



APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAMS

Requirements

The following requirements pertain to the approval of AVCA continuing education hours for which the program sponsors or attendees intend to use toward the fulfillment of the required 20 hours of traditional animal chiropractic continuing education

1. The hours must be directed toward keeping the license apprised of the advancements, new developments and review of information which is designed to build upon the basic curriculum required to practice animal chiropractic and which are in the following areas: anatomy, physiology, histology, biochemistry, pathology, physics, bacteriology, neurology, microbiology, diagnosis, symptomatology, animal handling, chiropractic analysis, x-ray, chiropractic technique, VSC, and expansion of topics covered in the basic curriculum. Remember this is animal chiropractic. All lectures must be animal chiropractic in nature. All subjects must pertain to animal chiropractic.
2. The application must be submitted to the AVCA at least 90 days prior to the date on which the program is scheduled to be presented.
3. Fee - \$60 (US funds) per course, per location. Check, money order, or Visa or MasterCard accepted. Fees are non-refundable.
4. One credit hour equals 50 minutes of applicable instruction, exclusive of coffee breaks, lunches, visits to exhibits, and meetings.
5. Changes in subject material to be taught or instructors after approval of this course can result in the loss of credit for the portion that has been changed
6. The minimum requirements of the instructor should be DVM/VMD, DC, MD, DO, PHD or equivalent.

Please Submit the Following Documents with the Application

1. A detailed outline of the course which includes a brief description of the subject matter to be presented and which lists the course subject, the actual time and date of presentation and the instructor teaching the subject.
2. A current CV of each speaker or lecturer appearing in the program.
3. A sample of the certificate of attendance that is to be issued to each person in attendance.
4. The certificate must contain the name of the sponsor, name of the licensee, title of the course, date of the course, number of credit hours, board approval number and signature of person authenticating attendance.
5. A sample of method of monitoring and verifying attendance.
6. For on-line courses: submit a detailed description of the method utilized to authenticate attendance and completion of at least 50 documented minutes per hour of coursework.

After Receiving AVCA Approval

1. AVCA program number and number of approved hours must be included on any advertising and all documents pertaining to the seminar, including certificates of attendance.
2. Copies of sign in sheets or attendance verification, complete list of attendees with hours attended, copies of attendance certificates and completed attendee speaker and seminar evaluation sheets are to be sent to the AVCA office.

442154 E 140 RD • BLUEJACKET, OK • 74333

PHONE: 918-784-2231 • FAX: 918-784-2675

WWW.ANIMALCHIROPRACTIC.ORG



APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAMS

Complete and return application with the non-refundable processing fee of \$60.00 (U.S. Funds) no less than 90 days BEFORE seminar dates. Check, money order, Visa or MasterCard is accepted.

Required Attachments Checklist

- ___ Course outline (subject, time, date, instructor)
___ Current CV for each speaker
___ Sample certificate of attendance
___ Sample of attendance monitoring system or verification method

Name of Sponsor: _____

Address of Sponsor: _____

Name of Contact Person: _____

Address of Contact Person: _____

Telephone Number of Contact Person: _____

Fax Number of Contact Person: _____

Email of Contact Person: _____

Title of Course: _____

Date (s) of Course: _____

Location of Course: _____

Number of Credit Hours Applied For: _____

Person Who Will Authenticate the Attendance at the Course: _____

AVCA OFFICE USE Approved: Y/N Approval #: Hours Approved: Approved By/Date: