

1 Board of Veterinary Medicine

2

3 Adopted Permanent Rules Relating to Licensure and Practice

4

5 Rules as Adopted

6 9100.0100 DEFINITIONS.

7 [For text of subs 1 to 1b, see M.R.]

8 Subp. 1c. Continuing education or approved continuing
9 education program.

10 A. "Continuing education" means educational and
11 training activities designed to contribute to the development
12 and enhancement of skills and obligations associated with the
13 professional practice of veterinary medicine.

14 B. "Approved continuing education program" means an
15 educational or training activity that meets the requirements of
16 the Board of Veterinary Medicine Continuing Education Advisory
17 Committee for the granting of continuing education credits to
18 the recipients of the program.

19 Subp. 1d. [See repealer.]

20 Subp. 1e. Controlled substance. "Controlled substance"
21 means a drug, substance, or immediate precursor in schedules I
22 to V of Minnesota Statutes, section 152.02, or schedules I to V
23 of the federal Controlled Substances Act.

24 [For text of subp 2, see M.R.]

25 Subp. 3. Housing facility. "Housing facility" means a
26 structure, cage, building, or other facility used for housing
27 animals under veterinary care.

28 [For text of subp 3a, see M.R.]

29 Subp. 3b. Licensure renewal period. "Licensure renewal
30 period" is a two-year period beginning on March 1 and ending on
31 the last day of February two years later.

32 [For text of subs 4 and 4a, see M.R.]

33 Subp. 4b. Sponsor or approved sponsor.

34 A. "Sponsor" means a person or entity who organizes a
35 continuing education activity.

1 B. "Approved sponsor" means an entity or person who
2 has been approved by the board to present continuing education
3 programs.

4 Subp. 4c. Sterile surgery. "Sterile surgery" means an
5 invasive procedure in which aseptic technique is practiced in
6 patient preparation, instrumentation, and surgical attire.

7 [For text of subps 5 and 6, see M.R.]

8 Subp. 7. Veterinary facility.

9 A. "Veterinary facility" means a building, shelter,
10 structure, or mobile unit in which licensed veterinarians
11 routinely engage in the practice of veterinary medicine.

12 B. "Emergency veterinary facility" means a facility
13 equipped and staffed to provide acute veterinary care during
14 night, weekend, and holiday hours when most local daytime
15 veterinary practices are closed.

16 ~~C.--"Full-service-veterinary-facility"--means-a~~
17 ~~veterinary-facility-staffed-and-equipped-to-provide-sick-animal~~
18 ~~diagnosis-and-treatment-and,-at-a-minimum,-minor-and-routine~~
19 ~~surgical-procedures.~~

20 ~~D.--"Limited-service-veterinary-facility"--means-a~~
21 ~~veterinary-facility-staffed-and-equipped-to-provide-services-of~~
22 ~~a-limited-or-restricted-degree,-such-as-immunizations-and-well~~
23 ~~animal-preventive-testing,-or-limited-specialty-services-such-as~~
24 ~~ophthalmology-or-surgery.~~

25 ~~E.--"Satellite-veterinary-facility"--means-a-veterinary~~
26 ~~facility-owned,-managed,-or-operated-by-a-licensee-or-licensees~~
27 ~~whose-principal-practice-facility,-which-must-be-a-full-service~~
28 ~~facility,-is-physically-separated-from-the-satellite-facility.~~

29 9100.1000 CONTINUING EDUCATION.

30 Subpart 1. Continuing education required. Commencing with
31 license renewal for 1997, no license renewal may be issued to a
32 veterinarian, pursuant to Minnesota Statutes, section 156.07,
33 until the veterinarian has certified to the board that the
34 veterinarian has completed at least 40 hours of approved
35 continuing education during the previous two years. Thereafter,

1 each veterinarian possessing a license to practice veterinary
2 medicine shall certify compliance at the time of each subsequent
3 biennial license renewal. Licensees with odd-numbered licenses
4 renewed in 1997 are required to have completed 20 credit hours
5 and thereafter 40 credit hours for subsequent biennial license
6 renewal periods. Licensees with even-numbered licenses are
7 required to have completed 40 credit hours at time of 1998
8 renewal.

9 Subp. 2. Purpose. The primary purpose of continuing
10 veterinary education is to assure the consumer of an optimal
11 quality of veterinary care by requiring veterinarians to attend
12 educational or training programs designed to advance their
13 professional skills, knowledge, and obligations.

14 Subp. 3. Approved continuing education programs.

15 A. Courses, seminars, wet labs, and lectures
16 sponsored by accredited colleges of veterinary medicine; the
17 AVMA and CVMA; state, regional, and local VMAs; AVMA recognized
18 specialty boards; academic or specialty groups; international
19 veterinary organizations; the Minnesota Academy of Veterinary
20 Practice; the U.S. Animal Health Association; training programs
21 of the U.S.D.A. and Minnesota Board of Animal Health; and the
22 AAHA are automatically approved and do not require advance
23 approval on an individual program basis.

