

THE WEST VIRGINIA BOARD OF VETERINARY MEDICINE

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License Renewal: The Process



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We have once again come to annual renewal time. And again, as we have done every year, we are going to remind you of what we will need to process your renewal timely and efficiently.

It is very distressful for us to receive a renewal in late December which is incomplete or has inappropriate information. We have no alternative but to return it for proper completion. As mail time is much slower because of the holidays, there is no assurance that it will be received, corrected and received again in this office by December 31st. December 31st falls on a Wednesday this year. However, that is only a partial work day for government offices. Our mail has been arriving closer to 4:00 p.m. each day, so it is likely that we will not be open if mail delivery is made in the afternoon. While we will try to relay to the mail carrier that mail may be placed in a door mail slot on the 31st of December, we strongly advise you to not procrastinate. Please mail your renewal early, allowing time for it to be here by December 30th.

Another concern this year is that normally, we get little done in this office in December, other than processing renewals. All renewals are opened, checked to be sure the fee is enclosed, date stamped for delivery and then placed on the desk of Ms. Goodwin for

review. She then checks the form to be sure it is filled in properly and completely, that the licensee has signed and dated the form, and then she reviews the listing of continuing education. If the renewal is correct and the appropriate fee is submitted, Ms. Goodwin then initials the renewal, which indicates it can be entered into the renewal database, and that the renewal certificate may be printed and mailed to the licensee.

This year, we have a hearing scheduled in our office for Dec 1st through the 4th, continuing Dec. 8th through 11th, if necessary. This will mean we will have little time for matters other than the hearing for 8 out of the first 10 work days in December. There are 20 full workdays and 2 half workdays in December. We will be committed to almost half of those with this scheduled hearing. So, our review and expedient return for proper completion are severely restricted. If you send in your renewal, we will of course credit it as received if it arrives Dec. 10th. But, we may not be able to check it until Dec. 20th. This would mean little opportunity for it to be returned and resubmitted in time to avoid delinquency.

While we regret this, rapid returns for corrections in the past have been a service to licensees and not a right. You can not avoid delinquency fees if we can't get your renewal form back to you for correction and resubmission by December 31st. (cont'd. page 2)

License Renewal: The Process (cont'd from page 1)

We have no responsibility to return your renewal form to you for correction before it is delinquent. You are responsible for getting the renewal form properly filled out and submitted with the correct fee for receipt in our office by December 31st.

If your renewal does not contain all required information when received, you will be charged for a delinquent renewal if it can not be corrected and returned by the end of December. We will not have the time this year to stop processing renewals so an insufficient renewal can be mailed back as soon as possible for correction or completion.

Please check to be sure that:

- All information is completed.
- You have signed and dated the renewal form.
- You have listed the actual class names for the c.e. requirements.
- You do not use abbreviations or acronyms in course providers. We may not be familiar with what the OVTEMA or the ISVMA are.
- You submit a separate check for each renewal. If there are 3 licensees for 1 check and one of the renewals can not be processed, it holds up processing the others associated with the check.
- You double check everything before sealing the envelope.
- The check is to the WV Board of Veterinary Medicine, and for the right amount.
- You allow for holiday mail delays. If you mail your renewal Monday, December 29th, it is very likely that it will not be in our office by close of business on December 31st. We go by date received, not date mailed in determining if it is delinquent.

If your renewal is not received in this office and properly completed for processing by December 31st, your license renewal certificate will reflect the renewal effective date as the date it is processed. This means you are not authorized to practice veterinary medicine in West Virginia after December 31, 2008 until your renewal processed date in 2009. ❄

Your Veterinary Practice Act-



Changes are on their way

For several years, we have been researching updates to our veterinary practice act. This has been an arduous task, utilizing many reference sources, including other state veterinary codes and national model acts. In some instances, while we liked the language, we knew that West Virginia code would not allow for the same authorities in this state.

Over the past year in particular, we have met with the legislative staff through many drafts. We are currently on Draft 12.

Primarily, we are attempting to clean up archaic language. We are also adding language relating to registered veterinary technicians to the practice act. RVT's have been only alluded to in our present practice act, under the Board's authority to regulate the profession. The actual duties and responsibilities for RVT's are currently in our legislative rule, Series 3.

We will continue to have legislative rules. It is best to generalize in the practice act and elaborate in the rules. In doing that, if something needs changed, it is a much easier process to modify a rule than to open up the practice act.

After the final version of the practice act is passed by the WV Legislature and signed into effect by the Governor, we will then need to address all our rules for changes. The rules need to elaborate on and comply with the general authorities as stated in the practice act. As they are presently worded, our rules are an elaboration and extension of our authority and license requirements as written in the current practice act. Our veterinary practice act, with only a couple of very minor changes, has stayed in its present language since the 1960's.

