

Frequently Asked Questions Regarding License Renewal and Continuing Education

What is the renewal period?	<i>The general rule for DVMs and CVTs: licenses expire 1/31 of each odd year. The current renewal period spans January 1, 2013 - December 31, 2014. All hours of continuing education must be earned between these dates.</i>
How many hours do I have to earn in order to fulfill the CE requirement?	<i>For every DVM, 40 hours must be earned each renewal period. For every CVT, 15 hours must be earned each renewal period.</i>
How many hours do I have to earn each year?	<i>All required hours must be earned within the renewal period. Nothing specifies that hours must be earned evenly in 2012 and 2014. If necessary, all required continuing education hours may be earned in a one year time period.</i>
Are there limits on ways to earn CE?	<i>Prior to the changes in November of 2007, there was a maximum of continuing education credit hours any DVM could obtain. After November 2007, there is no longer a restriction on how many credit hours may be achieved through self study sources offered by an approved provider.</i>
I graduated in 2009. I graduate in 2010. Do I have to earn all required hours for license renewal?	<i><u>If there is a particular CE program that 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.</u></i>
How should I keep track of my CE earned?	<i>There is an exception for all licensees for their <u>first renewal</u> 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 should have no CE question on their renewal form.</i>
After I have renewed my license, do I have to keep my CE certificates to verify the hours?	<i><u>After the first renewal, all required hours must be completed to renew a DVM/CVT license.</u></i>
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?	<i>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.</i>
After I have renewed my license, do I have to keep my CE certificates to verify the hours?	<i><u>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.</u></i>
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?	<i>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.</i>
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?	<i>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</i>



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ILLINOIS LAW AND RULES REGARDING Expiration and Renewal of License

225 ILCS 115 Sections 15 & 16 (Laws)

*Part 1500 Veterinary Medicine and Surgery Practice Act of 1994,
Section 1500.25 Continuing Education (Administrative Code)*

ILLINOIS LAW 225 ILCS 115 Sections 15 & 16

The following language of the law pertaining to veterinary medicine can be found in the Illinois Compiled Statutes (ILCS) Chapter 225 (Professions and Occupations) Section 115 (Veterinary Medicine and Surgery Practice Act). The Legislative Reference Bureau maintains a database of the Illinois Compiled Statutes. Go to www.ilga.gov/legislation/ilcs/ilcs.asp to access the entire Veterinary Medicine and Surgery Practice Act. Click on the link for Chapter 225, then open Section 115.

Section 15 Expiration and renewal of license.

The expiration date and renewal period for each license or certificate shall be set by rule. A veterinarian or certified veterinary technician whose license or certificate has expired may reinstate his or her license or certificate at any time within 5 years after the expiration thereof, by making a renewal application and by paying the required fee and submitting proof of the required continuing education. However, any veterinarian or certified veterinary technician whose license or certificate expired while he or she was (1) on active duty with the Armed Forces of the United States or called into service or training by the State militia or (2) in training or education under the supervision of the United States preliminary to induction into the military service, may have his license or certificate renewed, reinstated, or restored without paying any lapsed renewal fees if within 2 years after termination of the service, training, or education the veterinarian furnishes the Department with satisfactory evidence of service, training, or education and it has been terminated under honorable conditions.

Any veterinarian or certified veterinary technician whose license or certificate has expired for more than 5 years may have it restored by making application to the Department and filing acceptable proof of fitness to have the license or certificate restored. The proof may include sworn evidence certifying active practice in another jurisdiction. The veterinarian or certified veterinary technician shall also pay the required restoration fee and submit proof of the required continuing education. If the veterinarian or certified veterinary technician has not practiced for 5 years or more, the Board shall determine by an evaluation program established by rule, whether the individual is fit to resume active status and may require the veterinarian to complete a period of evaluated clinical experience and may require successful completion of a clinical examination.

Section 16 Continuing education.

Proof of having met the minimum requirements of continuing education as determined by the Board shall be required of all license and certificate renewals and restorations. Pursuant to rule, the continuing education requirements may upon petition be waived in whole or in part if the veterinarian or veterinary technician can demonstrate that he or she had served in the Coast Guard or Armed Forces, had an extreme hardship or obtained such license or certification by examination or endorsement within the preceding renewal period.

The Department shall establish by rule a means for the verification of completion of the continuing education required by this Section. This verification may be accomplished through audits of records maintained by registrants; by requiring the filing of continuing education certificates with the Department; or by other means established by the Department.

ILLINOIS RULES Part 1500 Veterinary Medicine and Surgery Practice Act of 1994, Section 1500.25 Continuing Education (*Administrative Code*)

The following language of the law pertaining to veterinary medicine can be found in the Joint Committee on Administrative Rules, Administrative Code. These rules are under Title 68: Professions and Occupations, Chapter VII: Department of Professional Regulation, Subchapter b: Professions and Occupations, Part 1500 Veterinary Medicine and Surgery Practice Act of 1994, Section 1500.25 Continuing education. Go to www.ilga.gov/commission/jcar/admincode/068/06801500sections.html to access the rules governing the entire Veterinary Medicine and Surgery Practice Act.

