



# RACE STANDARDS

RACE (Registry of Approved Continuing Education) Standards for Approved  
Providers of Continuing Veterinary Medical Education

*As approved by the AAVSB Board of Directors on April 19, 2023,  
and effective on July 1, 2023*

**LOCATED AT**

380 West 22nd Street  
Suite 101  
Kansas City, MO 64108

**CONTACT US AT**

P | 1.877.698.8482  
P | 1.816.931.1504  
F | 1.816.931.1604

**FIND US AT**

[www.aavsb.org](http://www.aavsb.org)  
[aavsb@aavsb.org](mailto:aavsb@aavsb.org)  
@AAVSB

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## Article I. General Information

### Section 1.01 Purpose

RACE (Registry of Approved Continuing Education) is a program of the American Association of Veterinary State Boards (AAVSB), established as a resource for review of continuing education Providers and their programs.

The RACE program is used by:

- a. Veterinary Licensing/Registering Boards to support their requirements for veterinary professionals to obtain continuing education (CE) before licensure renewal.
- b. Veterinary Medical Professionals (veterinarians, veterinary technicians, or veterinary technologists (for common terminology for this document, veterinary technicians/technologists are used to identify a credentialed veterinary technician/nurse or veterinary technologist)) to obtain continuing education that can enhance their competency and ability.
- c. Providers of veterinary continuing education to demonstrate their ability to meet the requirements established by the AAVSB's Member Boards.

### Section 1.02 Objective

The objective of RACE is to review continuing education (CE) programs that maintain, develop, or increase the knowledge, skills, professional performance and relationships veterinarians and veterinary technicians/technologists use to provide services for patients, the public, or the profession.

### Section 1.03 Committee Review Process

1. The RACE committee reviews programs based on meeting the requirements of the RACE Standards. RACE does not accredit, endorse, or certify any program or person, nor does RACE approval validate the content of the program. Should a RACE Provider embellish or misrepresent a program's status by stating the program or program content is verified or certified by the RACE program, RACE approval shall be removed.
2. The RACE Committee is comprised of volunteer veterinarians and veterinary technicians/technologists, typically current or past state board members. The Committee's members are appointed by the AAVSB Board of Directors to review program applications for RACE approval.
3. The RACE Committee considers the intent of the Provider's stated objective as well as the quality and quantity of the CE:
  - a. The quality of CE is an assessment that includes the appropriateness of the subject matter in achieving the RACE objectives as well as the qualification of the presenter as a subject matter expert on the topic considered.
  - b. The quantity of CE is a determination of the number of CE credits available for the program calculated using specific formulas unique to each delivery method (see Article IV).
4. The RACE Committee reserves the right to evaluate the educational merit of any program submitted and to seek expert advice from external sources as deemed necessary by the committee.
5. Prior program approval does not guarantee future approval. All applications are approved on their own merits in accordance with current RACE Standards.

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#### **Section 1.04 Use of Approval**

The RACE program is a service to the veterinary regulatory boards who are members of the AAVSB. Regulatory boards retain the right to refuse to provide CE credit, partially or in full, for any RACE Provider or program RACE approves based on board regulations. Veterinary CE requirements are not standardized among veterinary regulatory boards.

The AAVSB reserves the right to remove RACE approval from a Provider or program that has been found to violate any RACE Standard. In addition, the AAVSB may remove a Provider's or program's approval for the following:

- a. False RACE certificates are being issued to program participants/attendees (This includes certificates with a previously approved number listed and a current date implying the expired program is still RACE approved)
- b. The program conducted is not the program approved by RACE but advertised as such.
- c. Evidence of misusing RACE approval as stated in Article VI.
- d. False statements are made on the application.
- e. Any other reason deemed necessary by the AAVSB.

The RACE Provider will be notified via email and may be allotted up to 20 business days to respond and correct the issue before RACE approval is removed. The AAVSB reserves the right to notify all relevant parties, including participants.

