



APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAMS

Seminar Application 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:

All subjects must pertain to animal chiropractic.

anatomy,	neurology,	chiropractic
physiology,	microbiology,	technique,
histology,	diagnosis,	VSC,
biochemistry,	symptomatology,	and expansion of
pathology,	animal handling,	topics covered in
physics,	chiropractic	the basic
bacteriology,	analysis, x-ray,	curriculum.

Remember this is animal chiropractic. All lectures must be animal chiropractic in nature.

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. (*90 day prior submission does not imply applicant will receive approval/denial in a 90 day period. Notification of approval/denial may not be received until after the event.*)
3. Fee - \$60 (US funds) per course, per location. Check, money order, or Visa, MasterCard, or Discover are accepted. Fees are non-refundable.
4. One credit equals a minimum of 50 minutes, maximum of 60 minutes of applicable instruction, exclusive of coffee breaks, lunches, visits to exhibits, and meetings. Smallest increment considered is a 30 minute increment for ½ or less credit.
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, length 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. **SUBMIT** 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.



APPLICATION FOR APPROVAL OF CONTINUING EDUCATION SEMINARS

Complete and return APPLICATION and DOCUMENTATION 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/title w/brief description, time, length, 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:*



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CHECK LIST:

- **Have you attached 3 sets or copies of the application and required documentation?**
- **Have you included the \$60.00 non-refundable processing fee (US Funds)?**

MAKE CHECKS PAYABLE TO THE

AVCA

442154 E 140 Rd, Bluejacket, OK 74333

Amount: \$60.00

CREDIT CARD INFORMATION: Visa _____ Mastercard _____ Discover _____

Card Number _____ Exp Date: _____

Name of Cardholder – please print _____

Card Billing Address _____

Signature _____



APPLICATION FOR APPROVAL OF CONTINUING EDUCATION SEMINARS

Please complete this speaker evaluation form for each lecture attended. Your feedback is important to future offerings. Thank you.

SPEAKER NAME _____ **DATE/S** _____

LECTURE TITLE _____

Please use the following rating scale: Strongly Agree (SA), Agree (A), Neutral or Don't know (N), Disagree (D), Strongly Disagree (SD).

Statement	Rating				
	SA	A	N	D	SD
The lecture/workshop was what I expected from the brochure description.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The lecture/workshop was useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The presentation method (hands on, PowerPoint, etc) was appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The speaker was well prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The speaker was knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The presentation was at an appropriate level for postgraduate work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The speaker adapted his/her presentation to the needs of the audience.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall the speaker was excellent.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall the workshop was excellent.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
As a result of this workshop, I plan to change my behaviors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
What did you find most valuable about the workshop?					
What things should the speaker change, add, delete, etc?					
Which behaviors do you plan to change?					
Suggestions for future workshops / presentations.					
Other comments (e.g., location, size of group, classroom, topics, time of year, etc.					