

American Veterinary Chiropractic Association
Animal Chiropractic Continuing Education
Seminar Application

Please thoroughly review the Animal Chiropractic Continuing Education Standards before completing this application. The standards document can be found on the AVCA website or emailed from the AVCA office.

Please complete and return the application and documentation with non-refundable processing fee no less than 90 days in advance of the seminar. Applications may take 90 days to consider.

Incomplete applications will not be considered
Application submission 90 days in advance is required.

CONSOLIDATE completed application with accompanying documents into two (2) documents.

--PDF the application plus all documents EXCEPT the Excel schedule.

--Send the completed Excel schedule as a separate document in Excel format.

EMAIL both to avcainfo@junct.com. Payment information can be called, mailed or faxed to AVCA office.

Please do not include credit card information in the emailed pdf attachment.

Contact information:

Sponsor Name: _____

Address: _____

City: State: Zip: _____

Telephone: _____ Fax: _____

Mobile Phone: _____ Email: _____

Web Site: _____

Contact Person(s):

Address: _____

City: State: Zip: _____

Telephone: _____ Fax: _____

Mobile Phone: _____ Email: _____

About the Seminar:

Seminar Title: _____

Location: _____

Date(s): _____

No. of Credit Hours Applied For:	
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Person(s) Who Will Authenticate the Course Attendance: _____

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

American Veterinary Chiropractic Association
 442236 E 140 Road, Bluejacket, OK 74333, Telephone 918-784-2231 Fax 918-784-2675

- A **complete** application in the form requested is expected upon submission to AVCA.
- Should the documentation not be submitted as requested, notification of incomplete submission will be provided to the submitter once.
- AVCA Staff will hold the application for 30 days.
- The application shall then be closed without review, and a new application must be submitted.

I hereby certify that all the information listed above is correct and that nothing has been omitted. The required documents are included with the application.

Print Name	Signature
Title	Date

~ Nonrefundable Application Submission Fees ~

Seminar ____ \$60.00 fee (one time) for one (1) seminar

Online seminar, maximum of 50 hours ____ \$100 fee (two year period) for one (1) online seminar

Your canceled check or credit card statement may be considered your receipt.

Payment Information – All Funds U.S. Currency

If you live outside the United States, we can only accept credit card payments for recertification (Visa, MasterCard or Discover only)

Check Enclosed (make payable to AVCA) Check No: _____ TOTAL AMOUNT: _____

Credit Card:

Visa MC Discover **Card No:** _____ **Exp. Date** _____

Card Holder Name _____ **CVV Code:** _____

Card Billing Address _____

Signature _____ **Date** _____

PLEASE EMAIL TO: avcainfo@junct.com
 Application and ALL Documents MUST be placed in order, in ONE (1) PDF attachment.

Mailed or Faxed applications will NOT be accepted.

PAYMENT

Please do NOT transmit any credit card information via email.
 Credit Card payment may be telephoned 918-784-2231
 or faxed with a copy of the this payment page to 918-784-2675.

If paying by check, please mail check with a copy of the this payment page to
 AVCA, 442236 E 140 Road, Bluejacket, OK 74333

Documentation and Information Required

You may insert the information in this form, inserting/ adding additional pages as needed, or use this form as an outline/ guide for the order in putting the information together.

1. Please list learning objectives and education mission:**2. Agenda/Schedule**

Each Seminar Application must include a detailed seminar outline that clearly identifies which speaker(s) will present each topic(s)/section(s), what day and what times.

Use the Agenda/Schedule Template provided at this link (or request template from AVCA office):

<https://www.animalchiropractic.org/forms-and-info/>

The agenda MUST contain the following:

1. Day/Date
2. Start time of Session
3. Stop time of Session
4. Session hour/s requested
5. Session Title and description
6. Session Speaker/Presenter
7. Session Topic*
8. Subject Matter/Category the Provider would like this session reviewed under *
9. Method of Delivery *
10. Total hours of CE

* Subject matter, category and delivery method should be consistent with those listed by AVCA in the Seminar Application Form/ CE Standards.

Applications without the required agenda information as listed above will be considered incomplete. Refer to Standards Article IX. Program Application Information. AVCA Staff will hold the application for 30 days. Notification of incomplete submission will be provided once. The application shall then be closed without review, and a new application must be submitted.

The Education Committee may request actual course materials/content; the AVCA reserves the right to request these materials when considering courses for approval. These materials are for committee approval use only.

3.	List target audience
4.	<p>Presenter's/ Instructor's Qualifications (Attach/Include with Application)</p> <ul style="list-style-type: none"> • biographical <u>paragraph</u> highlighting presenter/instructor's achievements • current CV or resume that includes contact information <p>(Please review Qualifications for Presenters provided in the AVCA Standards.)</p>
5.	Attach/Include sample of attendance monitoring system or verification method
6.	<p>Attach/Include sample certificate of attendance - MUST include the following wording:</p> <p><i>This program (AVCA Program #0000) is approved by the AVCA Education Committee to offer a total of <u>00</u> CE Credits, with a maximum of <u>00</u> CE Credits being available to any individual. This AVCA approval is for the subject matter categories of: Scientific, Clinical and Practice Management using the delivery method of Lecture and Lab. The maximum total per category hours for each attendee is: Category 1 Clinical (<u>00</u>), Category 2 Scientific (<u>00</u>) and Category 3 Practice Management/Professional Development (<u>00</u>). 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.</i></p>
7.	Attach/Include sample speaker evaluation

Hours Requested	Category – RECORD BELOW number of hours in each category that applies
	<p>Category One – Clinical</p> <p>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.</p>
	<p>Category Two – Scientific</p> <p>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 to 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.</p>
	<p>Category 3 – Practice Management/ Professional Development</p> <p>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.</p>

Check All That Apply	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>

CHECKLIST - REMINDERS:

- Please thoroughly review the Animal Chiropractic Continuing Education Standards before completing this application.*** The standards document can be found on the AVCA website or emailed from the AVCA office.
- Please complete ALL PAGES OF APPLICATION and return with documentation with non-refundable processing fee no less than 90 days in advance of the seminar.
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