



AMERICAN
VETERINARY
CHIROPRACTIC
ASSOCIATION

Recognized as the Worldwide Leader in Animal Chiropractic
www.animalchiropractic.org

Standards for Providers of Animal Chiropractic Continuing Education

As approved by the AVCA Education Committee
And the AVCA Board of Directors on November 9, 2017
Revisions April 4, 2018

American Veterinary Chiropractic Association
442236 E 140 Road
Bluejacket, OK 74333
Telephone: 918-784-2231
Fax: 918-784-2675
www.animalchiropractic.org

Effective January 1, 2018, Revisions April 4, 2018

Table of Contents

Table of Contents	2
Article I. General Information	4
Section I.1 Purpose	4
Section I.2 Objective.....	4
Section I.3 CE Content	4
Section I.4 Intent	4
Section I.5 Review Process.....	4
Article II. Program Categories	4
Section II.1 Category One: Clinical	5
Section II.2 Category Two: Scientific.....	5
Section II.3 Category Three: Practice Management/Professional Development:	6
Article III. Method of Delivery	6
Section III.1 Seminar/Lecture.....	7
Section III.2 Lab/Wet Lab:	7
Section III.3 Interactive-Distance: (Web-based, Teleconference or Audio-Conference).....	7
Section III.4 Non-Interactive-Distance: (Online, Correspondence, Journal, Question Writing, or Other Self-Study)	7
Article IV. Programs That Are Not Acceptable for AVCA Approval.....	7
Article V. Quantifying Continuing Education.....	8
Article VI. AVCA-Approved Provider	8
Section VI.1 Provider Responsibilities	9
Section VI.2 Provider Requirements	9
Article VII. Specific Considerations	10
Article VIII. Disclosure	10
Article IX. Program Application Information.....	10
Section IX.1 AVCA Program Application form and fees	10
Section IX.2 Program Description.....	11
Section IX.3 Presenter Information	11
Section IX.4 Certificate of Attendance.....	11

Effective January 1, 2018, Revisions April 4, 2018

Article I. General Information

Section I.1 Purpose.

The Education Committee of the *American Veterinary Chiropractic Association (AVCA)*, was established as a clearing house for the review and approval of continuing education providers and their programs.

Section I.2 Objective.

The Education Committee's objective is to approve continuing education (CE) that consists of educational activities that serve to maintain, develop or increase the knowledge, skills and professional performance and relationships that animal chiropractic professionals (including veterinarians and chiropractors) use to provide services for patients, the public or the profession.

Section I.3 CE Content.

CE content considered by the Education Committee should build upon or refresh the participant in the foundational material presented in AVCA approved animal chiropractic programs and includes the following:

- a. That body of knowledge and skills recognized and accepted by the profession as within the basic sciences (e.g., anatomy, physiology, neurology, etc.),
- b. The discipline of animal chiropractic, and
- c. The provision of animal chiropractic care to the public.

Section I.4 Intent.

The Education Committee reviews programs and providers and approves them based on meeting the requirements of the AVCA Animal Chiropractic Education Standards (i.e., this document) as to subject matter and speaker qualifications. The Education Committee does not "accredit" or "endorse" a program nor does the Education Committee approval validate the content of the program.

AVCA Approved Providership is a tool to be used by:

- a. The Animal Chiropractic Certification Commission (ACCC) to support its requirements for AVCA certificants to obtain continuing education.
- b. AVCA certificants (licensed/registered veterinarians and chiropractors) to obtain continuing education that can enhance their competency and ability.
- c. Continuing Education Providers to legitimize and differentiate their educational offerings.

Section I.5 Review Process.

The Education Committee review considers both the quality and quantity of CE.

- a. Quality assessment includes both the appropriateness of the subject matter in achieving the AVCA objective as well as the qualification of the presenter as a subject matter expert on the topic being considered.
- b. Quantity of CE is a determination of the number of CE Credits available for the program calculated on specific formulas unique to each delivery method.

Article II. Program Categories

AVCA approved CE is differentiated into three categories, each with a definition of appropriate subject matter and a set of criteria that might qualify a presenter as a subject matter expert for that category.

