

# RVT Renewal Information

Revised January 2009

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## RENEWAL INFORMATION

Renewal notices are sent out the middle of April of each year and are due on or before May 31. There will be no waiving of the deadline for those who do not receive the renewal notice. It is the responsibility of each Registered Veterinary Technician to contact the Texas Veterinary Medical Association-TVMA office, allowing adequate time for their receipt and submittal of renewal information by the renewal deadline date. Required items for renewal are the *RVT Renewal Form*, which will be provided with the renewal notices in April or you will be able to download a generic printable version at the TVMA website, attendance of five (5) hours of continuing education, and renewal fee of \$30. If all required renewal items are not submitted together or are not submitted by the deadline, incomplete and/or late fees of \$10 will be charged as applicable and processing will be delayed until all items are received as well as the additional fees. See applicable sections for further details.

TVMA will select fifty technicians randomly to show proof of continuing education each year. If a technician is one of the fifty registered technicians randomly selected, he/she will be required to submit the below information by the deadline date. Those who are selected will be notified in their renewal notices in April. Each person selected will be required to submit proof of the current year's continuing education, as well as the *Renewal Form* and renewal fee. Please refer to the *CE Proof* section for additional information on submitting proof of continuing education. If a technician is not able to show proof of continuing education by the deadline date, he/she is given a specified amount of time in which to do so. See the Renewal Documentation section for more details.

## RENEWAL DOCUMENTATION

There will be a standard, required renewal form to be used by all Texas RVTs beginning with the renewal year 2002-2003. The Renewal Form will be provided with renewal notices each year, or can be downloaded from the TVMA website at [www.tvma.org](http://www.tvma.org). The Renewal Form must be returned with the renewal fee unless an RVT has been selected to show proof of CE for the current year. TVMA will randomly select fifty registered veterinary technicians every year to show proof of continuing education for the year currently renewing. The selected technicians will be notified with the normal renewal notices that go out in April of every year. They will be expected to show this proof by the normal deadline date of May 31 of the current renewal year. If a technician cannot show proof by this date, one of the following will apply.

- If a technician is current at that time, he/she will be given the normal length of one-year delinquency before action will be taken. If an RVT does not submit the requested year of continuing education on or before May 31 of the following year, his/her name will be turned into the Technician Review Subcommittee for initial review. After being reviewed by the Technician Review Subcommittee, a recommendation for action will be made to the Technician Oversight Committee (TOC). The TOC is responsible for the final decision in all matters relating to technician statuses.
- If an RVT is in a delinquent status when notified to show proof of the requested year of continuing education, he/she will only be given until that initial May 31 deadline to respond. The fact that he/she is in a delinquent status when the renewals go out in April means he/she has already been delinquent for eleven (11) months and is nearing the end of his/her one-year maximum delinquency time-frame. His/her name will be submitted to the Technician Review Subcommittee and then to the Technician Oversight Committee, for final action to be taken.

## **LATE RENEWAL & FEE**

Any renewal received after the May 31 deadline will be charged a \$10 late fee. If a renewal is received or postmarked after the deadline and a late fee is not included, the renewal is incomplete and will be charged fees in addition to the late fee. (See incomplete Renewals & Fees). A renewal will not be processed until ALL fees are paid and documentation received.

## **INCOMPLETE RENEWAL & FEE**

If TVMA has to contact the technician in order to collect any missing documentation and/or fees, an incomplete fee will be assessed. An incomplete renewal is any renewal that is received without one of the following: Renewal Form, renewal fee, and proof of continuing education, if applicable.

## **RENEWAL DEADLINE EXCEPTIONS**

Technicians who have not met all requirements may be given an extension in special cases. Special cases may arise in which an individual cannot meet the CE requirements. Special cases **will not** include normal pregnancy, lack of local seminars, or ability to get away from work. The Technician Oversight Committee will consider exceptions on a case-by-case basis. Committees are composed of registered technicians and member veterinarians of TVMA.

A technician requesting a waiver or exception to renewal policy should submit it in writing along with supporting documentation, if any, to the TVMA office, and address it to the Chair of the Technician Oversight Committee c/o RVT Program Coordinator. The committee meets twice a year, and if the case has merit, it will be approved and an extension will be granted.