The reinstatement of RACE Provider or program status is at the discretion of the AAVSB and shall be contingent upon the submission of a new RACE Provider application, a new RACE Program application, payment of all applicable fees and potential penalties, and proof of resolution.

#### **Section 1.05 RACE Confidentiality Policy**

Application materials submitted by applicants for AAVSB RACE recognition are confidential, subject to disclosure within the association necessary to comply with the assessment criteria and to AAVSB member boards, upon request. When reviewing an application, AAVSB reserves the right to obtain advice from subject matter experts and relevant information from external sources, provided such information is maintained in confidence by the committee and the subject matter experts.

## **Article II. RACE Providers**

The RACE Provider is responsible for delivering the approved program and adhering to the RACE Standards.

#### **Section 2.01 Provider Responsibilities**

RACE Providers shall:

- a. Ensure all RACE approved programs conducted by the Provider meet the requirements in these RACE Standards.
- b. Assure compliance with the RACE Standards in the category for the approved program.

- c. Submit all programs for any branch or subsidiary of the Provider through the identified Program Administrator (see Section 2.02). If the branch or subsidiary desire separate authority, a separate application must be submitted for the entity to become an approved Provider.
- d. Maintain a list of attendees for upload into the RACEtrack system (document specifics below).
- e. Monitor attendance at programs in a manner that ensures participants awarded CE credit did participate.
- f. Maintain records of individual offerings for inspection by AAVSB and its Member Boards for a minimum of four (4) years. The records maintained shall be adequate to serve the needs of participants and to permit AAVSB and Member Boards to monitor adherence to the RACE Standards, including:
  - i. Any documentation submitted to the AAVSB.
  - ii. Time(s) and location(s) of all offerings of RACE approved programs
  - iii. Registration rosters containing names and addresses of attendees.
  - iv. Email or mail documents
- g. Allow AAVSB or Member Board(s) access to review the CE records within ten (10) business days of a request to review these documents.
- h. Issue documents with required RACE approval language only for programs which have been granted approval.
- i. Should an attendee require a CE certificate, the Provider should award an individual Certificate of Attendance, at no charge, identifying the participant.
- j. If final approval has not been received when a program takes place, the Provider must not advertise RACE approval until the approval is granted.

### **Section 2.02 Provider Requirements**

When completing the RACE Provider application, one person must be identified as the RACE Program Administrator. The Program Administrator is responsible for:

- i) Communication with the AAVSB staff regarding program application submissions
- ii) Ensuring each program submitted meets the RACE requirements and Standards.
- iii) Ensuring compliance with all applicable federal, state, and local law, including but not limited to the Americans with Disabilities Act, as amended, and any other relevant disabilities laws.
- iv) Prompt notification to AAVSB RACE of a contact change via email
- v) Ensuring submission of the attendee list
- vi) Upon request and at no charge to AAVSB, provide AAVSB staff and / or RACE Committee members access to courses for auditing purposes.

### **Article III. Program Categories**

RACE programs are differentiated into the following two categories: Medical Programs and Non-Medical programs. Each category has a definition of appropriate subject matter and a set of criteria which might qualify a presenter as a subject matter expert for the category.

Program content must increase the knowledge base of veterinarians and veterinary technicians/technologists. Programs designed for an audience with significantly different or lower baseline knowledge than what has already been achieved by a graduate veterinary medical professional

(veterinarian or veterinary technician/technologist) would fall short of providing beneficial CE and cannot be accepted by the RACE program.

### **Section 3.01 Medical Programs**

Medical programs include all medical and surgical topics that are evidence-based, including the science of diagnosis, treatment, prevention of disease, and conditions relating directly to patients. It also includes topics in veterinary science that are not specifically clinical in nature but consider the comprehensive range of the practice of veterinary medicine and veterinary technician/technologist. This includes, but is not limited to, topics related to One Health and public veterinary practice, epidemiology, food safety, public health, animal welfare, antimicrobial stewardship, and in-service training for publicly employed veterinary medical professionals.