Section II.1 Category One: Clinical

This category includes subject matter that is clinically applicable and related to the philosophy of chiropractic, or the science of clinical assessment and chiropractic diagnosis of the vertebral subluxation complex, treatment plans and the prevention of injury/disease as it relates directly to patients. However, this subject matter does not meet the criteria of Category Two, but rather is case based, anecdotal and/or undergoing scientific investigation. However, there must be an established “possibility” of success based on experience.

a. Qualifications for Presenters of a Category One: Clinical Program:

The presenter must be knowledgeable in the subject matter at a level equal or higher than the intended audience AND qualified to engage in clinical practice or qualified in a field of science related to animal chiropractic. This can be demonstrated by the following:

- i. Being Board-certified in the subject matter, OR
- ii. Holding an advanced degree(s) (e.g. PhD from a suitably accredited institution) in the subject matter, OR
- iii. Being a member of the faculty (including intern or resident) of an accredited college, **an AVCA approved program**, OR
- iv. Being currently engaged in a recognized course of study that is accredited and that leads to an advanced degree or specialty recognition in the subject matter, OR
- v. Providing evidence of special knowledge in the subject area being presented which shall include one or more publications in a peer-reviewed, scientific journal within the last five (5) years, OR
- vi. Providing other evidence of special knowledge regarding the subject matter approved at the discretion of the Education Committee, OR
- vii. Providing two letters of reference by individuals meeting the above requirements who can attest to the proposed presenter’s ability as a subject matter expert on the topic.

Section II.2 Category Two: Scientific

This category includes all conventional clinical sub-categories that are evidence based. In addition to the science of clinical assessment and chiropractic diagnosis of the vertebral subluxation complex, treatment plans and the prevention of injury/disease as it relates directly to patients, it also includes topics in veterinary and chiropractic science that are not specifically clinical in nature but consider the comprehensive range of the practice of animal chiropractic. This embraces but is not limited to topics related public animal chiropractic practice, epidemiology, food safety, public health, animal welfare, antimicrobial stewardship “in-service” training for publically employed animal chiropractic professionals etc. Based on scientific principles, there must be an established “probability” of success that conforms to the professions accepted and scientifically supported standards of experimental design, data collection and analysis.

a. Content of a Category Two: *Scientific* Program must be supported by:

- i. Availability of beneficial evidence (peer reviewed journal), OR
- ii. Three peer reviewed studies, OR
- iii. Study review – Case control studies leading to the benefit of the patient, OR
- iv. Evidence based studies, OR
- v. Proven usefulness /effectiveness, OR
- vi. Evidence of rigorous scientific research, OR
- vii. FDA (animal approved) objective information/about the product (safety) plus one of the categories above.

b. Qualifications for Presenters for a Category Two: Scientific Program:

The presenter must be knowledgeable in the subject matter at a level equal or higher than the intended audience AND qualified to engage in clinical practice or qualified in a field of science related to animal chiropractic. This can be demonstrated by the following:

- i. Being Board-certified in the subject matter, OR
- ii. Holding an advanced degree(s) (e.g. PhD from a suitably accredited institution) in the subject matter, OR
- iii. Being a member of the faculty of an accredited college (veterinary or chiropractic), an AVCA approved program, OR
- iv. Being currently engaged in a recognized course of study that is suitably accredited and that leads to an advanced degree or specialty recognition related to the subject matter, OR
- v. Providing evidence of special knowledge in the subject area being presented which shall include one or more publications in a peer-reviewed, scientific journal within the last five (5) years, OR
- vi. Providing evidence of special knowledge regarding the subject matter approved at the discretion of the Education Committee, OR
- vii. Providing two letters of reference by individuals meeting the above requirements who can attest to the proposed presenter's ability as a subject matter expert on the topic.

