Information for Regional Conference Host Institution

This document is designed to provide the hosting institution with a checklist of all items and information that will be needed by the RACE Program Administrator in order to put together an application for approved RACE CE credits. ***This document is designed for Institutions wishing to host a <u>Regional Conference</u> and obtain AZVT RACE approved CE***. Important forms and information may be found at https://azvt.org/Presentation-Info.

Requested Information:

Information about the Meeting Itself:

☐ **Dates** and **location** (City/State) for the meeting.

☐ **Title** for the conference/program.

☐ **Program Description** – Briefly describe what a participant can expect during the conference. This information will be submitted into the CEBroker website (https://cebroker.com), which is searchable (so keywords might be useful). For example, if the program was about the RACE Standards, the Description might state, *"This course covers who qualifies to give a Medical presentation based on the 2020 RACE Standards. We will discuss when letters of reference are needed and what may disqualify and individual from being accepted as a presenter of a RACE program."* (from RACE Course Attachment Example, AAVSB)

☐ **Objective statements**. Each Author/Presenter should submit ONE objective statement for each presentation, or if a group of presenters are all speaking on the same topic with the same objective, then these may be included together in a "segment" of the conference. There is a place in the online **Regional Conference Presenter Form** for this Statement. *Objective statements ask questions such as: "What knowledge will an attendee gain from this program? What might they share with their fellow licensees about this program?"* (from RACE Course Attachment Example, AAVSB)

☐ **Method of delivery**. i.e. Live or Anytime. (*See RACE Standards, 2021, Article V*) – Note: *Round Table discussions are not a RACE approved method of delivery.*

<u>Definitions:</u>

Live – "*A live program is a lecture, broadcasted interactive event, seminar, class, lab/wet lab, conference, or workshop. The event takes place in real time, i.e., the same timeframe for all participants.*" (RACE Standards, 2021, Article V, Section 5.01, p. 7))

Anytime – "*Programs falling into this category include correspondence, computer-based training (i.e. online courses), mailed material, home study, prerecorded broadcasts, and/or journal/newsletter. There must be a mechanism to document a minimum level of participation, the ability to be flexible and*

supplement the participant's learning experience in response to the individual and collective participants' progress and feedback on a day-to-day basis during the course period. In addition, electronic security measures and reliable technology must ensure appropriate privacy." (RACE Standards, 2021, Article V, Section 5.01, p. 7))

For Anytime programs, there is not a set date to participate; however, there must be some form of *evaluation* to confirm that the participant completed the course and earn the CE credit. This means there must be a **Post-Course Test** provided to participants. The participants must complete the test BEFORE receiving their CE certificate. The Test must have a minimum of five (5) questions*. Participants must earn a 70% or higher on the post-course test to receive CE credit.

> **In the past, the recommendation has been five (5) questions per 30 minutes of content. However, that is not a requirement based on current RACE Standards.*

Promotional Presentations: (*See RACE Standards, 2021, Article VI, Section 6.01, p. 8*)

"…a program educating about a product, service, or company may be considered for approval provided it demonstrates the following:

  a. There is a clear delineation between marketing and education.

  b. There is sufficient scientific or clinical content related to the product and it is presented in a manner such that the program is useful to attendees who do not use the specific product or service.

  c. There is clear indication to participants at the beginning of the presentation of the relationships among Provider, presenter, and content of the program.

  d. If there are multiple presenters, all must meet RACE Standards for presenters, and appropriate information on these presenters must be included with the application. The original author of the presentation must be identified and must also meet RACE Standards as a subject matter expert on the specific subject matter.

  e. Providers giving the presentation on behalf of a commercial organization that also employs the presenter must agree to the conflict of interest statement at the beginning of every program application. Disclosure must be made to the program attendees in the form of an introductory slide, or verbal acknowledgement. If the Provider decides to use verbal acknowledgment, it must be agreed to upon application submission.

  f. RACE acknowledges the need for corporations to use veterinary medical professionals as technical representatives to present Programs specifically developed around a product or service. The presenter must be qualified in the subject matter, so they can answer questions and direct the discussion in an appropriate fashion to achieve CE credit. This requires separate submissions of credentials for each individual presenting, which must meet the presenter requirements as listed above in Section 7.04.

☐ **Program Categories**. There are two RACE Categories: **Medical** and **Non-Medical** (*See RACE Standards, 2021, Article III, Sections 3.01 & 3.02, p. 6*)

A full description of each Category is presented in the **Regional Conference Presenter Guide** which provides details to help Authors/Presenters with the online **Regional Conference Presenter Form**. Authors/Presenters should fill out the online form themselves.

