the meeting date.

**If the full Board denies your C.E. application, you must submit a new C.E. application with supporting documents if you desire further consideration of the same program.**

If granted approval, an approval code will be assigned. **Please note that program approval codes are only valid during the calendar year in which it was issued.** You must submit a new application with supporting documents each calendar year and receive a new approval code if you desire to continue to offer the same program in subsequent years. Do not combine the years on the C.E. application form.

The C.E. approval code is only good for the dates requested on the C.E. application form. **To add additional dates for a C.E. program that has already been approved;** you must submit a new and complete C.E. application form listing the additional dates in the appropriate field and notate the assigned approval code that is associated with original program date(s). \*Supporting documents are not required to add additional dates.

A new application with supporting documents must be submitted if: the title of the program changes, any program speaker(s) or instructor(s) change, or the program content is altered.

If you have any questions, please contact the Professional Licensing Board at (404) 424-9966, or visit the Board's website at <https://sos.ga.gov/georgia-state-board-veterinarymedicine>.

# GEORGIA STATE BOARD OF VETERINARY MEDICINE

Professional Licensing Boards  
3920 Arkwright Rd., Suite 195  
Macon, GA 31210

Email: [PLB-Healthcare2@sos.ga.gov](mailto:PLB-Healthcare2@sos.ga.gov)

Phone: (404) 424-9966

## Continuing Education Program Application & Approval Form

PLEASE TYPE OR PRINT

**\*Incomplete applications will not be reviewed. The completed form with all required program materials must be submitted in a single .pdf file.**

Sponsoring Group: \_\_\_\_\_

Program Title: \_\_\_\_\_

Date(s) of Program: \_\_\_\_\_

Time(s) of Program: \_\_\_\_\_

Program Site(s): \_\_\_\_\_

Intended Audience: \_\_\_\_\_

Goals/Behavioral Objectives: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Method of Instruction: \_\_\_\_\_

\_\_\_\_\_

**CE Hours Requesting:** \_\_\_\_\_ LEAP credit requested \_\_\_\_\_ YES \_\_\_\_\_ NO

Additional dates may be added if the course was approved during the current calendar year. If adding additional dates, enter the most recent approval code: \_\_\_\_\_

### **Please attach the following Program Materials:**

**1) Detailed Program Outline or Agenda and/or Promotional Program Material**

**2) Short Vitae for each speaker/instructor** – (must represent the speaker's credentials/certifications for teaching the course)

**3) Evaluation Method** – (a copy of the instrument used to evaluate the efficacy of the program which is provided to each attendee)

**4) Method of attendance tracking for ALL webinars.**

**5) Copy of the completion certificate that will be issued to participants.**

**\*All program materials must provide the title, date(s), location, time, and number of CE hours requested for the program.**

**Contact Person Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_