



What Do I Need to Fulfill My CE Requirement?

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Beginning November 13, 2007, the Administrative Code was updated and the requirements for continuing education changed, most noticeably the increase in the required hours of continuing education followed by the method of earning CE through self-study/online study. Here are the most frequently asked questions regarding required continuing education.

Q: *What is the renewal period?*

A: The current renewal period spans January 1, 2009 - December 31, 2010. All hours of continuing education must be earned between these dates. The general rule for DVMs and CVTs: licenses expire 1/31 of each odd year.

Q: *How many hours do I have to earn in order to fulfill the CE requirement?*

A: For every DVM, 40 hours must be earned each renewal period. For every CVT, 20 hours must be earned each renewal period..

Q: *How many hours do I have to earn each year?*

A: There is NO specification stating that hours must be earned partially in 2009 and partially in 2010. What is stated in the Practice Act Rules is that the required hours must be earned in the renewal period. All continuing education hours may be earned in a one year time period.

Q: *Are there limits on ways to earn CE?*

A: As of November 2007, there is no longer a restriction on how many credit hours may be achieved through self study courses offered by an approved provider. Prior to November 2007 there had been an established maximum.

If a CE program has a disclaimer, i.e. something like "each state board will determine approval of credit hours", be certain to contact the Licensing Board (217/785-5966) prior to taking the course. This is especially important to consider if the course you wish to take will complete your licensure renewal requirements.

Q: *How should I keep track of my CE earned?*

A: It is your responsibility to maintain a file of your earned CE; plus, you must be able to show proof of your CE if audited by the IL Dept of Finance and Professional Regulation.

Are you an ISVMA member? Take advantage of a member service provided by the ISVMA office. Forward your copies of CE and we'll maintain a record for you

Q: *I graduated in 2009. I graduate in 2010. Do I have to earn all required hours for license renewal?*

A: There is an exception for all licensees for their first renewal cycle. Every licensee is given a reprieve for the CE requirement for their first renewal cycle. According to our liaison at the IL Licensing Board, licensees who are renewing for their first time will have no CE question on their renewal form.

After the first renewal, all required hours must be completed to renew a DVM/CVT license.

Q: *How should I keep track of my CE earned?*

A: It is your responsibility to maintain a file of your earned CE; plus, you must be able to show proof of your CE if audited by the IL Dept of Finance and Professional Regulation.

Are you an ISVMA member? Take advantage of a member service provided by the ISVMA office. Forward all copies of CE earned, and we'll maintain a record of your hours earned. If the IDFPR would contact you asking for copies of your CE, we'll have that on file to forward on your behalf.

Q: *After I have renewed my license, do I have to keep my CE certificates to verify the hours?*

A: The Practice Act Rules specify that CE records must be maintained for 4 years. Accordingly, the ISVMA will not purge your files until after that 4 year mark.

Q: *If I don't renew my license on time (by January 31), is there a grace period where I can still practice medicine while my renewal is being processed?*

A: The answer is no. Once your license has expired, legally you may not practice medicine. If caught doing so, you'll be considered unlicensed and subject to discipline pursuant to Section 25 of the Act.

Links on ISVMA Website Member Center, Legislative page at www.isvma.org

- Illinois Department of Financial and Professional Regulation (IDFPR) website page for veterinarians
- Practice Act Rules, Section 1500.25

IDFPR Phone Numbers

Average hold time when calling either one of these numbers is 30 minutes. The lines are for all IDFPR 70 professions/over 270 different licenses. Best time to call is 8:30 am or between 4:00-4:30pm.

- **License Maintenance Unit 217/782-0458**
For questions pertaining to an active license
- **Technical Assistance Unit 217/782-8556**
For questions regarding new applications