Section 1500.25 Continuing Education

a) Continuing Education Hours Requirements

- 1) Each person who applies for renewal of a license as a veterinarian is required to complete 40 hours of continuing education (CE) (15 hours for CVTs) relevant to the practice of veterinary medicine and surgery during the prerenewal period.
- 2) A prerenewal period is the 24 months preceding the expiration date of the license.
- 3) A renewal applicant is not required to comply with CE requirements for the first renewal.
- 4) CE credit hours used to satisfy the CE requirements of another state may be applied to fulfillment of the CE requirements of the State of Illinois if the CE required by the other state is consistent with the CE requirements set forth in this Section.
- 5) CE credit hours used to satisfy this requirement may be achieved through self study courses offered by an approved provider.
- 6) A licensee who serves as an instructor, speaker or discussion leader of an approved provider will be allowed CE course credit for actual presentation time, plus actual preparation time of up to 2 hours for each hour of presentation. Time shall not be allowed for repetitious presentations of the same course.
- 7) CE course credit will be allowed for actual authorship of published articles and books, provided the subject matter of such article or book complies with this Section. CE course credit shall be allowed for actual time spent in writing or researching.

b) Approved CE Providers

- 1) CE credit may be earned for verified attendance at or participation in any program given or approved by one of the following:
 - A) An approved veterinary program, as provided in Section 1500.5(a)(2) and (a)(3);
 - B) The American Veterinary Medical Association or any of its constituent organizations;
 - C) The Illinois State Veterinary Medical Association or any other state or provincial veterinary medical association or any of its constituent organizations;
 - D) The American Animal Hospital Association;
 - E) National Registry of Approved Continuing Education (RACE) of the American Association of Veterinary State Boards (AAVSB); and
 - F) Programs provided by, or appropriate for, veterinary specialty organizations.
- 2) Course Requirements
 - A) All courses or programs shall:
 - i) *Be a minimum of 1 hour in duration. An hour is defined as 50 to 60 minutes of contact time;*
 - ii) *Contribute to the advancement, extension and enhancement of professional skills and/or scientific knowledge in the practice of veterinary medicine;*
 - iii) *Provide experiences that contain scientific integrity, relevant subject matter and course materials;*
 - iv) *Be developed and presented by persons with education and/or experience in the subject matter of the program; and*
 - v) *Specify the number of CE hours that may be applied toward Illinois CE requirements for licensure renewal.*
 - B) The Division may periodically review approved providers to ensure compliance.

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Section 1500.25 Continuing Education (continued)**c) The licensees shall maintain their CE records for 4 years.****d) Certification of Compliance with CE Requirements**

- 1) Each renewal applicant shall certify, on the renewal application, full compliance with the CE requirements set forth in subsection (a).
- 2) The Division may require additional evidence demonstrating compliance with CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance.

e) Continuing Education Earned in Other Jurisdictions

- 1) If a licensee has earned or is seeking CE hours offered in another jurisdiction for a program not approved by the Division for which the licensee will be claiming credit toward full compliance in Illinois, the applicant shall submit an individual program approval request form, along with a \$25 processing fee, prior to participation in the program or within 90 days prior to expiration of the license. The Board shall review and recommend approval or disapproval of the program using the criteria set forth in this Section.
- 2) If a licensee fails to submit an out-of-state CE approval form within the required time frame, late approval may be obtained by submitting the approval request form with the \$25 processing fee plus a \$100 per hour of CE late fee not to exceed \$500. The Board shall review and recommend approval or disapproval of the program using the criteria set forth in this Section.

f) Waiver of CE Requirements

- 1) Any renewal applicant seeking renewal of a license or certificate without having fully complied with these CE requirements shall file with the Division a renewal application, a statement setting forth the facts concerning noncompliance, a request for waiver of the CE requirements on the basis of such facts and, if desired, a request for an interview before the Board. If the Division finds from the statement, or any other evidence submitted, that good cause has been shown for granting a waiver of the CE requirements, or any part thereof, the Division shall waive enforcement of CE requirements for the renewal period for which the applicant has applied. At that time, the renewal applicant will be requested to submit the required renewal fee.
- 2) Good cause shall be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable prerenewal period because of:
 - A) Full-time service in the armed forces of the United States of America during a substantial part of the prerenewal period;
 - B) An incapacitating illness; or
 - C) Undue hardship (e.g., prolonged hospitalization, being disabled or unable to practice veterinary medicine for a majority of the duration of the renewal cycle) as determined by the Board. Every attempt should be made by the applicant to comply with CE through self-study.
- 3) If an interview is requested at the time the request for a waiver is filed with the Division, the renewal applicant shall be given at least 20 days written notice of the date, time and place of the interview by certified mail, return receipt requested.

Additional resources for questions on license renewal:

ISVMA Website, Member Center, Legislative page
www.isvma.org

Technical Assistance Unit 217/782-8556
For questions regarding new applications

License Maintenance Unit 217/782-0458

For updating your address, corrections to misspelled data, license is missing controlled substance license number, and the like that pertains to an active license