This category also includes medical and surgical subject matter that is case-based, anecdotal and/or undergoing scientific investigation. Programs discussing topics considered integrative, alternative, and/or complementary are acceptable if designed for an audience of veterinary professionals.

### **Section 3.02 Non-Medical Programs (Practice Management/Professional Development/Professional Wellness)**

Non-Medical programs include those that serve the public interest by helping make veterinary medical professionals more competent and capable in the delivery of veterinary services, though not necessarily scientific or clinical in nature. This includes, but is not limited to, practice management, business management, regulatory compliance, jurisprudence, medical records, software management, the art of veterinary practice, communication, and veterinary ethics. Programs in professional wellness may include, but are not limited to, Diversity, Equity, and Inclusion principles, mental health, depression, compassion fatigue, burnout, and suicide ideation.

## **Article IV. CE Credit Calculation**

CE credits must be calculated for each program. A program may be a single lecture, or an entire program with single or multiple tracks. A program may have multiple speakers and various topics (including abstracts and short presentations). Though the program may be RACE approved, please note each jurisdiction's restrictions/requirements for calculating continuing education credit as they may differ from the RACE program's calculations. CE Credit Calculations for RACE approval are as follows:

- a. One full CE credit is awarded for 50- 60 minutes of actual instruction for interactive or non-interactive presentations.
- b. No programs less than .25 CE Credits will be accepted for RACE review.
- c. One academic credit granted by a governmentally recognized educational institution is equal to 15 CE credits and assumes the equivalent of 15 hours of in person lecture time.
- d. Review articles for journals designed for CE may be approved by RACE. Articles must contain a minimum of 3,000 words, with five (5) post-test questions for each CE credit.
- e. Textbook and reading assignments that are part of an approved program qualify for one quarter (0.25) CE credit for every 3,000 words of print. 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. Additional CE credits as discussed in Section 5.01 and 5.02.

**50 – 60 minutes = 1 CE credit**

**25 – 49 minutes = .50 CE credit**

**15 – 24 minutes = .25 CE credit**

## **Article V. Method of Delivery of the Program**

The method(s) of delivery, regardless of the RACE category, shall be appropriate to the educational content, objective, and purpose of the program, and presented in an efficient 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. CE credit calculations can be found in the Article IV.

### **Section 5.01 Interactive**

An Interactive program is a lecture, broadcasted interactive event, seminar, class, lab/wet lab, conference, or workshop. A program may be considered Interactive only if there is the ability for interaction with the presenter(s). Interactive programs may be conducted in-person or over remote delivery options. Interactive programs may include non-interactive components. One quarter CE Credit (0.25) may be awarded for every one (1) CE Credit Hour for post-program content-based assessment. Post-program assessment may include project completion, case study completion, or technique simulation, provided these activities are evaluated by the provider and based on program content.

### **Section 5.02 Non-interactive**

On-demand programs falling into this category include correspondence, computer-based training (i.e., online, non-interactive courses), mailed material, home study, prerecorded broadcast, and/or journal/newsletter/textbook. 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.

- a. For evaluation of an attendee's participation in this course, the RACE Provider must use a content-based post-course test with a minimum of five (5) questions per CE credit. Credit can only be awarded to participants receiving a 70% grade or higher on the post-course test.
- b. CE Credit awarded:
  - i. One (1) CE Credit Hour for each 50 minutes of measurable time spent viewing recorded lectures, videos, audio supported PowerPoints, etc., provided the subject matter content, and presenter qualifications meet the standard for the category under consideration.

- ii. One-quarter (0.25) CE Credit for every one (1) CE Credit Hour of 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. The full number of credits must only be submitted upon participant completion of all phases of the program.

### **Section 5.03 ADA Compliance**

Regardless of the method of delivery and to the extent applicable, RACE Providers shall acknowledge and agree to comply with all applicable federal, state, and local laws, including but not limited to the Americans with Disabilities Act, as amended, and any other relevant disabilities laws. This standard is intended to assure all program attendees have access to the content of the program.