The Board of Veterinary Medicine is one of the oldest boards in the state, being established in 1915. 🦋

Know Your Continuing Education Requirements

This is a subject we get lots of questions on. We hope to dispel some misconceptions and explain what is and is not acceptable continuing education in meeting your mandatory renewal requirements.

Last year, about a third of the renewals that came into this office had continuing education that did not meet our requirements. It wasn't so much that the class content was unacceptable as the provider was not.

For example, a c.e. provider may have offered a course that contained classes on surgical procedures, medical techniques and diagnostics. All of the classes meet our requirement that a minimum of 14 of the 18 hours mandatory for veterinarians annually be classroom and scientific. The other 4 of 18 required annual hours may be through the same type of classes or can be internet courses, reading journals, etc. Additionally, these 4 hours may be in subjects other than scientific enhancement, such as practice management.

The problem was that the provider was not approved for the classes in our range of approved providers.

Under our current guidelines, the c.e. must first meet the course content as described above. Then, it must also be presented by an organization that is approved to conduct this particular program.

If the program is appropriate for content, you must be sure the provider is approved as well. Examples of organizations that meet this requirement are state or national veterinary associations, schools of veterinary medicine and programs approved by RACE (Registry of Approved Continuing Education).

Many of you listed attendance in classes last year where the content was fine, but the provider was not an approved provider.

You may have an organization submit their proposed program to this board for review. The fee is \$50.00 for this. If the program is then approved, they can advertise their course as approved by the WV Board of Veterinary Medicine for the particular time frame it is being held.

Keep in mind that any approval is for that specific program. If they hold another such program the next year, previous approval is not carte blanche approval for subsequent offerings. You can not use it to meet your continuing education requirements for the year in which you completed it unless it was specifically approved for that time period.

Do not misunderstand that a state veterinary board approving a program means that other states approve it. It is up to each state in determining what is acceptable, as each state has its own requirements for acceptable continuing education.

There seems to be so much misunderstanding on this issue, that we are allowing you to submit for 2009 renewal c.e. that you completed in 2008 which meets our content requirements. We are going to be liberal in the provider category. **This is for the 2009 renewals only!** We wanted to explain about approved c.e. one more time. Unless you receive written notification from the WV Board of Veterinary Medicine after the first of the year in 2009 that we are changing our requirements on approved providers, you must be certain that;

- ✓ Veterinarians complete at least 18 hours of c.e. in 2009 for 2010 renewal
- ✓ At least 14 of the 18 required hours must be in a classroom setting, and must be scientific
- ✓ The other 4 hours may also be classroom scientific, but may be completed by internet, reading, video's, etc. and may be in practice matters other than scientific enhancement, if you wish.

- ✓ Pre-approved providers in the field of classroom scientific are;
 - RACE
 - National veterinary associations, (such as AVMA)
 - State veterinary associations, (such as WVMA)
 - Schools of veterinary medicine

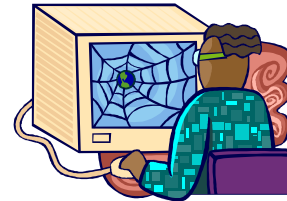
For RVT's, you are required to complete a minimum of 8 hours of approved classroom c.e. each year to renew for the next year. At least 4 of the 8 required hours must be in the science of veterinary technology. The other 4 may also be in this science, or may be in veterinary practice matters, etc.

The provider as well as the content must be approved by the Board for the program and its presentation date(s).

For anyone required to complete continuing education to renew for the next year:

- No c.e. hours may be carried forward or applied to subsequent renewal periods. Hours completed in 2008 may only be applied to your 2009 renewal.
- RVTs who acquire a new registration via the June exam are exempt from the c.e. requirement in the year registered. In the next and all subsequent years, they must complete the 8 hours as specified.
- Veterinarians who are licensed in WV via our January exam must complete the required 18 hours in the year licensed.
- Veterinarians who become licensed at our June exam are not required to complete c.e. in the year licensed. They must complete the required 18 hours as stated for renewal in the next and all subsequent renewal years. ✍

The West Virginia Veterinary Board Website



For your information: Our veterinary board website is up and running. The address is www.wvbvm.org. This website is provided as a resource for the public and for you. On this site, you can retrieve and review your veterinary practice act, rules and regulations, and some of our forms. You may also access other websites of interest, such as AVMA, WVMA, and AAVSB.

There is also a continuing education table that you may download and print out. With this, you can track your c.e. courses that you will be using to meet the renewal requirement at the end of the year. We also list on the website those who have renewed their license, registration or certification.

As the license information is public, we recommend that you list a business address or a post office box on your renewal form. We discourage listing a home address as your primary address to avoid you having unsolicited visitors.

If you have items you would like to see on our website, please contact Ms. Goodwin via email at wgoodwin@wvnet.edu with your suggestions. ☆

Happy Holidays from the West Virginia



Board of Veterinary Medicine!!