24 B. Sponsors of programs not automatically approved in
25 item A must apply to the ~~board's continuing education advisory~~
26 ~~committee~~ board for course approval at least 90 days prior to
27 the anticipated presentation date.

28 {+} Applications for approval of a continuing education
29 program must be submitted on a form provided by the board
30 containing the following information:

31 {a} (1) the name and address of the organization
32 sponsoring the course for which approval is requested;

33 {b} (2) a detailed description of the course
34 content, including a time schedule for the course;

35 {c} (3) the name and credentials of each person
36 making a presentation;

1 ~~(d)~~ (4) the mechanism of monitoring and
2 certifying attendance;

3 ~~(e)~~ (5) the dates and location, including the
4 name and address of the facility at which the course will be
5 conducted; and

6 ~~(f)~~ (6) the tuition fee.

7 ~~(2)-Each-initial-application-for-course-approval~~
8 ~~must-be-accompanied-by-a-\$50-payment-to-the-board.--Subsequent~~
9 ~~annual-renewal-applications-must-be-accompanied-by-a-\$25-payment-~~

10 C. Program approval criteria:

11 (1) The criteria in units (a) to (d) must be used
12 to determine approval of a continuing education program.

13 (a) The educational activities must have
14 significant intellectual or practical content dealing primarily
15 with information on skills directly related to the practice of
16 veterinary medicine, to the professional responsibility or
17 ethical and legal obligations of the participants, or to
18 practice management concepts.

19 (b) Presenters must be qualified by
20 practical or academic experience to teach the subject covered.

21 (c) The program must be conducted in a
22 suitable setting conducive to the learning process.

23 (d) Except for limitations due to space
24 availability or instructor/pupil ratio or academic or experience
25 prerequisites, courses must be open to all licensed
26 veterinarians.

27 (2) Licensees, within 30 days of attending a
28 nonpreapproved course, may apply to the ~~continuing-education~~
29 ~~advisory-committee~~ board for credit by completing and submitting
30 an individual continuing education course approval form. The
31 ~~continuing-education-advisory-committee~~ board is the final
32 determinator of credit to be allowed.

33 (3) Courses not directly related to the practice
34 of veterinary medicine, such as estate planning, investments,
35 and marketing of ancillary products, must not be approved for
36 continuing education credit.

1 (4) Providers, in advertisements for approved
 2 programs, must use the following phrase: "This program has been
 3 approved by the Minnesota Board of Veterinary Medicine for
 4 (insert appropriate number) continuing education
 5 credit hours."

6 (5) Providers must maintain records of attendance
 7 for a minimum of three years and must verify individual
 8 attendance to the board upon request.

9 Subp. 4. Continuing education advisory committee.

10 A. A six-member continuing education advisory
 11 committee is established to assist and advise the board in
 12 continuing education matters. Two members of the committee must
 13 be designated by the Minnesota Academy of Veterinary Practice;
 14 two must be members of the board; one member must be designated
 15 by the College of Veterinary Medicine, University of Minnesota;
 16 and one member must be designated by the Minnesota Veterinary
 17 Medical Association. The executive director of the board shall
 18 serve as secretary of the committee.

19 B. Responsibilities ~~and duties~~ of the continuing
 20 education advisory committee include:

21 (1) reviewing proposed continuing education
 22 programs for approval and ~~determining~~ recommending the number of
 23 continuing education credit hours that will be awarded;

24 (2) reviewing individual licensee requests for
 25 continuing education credit approval and ~~determining~~
 26 recommending the number of credit hours to be awarded;

27 ~~(3) hearing appeals for and, if necessary,~~
 28 ~~granting hardship extensions for licensees unable to meet~~
 29 ~~continuing education credit hour requirements;~~

30 ~~(4) determining, if necessary,~~ reviewing the
 31 validity of individual requests for a waiver of continuing
 32 education requirements; and

33 ~~(5)~~ (4) assisting and advising the board staff in
 34 administering the continuing education program.

35 C. All recommendations of the continuing education
 36 advisory committee must be approved by the board.

1 Subp. 5. **Requirements for relicensure.** Each licensee must
2 obtain 40 hours of approved continuing education credit in the
3 two years immediately preceding the biennial license renewal
4 deadline.

5 A. Thirty of the 40 required hours of continuing
6 education credit must be obtained from interactive sources, such
7 as lectures, seminars, wet labs, interactive television, or as a
8 presenter of a continuing education topic or author of a
9 referred journal article or contributing author for a recognized
10 textbook.