## **CE PROOF**

If a technician is selected to show proof of continuing education, he/she should use the following as a guide to ensure proper documentation is submitted. All technicians should request proof of attendance if it is not given to them upon completion of a continuing education class. Refer to the following list of acceptable and non-acceptable forms of proof.

### **Acceptable Proofs of Continuing Education**

- Copy of a certificate of attendance
- Letter from the organization or individual giving the seminar/class (must contain date, times, and topics covered)
- A receipt from the organization having the seminar/class will be accepted if accompanied by a schedule of the event (receipt should contain name of the organization, date and the person's name).

### **Non Acceptable Proofs of Continuing Education**

- Name badge only
- Copy of a program only
- Copy of an advertisement for the event
- Copy of receipt only

## CE GUIDELINES– When to acquire CE

Note: The renewal deadline date is *always* May 31<sup>st</sup>.

<u>Renewal year:</u>	<u>Renewal coverage</u>	<u>CE should be attended between:</u>	<u>Apply carry over <i>to</i> coverage year:</u>
2008-2009	June 1, 2008 – May 31, 2009	June 1, 2007 – May 31, 2008	2009-2010 only
2009-2010	June 1, 2009 – May 31, 2010	June 1, 2008 – May 31, 2009	2010-2011 only
2010-2011	June 1, 2010 – May 31, 2011	June 1, 2009 – May 31, 2010	2011-2012 only
2011-2012	June 1, 2011 – May 31, 2012	June 1, 2010 – May 31, 2011	2012-2013 only

Technicians that have not acquired any or accumulated enough continuing education hours by the deadline date of May 31 will be allowed to acquire them from the upcoming year. If more than the required five hours of CE is accumulated, you may carry over the remainder, not to exceed five (5) hours, for the next renewal year (see above chart).

### CE HOURS–Carry-Over

A maximum of five hours can be carried over into the next renewal year only. There are three possible categories that may apply in the case of carrying over hours to maintain a current status. Whichever you choose, please use the *RVT Continuing Education Journal* to start recording your continuing education hours.

#### Three possible categories for carry over hours

1. You could remain a year ahead in CE every year if you acquire 10 hours the first year and attend five-hours each year after that
2. You may attend 10 hours every other year
3. You can acquire more than five but less than 10 hours in any one-renewal year and not lose the excess, but instead acquire those that are needed to complete the five hours for the next year. If this option is selected, a technician will still need to find CE hours for the following year. Refer to the examples on the following page and possible scenarios pertaining to this choice in obtaining CE credit

#### Example scenario of obtaining CE hours under the current policy:

- o The renewal coverage dates are June 1, 2009- May 31, 2010
- o The deadline to submit your renewal is May 31, 2009
- o You attended 8 hours in the period of time May 31-2008 to June 1, 2009
- o You will use 5 hours for the above covered year of 2009-2010
- o You will now have three-hours remaining to be used for the 2010-2011 year, which will be due May 31, 2010
- o Some where in the timeframe of June 1, 2009 and May 31, 2010, you will need to acquire the remaining two (2) hours to submit by May 31, 2010. At this time you can do one of two things:
  1. Attend more than the two-hours and use the remainder for the next year 2011-2012 which will be due May 31, 2011. Remember that carry over may not exceed one year or five hours.
  2. Attend the required two hours by May 31, 2010, and then attend another five hours for the following year 2011-2012.

Carry-over can only be done into the next year, not more than one year in advance, so a technician will fall into one of the three categories above.

## **CE HOURS—Tracking**

TVMA will provide all Registered Veterinary Technicians with an *RVT Continuing Education Journal* available to download off the TVMA website. The journal will cover multiple renewal years and allow for the recording of various CE topics, dates, hours obtained, and hours to be carried over. TVMA recommends that the technician keep an up-to-date copy of the RVT Renewal policy and all related information in his/her journal. We also recommend storing proofs of CE and the Journal in a binder to make sure that all information concerning your documented hours is in one place.

## **APPROVED CE**

All continuing education must be related to the veterinary medicine field. In most cases, continuing education designed for veterinarians will be accepted for technicians, as we feel it is important for technicians to have a broad base of knowledge and remain abreast of current and future developments in veterinary medicine.

## **Acceptable Forms of CE**

The following list applies to a one-year period of time.