Section II.3 Category Three: Practice Management/Professional Development:

This category includes subject matter that helps make animal chiropractic professionals more competent and capable in serving the public interest in the delivery of animal chiropractic services but which is not necessarily scientific or clinical in nature. It can include but may not be limited to: business management, regulatory compliance, jurisprudence, skills based training in instrumentation, medical records, software management, member wellness, the art of animal chiropractic and communication and professional ethics.

b. Qualifications for Presenters for a Category Three: Practice Management/Professional Development Program

The presenter must be qualified and knowledgeable in the subject matter at a level equal or higher than the intended audience. Their qualifications as a subject matter expert can be demonstrated by the following:

- i. Educational degrees or formal education in the subject matter, OR
- ii. At least 3 years of experience in the subject matter, OR
- iii. Evidence of this special knowledge regarding the subject matter approved at the discretion of the Education Committee, OR
- iv. Providing two letters of reference by individuals meeting the above requirements who can attest to the proposed presenter's ability as a subject matter expert on the topic.

Article III. Method of Delivery

The method(s) of delivery, regardless of the AVCA CE Category, shall be appropriate to the educational content, objective and purpose of the program and presented in an effective manner that will best benefit the audience. The method(s) of delivery should, where practical, encourage active participation and involvement on the part of the participating attendee.

Section III.1 Seminar/Lecture

A seminar/lecture is an “in person” or “face to face” program, where presenter(s) and attendees are in the same location and where the event takes place in “real time” i.e., same time frame for all participants. Lectures, problem based learning, team based learning, role-playing, presentations, panel discussions, case studies, and question and answer sessions fall into this Method of Delivery. Rounds or Case Discussions may qualify as In Person CE programs. However, each session is considered a separate Program, requiring a separate AVCA Program Application.

Section III.2 Lab/Wet Lab:

A Lab is a face to face program which allows the attendees to have hands-on experience, training and/or practice of the techniques being taught. Lab CE programs must have an adequate participant to instructor ratio in order to maximize the participant's learning experience.

Section III.3 Interactive-Distance: (Web-based, Teleconference or Audio-Conference)

An Interactive program must include instant or asynchronous two way communication during online or audio presentations, webinars, or teleconferences and shall provide:

- a. An ongoing, scheduled, interactive experience for the participants by providing timely access to both technical personnel and professional faculty as well as interactivity among participants e.g., question and answer session via instant message or a moderated teleconference.
- b. A mechanism to document a minimum level of participation.
- c. 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
- d. Electronic security measures and reliable technology to ensure appropriate privacy

Section III.4 Non-Interactive-Distance: (Online, Correspondence, Journal, Question Writing, or Other Self-Study)

An independent/self-study program that includes methods of delivery such as online courses; videos, DVDs, journal articles or other electronic transmissions or other correspondence programs must include:

- a. A detailed course outline and objective statement.
- b. A minimum of 3000 words for journal articles to qualify for CE credit.
- c. A post-course test with a minimum of 5 questions for each CE Credit offered
- d. Certificates of attendance must be presented ONLY to participants scoring 70% or better on the post-course test.

Question Writing programs must be coordinated by the ACCC and are considered for approval on a case-by-case basis.

Article IV. Programs That Are Not Acceptable for AVCA Approval

- a. Programs that support any unsubstantiated modalities that may pose harm to animals.
- b. Programs that are or appear to be solely for the purpose of marketing a product or service.
- c. Exhibit Hall attendance.
- d. Standalone discussion/message boards.
- e. Any program that in the opinion of the Committee is not balanced, truthful or may be detrimental to the integrity of animal chiropractic or does not meet AVCA Standards.