## **Article VI. Programs RACE will not Accept**

The RACE program will not review programs if the RACE Provider does not submit all the required information for committee review.

RACE will not approve programs that:

- a. Do not ensure all animals used in the CE activity are cared for with respect and humanely in ways which minimize fear, pain, stress, and suffering and are in accordance with local, state, and federal guidelines for humane animal use.
- b. Are not truthful or may be detrimental to the integrity of the veterinary profession.
- c. Are in the format of question and answer in their entirety.
- d. Consist solely of exhibit hall attendance or poster sessions.
- e. Are message boards.
- f. Are panel or roundtable discussions that do not meet or include clearly written goals or objectives.
- g. Are based solely on test completion.
- h. Do not meet the stated program objectives.
- i. Use the event primarily to market a product or service.

### **Section 6.01 Programs Educating about a Product, Service**

Notwithstanding Article VI (h), 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 as to 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.

Neither the AAVSB nor RACE endorses any products or services that are displayed or referred to in conjunction with RACE-approved programs and are not responsible for the actual presentation of content during scientific sessions.

#### **Section 6.02 Disclosure/Conflicts of Interest**

While Programs may reference specific products or services and be promotional in nature, they must not be or appear to be primarily for generating sales of a product or service.

## **Article VII. Program Application**

The online program application, fees, and required documentation must be submitted for program review. The documentation must be complete and in accordance with the current RACE Standards. The RACE Standards should be reviewed in their entirety before applying.

#### **Section 7.01 RACE Programs**

A RACE program is an educational opportunity or activity that provides continuing education for veterinary professionals (Section 1.02).

#### **Section 7.02 Repeat Programs**

RACE-approved programs may be repeated within the two-year program approval period at different locations and/or on different dates. Variations in the number of available hours, presentation methods (i.e., Interactive vs. Non-Interactive), agenda or program objectives are not the same program and must be submitted in a new application.

#### **Section 7.03 Program Description**

Each program application must include a RACE Course Attachment page to include the following:

Program Title

Program Description

Learning Objectives

Program Agenda

Session name

Length of session

Presenter

CE Credit Request

The objectives of each program must specify the information, skills, and concepts being presented, and what the attendee is expected to learn from program attendance.

#### **Section 7.04 Presenter/Author Information**

An author or presenter of any RACE program must be knowledgeable in the specific subject matter of the program at a level higher than the intended audience. The presenter/author must meet the requirements of the specific category and have specialized training, experience, and knowledge in the identified subject matter.

RACE does not keep a registry of presenters/authors for future use. For this reason, each time a program is reviewed by RACE, the presenter/author information must be attached to the application.

When submitting a program application, a formal CV or resume, or RACE template page must be submitted demonstrating a presenter's qualifications to instruct on the specific subject matter to veterinarians and veterinary technicians/technologists.

Evidence of this qualification must be provided with the application by way of:

- a. A CV or resume, or RACE template page with credential information (such as degrees, diplomas, board certification, advanced degrees, contact information, current employment, affiliation, and any experience related to the subject matter). <https://www.aavsb.org/ce-services/race/review-the-race-standards>
- b. For programs with 25 or more presenters, a spreadsheet can be submitted with presenter name and qualifications.
- c. Any other evidence of special knowledge or experience in the subject area being presented, which can be demonstrated by a formal degree or significant time engaged in the field.
- d. Letters of reference (if the Presenter/Author does not meet the RACE Standards for the category submitted) that attest to the suitability of the presenter as a subject matter expert. They must be written within the past two (2) years by two (2) individuals who are board certified specialists or with advanced academic credentials related to the subject matter.

#### **1. Presenters/Authors of Medical Programs**

Presenters/Authors of any Medical Program must be qualified to engage in clinical veterinary practice or be academically qualified in a field of science related to veterinary medicine. Additionally, they must demonstrate they have special knowledge or expertise in the subject matter being presented.