11 B. For self study, such as journal reading,
12 audio/visual tape instruction, or other noninteractive study,
13 three hours of study must be awarded one hour of continuing
14 education credit. Not more than ten hours of continuing
15 education credit from noninteractive sources must be accepted
16 toward the 40-hour continuing education credit requirement for
17 licensure renewal.

18 C. Not more than ten hours of continuing education
19 credit must be accepted for courses, seminars, or training
20 sessions focused on practice management.

21 **Subp. 6. Credit determination.**

22 A. Ten hours of continuing education credit must be
23 granted for authoring a scientific paper or book chapter
24 published in a scholarly journal or book.

25 B. Up to ten hours of continuing education credit
26 must be granted on a one-time basis for a paper or exhibit
27 presented before a professional veterinary or allied health
28 audience. Two hours of credit must be given for each hour of
29 presentation, to a maximum of ten credit hours.

30 C. One hour of continuing education credit must be
31 given for each period of not less than 50 minutes of attendance
32 at an approved continuing education program. Credit for
33 attendance at combined scientific, business, and social
34 conventions must be given only for the actual number of hours
35 spent participating in continuing education programs.

36 **Subp. 7. Extension and waivers of continuing education**

1 requirements.

2 A. For good cause, a licensee may apply to the
3 ~~continuing-education-advisory-committee~~ board for a six-month
4 extension of the deadline for obtaining the required number of
5 continuing education credits. No more than two consecutive
6 extensions may be granted. Extensions may be granted for
7 unforeseen hardships such as illness, family emergency, and
8 military call-up.

9 B. Waiver of continuing education requirements must
10 be granted to licensees enrolled in a graduate or residency
11 program leading to an advanced degree or certification in a
12 specialty or academic field related to veterinary medicine.

13 C. Waiver of continuing education requirements must
14 be granted to licensees who are members in current good standing
15 of academies and specialty boards that have continuing education
16 requirements equal to or higher than board requirements.

17 D. Waiver of continuing education requirements must
18 be granted to licensees who practice and maintain licensure in
19 another United States or Canadian jurisdiction that has
20 continuing education requirements equal to or higher than board
21 requirements.

22 E. Continuing education requirements are waived for
23 the time period immediately preceding the first license renewal
24 date.

25 ~~F.--Veterinarians-retired-but-maintaining-a-license~~
26 ~~are-exempt-from-meeting-continuing-education-requirements.~~

27 Subp. 8. Certification procedure.

28 A. The board, at the time of license renewal, must
29 furnish each licensee a form upon which the licensee must
30 certify fulfillment of the required number of continuing
31 education hours for the two-year period preceding the license
32 renewal date or that they qualify for waiver of requirements as
33 specified in items B to F E.

34 B. Licensees are responsible for maintaining
35 documentation of continuing education attendance for a minimum
36 of four years. The board may, at its discretion, require

1 licensees to furnish additional evidence as is necessary to
2 verify compliance with board continuing education requirements.
3 Upon board request, whether as part of a routine audit or as
4 part of an individual complaint investigation, a licensee must
5 furnish, within 30 days, proof to the board of satisfactorily
6 meeting the required number of continuing education hours
7 established by the board or of qualifying for a waiver.

8 (1) Proof in the form of attendance certificates,
9 diplomas, canceled checks, or class rosters accompanied with a
10 course program, or other documentation acceptable to the board
11 must be submitted.

12 (2) The ~~continuing-education-committee~~ board is
13 the final determining authority as to the acceptability of
14 specific continuing education documentation or waiver
15 qualification.

16 C. The following acts are unprofessional conduct and
17 are subject to disciplinary action under Minnesota Statutes,
18 section 156.081, subdivision 2, clause (11):

19 (1) failure to meet minimum continuing education
20 credit hour requirements for biennial license renewal;

21 (2) failure to submit adequate proof of
22 continuing education attendance within 30 days of a board
23 request; and

24 (3) falsification of attendance documentation.

25 D. Excess continuing education credit hours may not
26 be banked or carried forward into the next license renewal cycle.

27 E. For disciplinary purposes, the board may direct a
28 licensee to take additional continuing education, in specific
29 disciplines, over and above the general continuing education
30 requirements for relicensure.

31 Subp. 9. **Reinstatement of expired license.** A person
32 wishing to reinstate an expired license under Minnesota
33 Statutes, section 156.071, shall furnish proof that the person
34 meets continuing education requirements of their current state
35 of residency and that those requirements are equal to Minnesota
36 requirements, or otherwise provide documentation to the board of

1 having met Minnesota continuing education requirements for each
2 year the license was expired, up to five years maximum, or
3 provide proof of enrollment in a qualified graduate or residency
4 program during the period the license was expired.

5 REPEALER. Minnesota Rules, part 9100.0100, subpart 1d, is
6 repealed.