Article V. Quantifying Continuing Education

- a. One Continuing Education (CE) Credit is interchangeable with the term One CE Hour.
- b. One CE Credit is awarded for 50 - 60 minutes of actual instruction time for in person presentations .
- c. CE Credits can be awarded in ½ CE Credit units and no program under ½ CE Credit will be considered.
- d. Acceptable journal articles specifically designed for continuing education must meet the subject matter criteria of the category applied for and the author/authors must meet the qualifications required for a presenter in this category. For journal articles (hard copy or on line) a minimum of 3000 words and 5 post-course test questions are required for 1 CE credit. Every additional CE Credit requires an additional 3,000 words of content and 5 additional post-course test questions.
 - a. Approved interactive-distance programs can achieve:
 - i. 1 CE Credit for each 50 minutes of measurable time spent viewing recorded lectures, videos, audio supported PowerPoint, etc., provided the subject matter content and presenter qualifications meet the standard for the category under consideration.
 - ii. 1 CE Credit for 50 minutes of presenter mediated discussion, simulations, project completion, case study preparation etc. provided these activities are monitored by and participated in by an approved program presenter. The time of participation may not necessarily be measurable but must be that which is expected of all program participants.
- e. Text Book and Reading Assignments- as part of an approved program reading assignments for the program qualify for one CE Credit for every 5,000 words of print in the text. The subject matter of the text must be consistent with the subject matter category the program is considered in and the author must meet the qualifications for a presenter in that category.
- f. Approved programs containing one hour (50-60 minutes) of interactive on line study (including videos, readings, recorded lectures, live chat sessions, virtual discussions, simulations, projects etc.) can be awarded one CE Credit.
- g. CE Credits must be calculated for each individual program segment. A program segment is defined as that portion of the program that an individual is expected to attend in its entirety. This may be a single lecture, a specified time of day or an entire program with a single track. A program segment may have multiple speakers and various topics (including abstracts and short presentations) provided they are offered in a manner that confines them to a single unit. A program segment must be limited to only one subject matter category and all content and presenter qualifications must meet AVCA Standards for that category.
- h. CE credit for a program segment may be calculated by dividing the total minutes of actual contact time by 50, rounding down to the nearest ½ CE Credit. This determination must be made by the provider and submitted to the AVCA for approval.
- i. Test completion and test submission or other related activities (cases study submission) do not qualify for CE Credit.

Article VI. AVCA-Approved Provider

The provider is the entity responsible for delivering CE program and as such is the host and party responsible for making sure the AVCA Standards are adhered to.

Section VI.1 Provider Responsibilities

AVCA-Approved Providers shall:

- a. Ensure that all CE conducted by the Provider meets the requirements in these Standards. The Provider is responsible for assuring compliance.
- b. Submit all programs for any branch or subsidiary through the identified Program Administrator. If separate authority is desired by the branch or subsidiary, a separate application must be submitted for that entity to become an approved Provider.
- c. Maintain records of individual offerings for inspection by the AVCA and its Education Committee for a minimum of four (4) years. The records maintained shall be adequate to serve the needs of participants and to permit AVCA to monitor adherence to the AVCA Standards, including:
 - a. Course Objectives.
 - b. Course Agendas.
 - c. Speaker information and qualifications.
 - d. Time(s) and location(s) of all offerings of AVCA-approved Programs.
 - e. Registration rosters containing names and addresses of attendees. These records must be on file with the Provider for 4 years after AVCA approval.
 - f. Total number of times course site was accessed (for online programs).
 - g. Total number of times a person participated in the program.
 - h. AVCA Certificate of Attendance Information.
 - i. Allow AVCA or Education Committee Members access to review the CE records within ten (10) days of a request to review these documents.
 - j. Issue documents with required AVCA approval language only for courses for which approval has been granted.
 - k. Monitor attendance at programs in a manner that makes certain that participants issued certificates did actually attend.
 - l. Refrain from advertising AVCA approval except in conjunction with an approved program.
 - m. Provide an individual Certificate of Attendance, at no charge, identifying the participant. In the event that final approval has not been received when a program takes place, the Provider must not distribute CE Attendance Certificates until if/when the approval is granted.

Section VI.2 Provider Requirements

Applicants for approved Provider Status are required to:

- a. Submit a completed AVCA Provider Application to AVCA with payment of the application fee and associated supporting materials, including :
 - i. Evidence of having been in operation for at least twelve (12) months. This evidence may include items such as: a certificate of good standing from the secretary of state; letters of reference from clients or others who are knowledgeable about the organization; or certified tax documentation.
 - ii. Evidence that the organization has conducted at least three (3) CE activities in animal chiropractic. Such evidence may include past program brochures, advertisements or other related materials.
- b. Agree to use required AVCA language and CE approval numbers only on materials pertaining to courses that have been submitted to and approved by AVCA. Upon expiration or withdrawal of approved status as a AVCA Provider, a provider may no longer display language indicating AVCA approval on any materials including but not limited to websites, brochures, advertisements, certificates or agendas.

