

**DEPARTMENT OF HEALTH  
HEALTH PROFESSIONS AND FACILITIES  
VETERINARY BOARD OF GOVERNORS  
POLICY/PROCEDURE**

<b>TITLE:</b>	Continuing Education Audits – Disciplinary Criteria
<b>REFERENCE:</b>	Chapter 18.92 RCW – Veterinary Medicine, Surgery, and Dentistry Chapter 246-933 WAC Chapter 246-935 WAC Chapter 246-12 WAC
<b>CONTACT:</b>	Brad Burnham, Executive Director
<b>EFFECTIVE DATE:</b> <b>APPROVED:</b>	June 17, 2019  Elizabeth Davies, DVM, Chair, Veterinary Board of Governors

**POLICY/PROCEDURE STATEMENT**

This policy and procedure establishes the Veterinary Board of Governors’ criteria for the consistent, fair, and uniform evaluation and discipline of veterinarians and veterinary technicians when continuing education requirements have not been met.

Continuing education (CE) is education in addition to the educational requirements for entry into a profession. It is intended to encourage ongoing professional development and enhance clinical and practical skills needed to protect the health and safety of all patients.

CE Deficient Audit Process

1. The Veterinary Board of Governors authorization panel evaluates the deficient CE audit.
  - a. If CE audit is insufficient, the following criteria apply:
    - i. If a veterinarian has completed 25 or more hours of approved CE, the board may issue a Notice of Correction (NOC).
    - ii. If a veterinarian has completed fewer than 25 hours of approved CE, the board may issue a Statement of Allegations (SOA) and a Stipulation to Informal Disposition (STID).

- iii. If a veterinary technician has completed 18 or more hours of approved CE, the board may issue an NOC.
- iv. If a veterinary technician has completed fewer than 18 hours of approved CE, the board may issue an SOA/STID.
- v. Auditees who fail their CE audit will automatically be audited the following CE reporting period.
- vi. An SOA/STID may be issued if any previous audit resulted in an NOC.  
An Agreed Order (AO) and Statement of Charges (SOC) may be issued if any previous audit resulted in an SOA/STID.
- vii. Sanction for a STID may include:
  - 1. Cost recovery.
  - 2. Proof of the completion of the deficient hours, which will not count toward the next CE period.
  - 3. Respondents will have no longer than 6 months to complete sanctions.
- viii. Fines may be included in sanctions for an AO/SOC.
- b. Mitigating factors, such as hours obtained outside of the reporting period or remorse, may not be considered. Previous discipline may be considered as an aggravating factor.

2. The program manager maintains CE audit file.

**The relevant statute and rules state in part:**

RCW 18.92.030

“The board, under chapter 34.05 RCW, may adopt rules necessary to carry out the purposes of this chapter, including...fixing minimum standards of continuing education for veterinary technicians...and fixing minimum standards of continuing veterinary medical education.”

RCW 18.92.140

“Each person now qualified to practice veterinary medicine, surgery, and dentistry, licensed as a veterinary technician, or registered as a veterinary medication clerk in this state or who becomes licensed or registered to engage in practice shall comply with administrative procedures, administrative requirements, and fees determined as provided in RCW [43.70.250](#) and [43.70.280](#).”

WAC 246-933-420

“A licensed veterinarian shall complete and document thirty hours of continuing education every two years and comply with chapter [246-12](#) WAC, Part 7.”

WAC 246-935-280

“A licensed veterinary technician must complete twenty hours of continuing education every two years. Licensed veterinary technicians must comply with chapter [246-12](#) WAC, Part 7 relating to continuing education requirements.

WAC 246-12 Part 7

- 246-12-170 When is continuing education required?
- 246-12-180 How to prove compliance.
- 246-12-190 Auditing for compliance.
- 246-12-200 What is acceptable audit documentation?
- 246-12-210 When is a practitioner exempt from continuing education?
- 246-12-220 How credit hours for continuing education courses are determined?
- 246-12-230 Carrying over of continuing education credits.
- 246-12-240 Taking the same course more than once during a reporting cycle.