1. Human-related continuing education hours are *not* accepted.
2. Practice Management for a maximum of 2 hours CE.
3. College courses that are related to veterinary medicine are accepted for a maximum of 2.5 hours CE.
4. Distance Learning for a maximum of 2.5 hours CE: including internet/online coursework, satellite courses that allow simultaneous viewing, and participation in a seminar at a separate site, home continuing education correspondence courses, & continuing education videos. The technician must contact the continuing education provider directly to acquire videos, correspondence coursework or any related materials to the applicable course to ensure proper proof is provided upon completion.
5. Closed in-house seminars (not open to the public) may be used for up to 2.5 hours of CE.
6. All local, state, and national veterinary medical associations are pre-approved on an hour-per-hour of lecture time basis.
7. Veterinary specialty organizations, state or national associations, veterinary school or veterinary technology school seminars are approved on an hour-per-hour of lecture time basis.
8. Speaking engagements and or published papers in proceedings or other veterinary medical journals are approved for a maximum of 2.5 hours CE. RVTs who have presented topics in the animal health related field to other RVTs or DVMs and submitted the same material to a medical publication may receive credit for only one. If they are two different presentations, 2.5 hours will be granted for both presentation topics. (Proof of each would consist of a copy of paper and table of contents listing, or a copy of paper and a listing in the meeting brochure). (Added 8/3/01)

## **STATUSES**

There are currently four statuses: current, delinquent, expired, and inactive. If you have any doubt about your status, please call or email the TVMA office to verify your status with the RVT Program Coordinator.

### **CURRENT STATUS**

An RVT will remain in a current status by attending five (5) hours of CE, submitting the renewal fee, and renewal form each renewal year by the deadline. If CE is not acquired in the appropriate timeframe, one of two things will happen: 1) if not acquired as of the deadline, TVMA will accept late CE for up to a year after the deadline date (See Delinquent Status) 2) if the CE is acquired too early, anytime other than the current year or the carry over year, then it will not be accepted. See sections on Guidelines-when to acquire CE and CE Hours Carry-Over.

### **DELINQUENT STATUS**

A delinquent status occurs when a current RVT does not renew with all required documentation and fees by the renewal deadline of May 31. Thus, delinquent statuses are effective June 1 of any given year. If a technician cannot renew by the deadline with the required CE attendance and renewal documentation, he/she should not submit the fee until he/she can do so. The delinquent status changes when either of the following happens:

1. The RVT renews before June 1 the following year.
2. The RVT does not renew before June 1 the following year, and his/her status changes to expired effective June 1.

### **EXPIRED STATUS**

An expired status occurs when an RVT allows his/her registered status to remain delinquent for more than one year. All expired statuses are effective June 1, a year from the date of delinquency.

Effective January 2009 to reinstate RVT status, the expired RVT will be required to take the state exam at a cost of \$120, pay the past due balance of \$40 (\$30 + \$10 late fee for the years they practiced, and received benefits as an RVT, but did not pay the renewal fee), and show proof of 10 hours of CE obtained within the two years prior to taking the state exam or within six months after taking the state exam.

## **INACTIVE STATUS**

Registered Veterinary Technicians that do not wish to renew their status in the State of Texas may do so for the following reasons:

- no longer working
- no longer working in the field
- transferring to another state
- do not wish to remain a Registered Veterinary Technician

If someone inquires as to the status of the inactive technician, TVMA will inform that individual that the technician discontinued his/her status in the State of Texas as of the date of receipt of written notification. TVMA will also notify the inquirer of the projected expiration date.

A technician may remain in an inactive status until the end of a normal delinquent cycle (see above Delinquent Status). At that time his/her status will expire. There are absolutely **no** holds on status.

An Inactive RVT may not claim to be a Registered Veterinary Technician (RVT), registered in the state of Texas. TVMA will take action against any individual who is currently inactive and misrepresenting his/her technician status.

## **APPEALS**

If applicable, status changes are mailed out in June each year. **Appeals regarding status are to be sent to the TVMA office within 30 days of the date of notice.** All appeals should be addressed to the Chair, Technician Review Subcommittee and Chair, Technician Oversight Committee. Please mail appeals to the attention of the RVT Program Coordinator at the TVMA Office.