- c. Identify one person to act as Program Administrator. The Program Administrator will be responsible for:
 - i. All submissions to and contacts with AVCA regarding programs;
 - ii. Ensuring that each program presented meets the AVCA requirements and Standards; and
 - iii. Transition to any new administrator, including prompt notification to AVCA of the change of contact.

Article VII. Specific Considerations

AVCA providers must be aware of the following stipulations:

- a. Animal Chiropractic continuing education requirements are not standardized among state/provincial regulatory bodies.
- b. AVCA Staff will contact the AVCA Provider to request additional information as petitioned by the AVCA Education Committee. To continue with the AVCA application process, the Provider must submit the additional information requested by the AVCA Education Committee, request the application be withdrawn, or state the application should be reviewed as is. Applications fees submitted to AVCA cannot be refunded. Failure to submit the requested additional information within the time period requested may result in program denial.

Article VIII. Disclosure

The provider or presenter shall disclose to the AVCA any and all relationships that the presenter may have with the drug(s), product(s), or service(s) to be covered during the course of the program including financial compensation, endorsement and/or co-sponsorship of the program by an affiliated commercial organization. This information shall also be made available to the participants at the onset of the program.

- a. Conflict of Interest: While programs may reference specific products or services and be promotional in nature, they must not be or appear primarily for the purpose of generating sales of a product or service.
- b. A PowerPoint submission is required if specific products or services are referenced in any manner that could appear to be promotional or present a conflict of interest.

Article IX. Program Application Information

An AVCA Program Application Form and the supporting documentation listed below are required for a AVCA program application review. A complete application is expected upon submission to AVCA. Should the documentation not be submitted as requested, AVCA Staff will hold the application for 30 days. No notification will be sent to the applicant. If requested information is not received, the application shall be closed without review, and a new program must be submitted.

A completed AVCA Program Application shall include all of the following as described in Sections 9.01-9.04.

Section IX.1 AVCA Program Application form and fees

The AVCA website provides the AVCA Program Application form and detailed information about current AVCA fees.

Section IX.2 Program Description

Each Program Application shall include a brief summary statement for each program segment, including:

- a. The purpose/objective of the program segment.
- b. The target audience for the program being presented.
- c. The specific information, concepts and/or skills that participants are expected to obtain on topic/subject matter.
- d. Determination of the CE Credits available for each program segment, including information as to how this is calculated using the AVCA Standards.
- e. Indication of under which AVCA CE Category the offering is to be considered.
- f. Name of the presenter or presenters for the program segment.

Section IX.3 Presenter Information

Each presenter must be qualified by education and experience as a subject matter expert for the program segment they deliver and as defined under the AVCA CE Category that segment is being considered.

Evidence of this qualification must be provided to the committee by way of:

- a. A biography with credential information (i.e. degrees, diplomas, board certification, advanced degrees, current employment, affiliation and any experience related to the subject matter).
- b. Other evidence of special knowledge in the subject area being presented.
- c. Contact information.
- d. Letters of reference based on the presenter requirements of the AVCA CE Category will be required by the Education Committee for presenters who do not have board certification, advanced degrees or evidence of special knowledge in the subject area being presented.

Section IX.4 Certificate of Attendance

Providers shall, at the completion of a program, present all attendees with an individual Certificate or Letter of Attendance approved by AVCA Education Committee, at no charge.

An AVCA approved Certificate or Letter of Attendance may only be presented if the program has been AVCA approved and if it provides the following information:

This program (AVCA Program #0000) is approved by the AVCA Education Committee to offer a total of 00 CE Credits, with a maximum of 00 CE Credits being available to any individual. This AVCA approval is for the subject matter categories of: Clinical, Scientific and Practice Management using the delivery method of Lecture and/or Lab. The maximum total per category hours for each attendee is: Category 1 Clinical (00), Category 2 Scientific (00) and Category 3 Practice Management/Professional Development (00). This approval is valid for ACCC/AVCA re-certification and in jurisdictions which recognize AVCA CE; however, participants are responsible for ascertaining each regulatory board's CE requirements.

- a. The AVCA Certificate of Attendance must also contain the following:
 - i. Participants Name.
 - ii. Space for Participant to list state and license numbers, and signature.
 - iii. Date of offering.
 - iv. AVCA program number.