Qualifications for this category can be demonstrated by any one of the following:

- a. A veterinarian board certified in the subject matter and instructing within the scope of practice and/or
- b. Recognition as a Veterinary Technician Specialist (VTS) in the subject matter and/or
- c. An advanced academic degree in the subject matter and/or

- d. Evidence of special knowledge in the subject area being presented, such as current (10 years) publications in a peer-reviewed, scientific journal, extensive professional training in the subject matter, and/or extensive experience in the field, etc. and/or
- e. Being currently engaged in a recognized course of study accredited by the American Veterinary Medical Association or Canadian Veterinary Medical Association that leads to an advanced degree or specialty recognition related to the subject matter.

Two (2) letters of recommendation must be submitted along with the application for presenters who have not met requirements (a-e) above. These letters of recommendation must be provided by individuals who demonstrate that they meet at least one (1) of the requirements (a-e) listed above and must attest to the qualifications of the presenter in the program's subject matter. A letter of recommendation may be submitted for multiple presenters within one program.

## **2. Presenters/Authors of Non-Medical Programs**

Presenters/Authors of any Non-Medical Program must be qualified to provide CE relevant to veterinary medical professionals.

Qualifications for this category can be demonstrated by any one of the following:

- a. Academic degrees or formal education in the subject matter being presented and/or
- b. Extensive experience or training in the subject matter being presented, or other relevant documentation that attests to the presenter/author's higher knowledge in the subject matter than expected of the veterinary professional audience.

Two (2) letters of recommendation must be submitted along with the application for presenters who have not met requirements (a-b) above. These letters of recommendation must be provided by individuals who demonstrate that they meet at least one (1) of the requirements (a-b) listed above and must attest to the qualification of the presenter in the program's subject matter. A letter of recommendation may be submitted for multiple presenters within one program.

### **Section 7.05 Program Advertising**

RACE Providers must not advertise programs as RACE approved before official notification of approval has been given. This is regardless of prior approval for a program. Should the Provider want to advertise a program's RACE application status, the RACE Provider must also send the attendees notification of a program's approved or denied status. The following language is suggested if the RACE Provider chooses to advertise.

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

If the course is RACE approved, the following language is suggested.

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

For conferences (sessions that run concurrently):

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

### **Section 7.06 Policy and Procedure for Appeals**

If the RACE committee denies an application for approval, the Program Administrator who filed the application or chief executive officer of the Provider may appeal the decision to the AAVSB Board of Directors. Appeals should specifically reference the reason given by the RACE committee as stated in the Denial letter, and why the Provider feels a review of the decision is warranted. Notice of the appeal shall be made in writing and delivered by certified mail, to the Executive Director of AAVSB at the current address of the Association. Notice of appeals must be made within 30 days after the date of the disapproval notice of the decision and must include the nonrefundable administrative appeal fee. For the complete RACE Appeals Policy, please contact RACE staff.

### **Article VIII. Attendee List Upload**

All RACE Providers must upload attendee lists into the RACetrack system. Information which will be uploaded into the RACE system by the Providers, is limited to the following:

1. RACE Provider tracking number (follows the 50-)
2. RACE program tracking number (follows the 20- )
3. One license number from each licensee (should be obtained upon registration)
4. Course completion date
5. Jurisdiction of licensee (only one is required even if licensee has license in multiple jurisdictions)
6. Number of hours in medical (if multi-session program)
7. Number of hours in non-medical (if multi-session program)

### **Article IX. RACE Certificate of Attendance (available upon licensee request)**

RACE Providers must, at the completion of a program, have a certificate available upon request for a licensee at no charge. This certificate may be a physical or electronic document. A RACE Certificate of Attendance may only be presented if the program has been RACE approved. This certificate must contain: RACE program number, RACE provider number, participant name, RACE program category, delivery method, hours in specific category, date of attendance, a space for license state and number, and the following, *“This program has been approved for \_\_\_\_\_ hours of continuing education credit in jurisdictions that recognize RACE approval. ”*