☐ An **agenda**. This is required for RACE. It is helpful if you include your presenters in the order they will present, or if there are specific sections when speakers will be presenting on the same topic with the same objectives. See **Example Program Agenda** at https://azvt.org/Presentation-Info.

> **CE Credit Calculations** *(see RACE Standards, 2021, Article IV, p. 6)*
> - 15-24 minutes = 0.25 CE Credits
> - 25-49 minutes = 0.50 CE Credits
> - 50-60 minutes = 1.0 CE Credits
>
> Beyond 60 minutes, additional fractions of CE Credits may be applied as needed.

☐ **Participant Certificate of Attendance**. *Specific RACE required language is necessary on the Certificate, but can only be applied AFTER the program has been approved by RACE.* There is a standard AZVT Certificate of Attendance on file and you may request an example as a template if you are presenting a Regional Conference. *Please provide the RACE Program Administrator with your Certificate template if you are presenting a Regional Conference so that the appropriate RACE language can be applied.*

☐ **Attendance** must be monitored and recorded during the conference. ***This list MUST be provided to the RACE Program Administrator as the list will be uploaded into the RACEtrack system.***

There are a variety of methods for keeping track of attendance, including sign-in sheets each day. Please keep track of all attendees and at the end of the conference, provide these lists to the RACE Program Administrator for the RACE required records.

☐ **DO NOT advertise that a program has been approved before official notification**. Instead, the following wording should be used:

> *"This program has been submitted (but is not yet approved) for _____ hours of continuing education credit in jurisdictions which recognize RACE approval."*

Once approved, the following wording should be used:

> *"This program has been approved for _____ hours of continuing education credit in jurisdictions that recognize RACE approval."*

Or for programs with concurrent sessions:

> *"This program has been approved for _____ hours of continuing education credit in jurisdictions that recognize RACE approval, with _____ hours available to an individual attendee."*

Please contact the RACE Program Administrator with any questions. (*See RACE Standards, 2021, Article VII, Section 7.05, p. 11*)

Information about Presenters:

☐ Name, credentials and education, email, address, and/or other contact information and affiliation(s) for the speaker. See **Regional Conference Presenter Guide** and the online **Regional Conference Presenter Form** for details.

☐ **A resume or curriculum vitae (CV)** must be submitted for all presenters. (*This is required by RACE*). These will be submitted to the CEBroker website (https://cebroker.com). There is a file upload option in the online submission form or a copy of the presenter's resume/CV may be emailed to the RACE Program Administrator (conferenceprogram@AZVT.org).

In general, presenters are approved to present if they are considered to be a "peer" to the other attendees or if they have a higher degree of education or specialty experience.

- o That is; an RVT presenting to an LVT or CVT would be considered a peer. A DVM presenting to a VMD would be considered a peer. A DVM presenting to an LVT or CVT or RVT would be approved due to the higher degree of education.

- o For an R(or L or C)VT to present to a DVM, evidence of specialty experience would be necessary (as demonstrated on their resume or CV) AND two (2) **letters of reference** from subject matter experts must be provided. These letters must attest to the suitability of the presenter in presenting the topic. These individuals should not be employed by the presenter or the Provider and must be board certified or have advanced degrees in the subject area.

Important Information for the Hosting Institution:

☐ The RACE application is due a ***MINIMUM* of 45 days** in advance of the conference. After that, there is a $275 late fee assessed, on top of the application fees. <u>Earlier is better</u>!

☐ Program administrative fees (for applications submitted 45 days or more in advance) is $175.

☐ Hourly Segment Fees
Each hour of CE (up to 24 hours) costs $20.
- o If the conference is between 25 and 49 hours: Admin fee of $175 + $500 flat fee for application.
- o If the conference is between 50 and 99 hours: Admin fee of $175 + $750 flat fee for application.
- o If the conference is between 100 and 249 hours: Admin fee of $175 + $1250 flat fee for application.
- o If the conference is above 250 hours: Admin fee of $175 + $2750 flat fee for application.

For questions or to organize AZVT RACE CE for a Regional Conference, please contact the AZVT RACE Program Administrator:

General Program Co-Chair Email: conferenceprogram@AZVT.org

Christina Camillo, EdD, MLS(ASCP)[CM]
cgcamillo@gmail.com
410-236-5657