American College of Veterinary Preventive Medicine (ACVPM)
Continuing Education Committee
Standard Operating Procedures (SOP)
Approved March 2020

1. Membership.
   a. The committee will consist of five members from the General Membership and one member from the Epi Specialty and one at-large committee member. One member shall be appointed each year by the president. One Active Diplomate, appointed by the President, will serve as an AVMA liaison member of the Committee without the right to vote. A Board member, appointed by the Executive Board, will serve as a non-voting councilor to the Committee.

   b. Members will serve five-year staggered terms. The member with the greatest tenure on the committee will be the Committee Chair. The member who is in their fourth year of serving on the committee will be the secretary and the vice chair. The Epi Specialty member and at-large member will each serve two-year terms and are eligible for renewal once.

2. Roles and Responsibilities.
   a. The Committee is charged with:
      i. Promotion and administration of the continuing education efforts of the College.
      ii. Establishment of criteria for, and evaluation of, institutional residency/advanced training program for certification and recommendations for certification to the Board. All approved residency/training programs will be evaluated every 5 years for continuing approval. (See Residency Certification Documents.)
      iii. Solicit and provide CE courses and training programs available to members through the College website.
      iv. Identify themes and speakers for the One Health/ACVPM-directed CE section of the AVMA annual convention. Assist the ACVPM Liaison to the AVMA in signing up identified speakers.
      v. Recommending speakers for the speaker award for outstanding presentations at the annual AVMA.
      vi. Develop the ACVPM webinar programs six months in advance based on the Executive Board’s goals and objectives.
      vii. Maintaining the ACVPM YouTube channel and ACVPM continuing education pages, including posting upcoming webinar registration links to the ACVPM homepage Events calendar. The Committee will also post any other webinars as directed by EB, such as the annual meeting.
      viii. Submitting an updated/reviewed Committee SOP to the Executive Board by March 1 annually.
      ix. Submitting an annual budget for the following fiscal year by May 1 annually.
      x. Submitting an updated/reviewed initial and recertification rubric to the Executive Board by June 1 annually.
      xi. Submitting an updated/reviewed “Process and Application for Certification or Recertification of Formal Training Programs in Veterinary Preventive Medicine and Public Health” by June 1 annually.
      xii. Submitting their Annual Report to the Executive Board by June 1.

   b. All Committee Members are responsible for:
      i. Participating in all meetings and teleconferences called by the Committee Chair.
      ii. Accomplishing all relevant tasks assigned by the Committee Chair.
      iii. Nominating candidates for committee membership to the Committee Chair.
c. The responsibilities of individual committee positions are as follows:
   i. Committee Chair (Year 5)
      1. Scheduling and conducting all meetings and webinars and assigning tasks for accomplishment by members during the year.
      2. Ensuring open items are tracked to closure.
      3. Coordinating with other Committee Chairs to avoid duplication of effort while accomplishing Executive Board tasks.
      4. Ensuring CE Committee representation at all meetings and webinars called by members of the Executive Board, in the event the Chair is unavailable.
      5. Completing and presenting the annual committee report to the Executive Board during the ACVPM annual meeting. Chair should plan on attending the annual meeting in-person (occurs at the annual AVMA conference).
      6. Recommending changes to either the committee’s charge or SOPs to the President.
      7. Nominating new committee members to the President.
      8. Write updates for the ACVPM newsletter.
      9. Write-up recommendations from CE Committee and forward to EB.
      10. Coordinate review of certified training programs; provide feedback/approval to submitting program coordinator.
      11. Review, refine, create SOPs for Committee duties.
      12. Approve monthly Agenda before sent out by Vice-Chair.
      13. Serve as point-of-contact for inter-Committee communications/duties.
      14. Second back-up for webinars and AVMA convention POC.

   ii. Vice-Chair (Year 4)
      1. Schedule and arrange monthly Committee Meetings: Doodle poll (or similar), schedule meeting/webinar platform, send out Agenda prior to meeting.
      2. Take notes during Committee meetings.
      3. Send out minutes for review, update and post to shared file system.
      4. First back-up for webinars and AVMA conference POC.

   iii. 3rd Position (Year 3)
      1. AVMA conference POC. Manages excel document, oversees contacts to suggested speakers, gets info to the ACVPM Liaison to the AVMA.

   iv. 2nd Position (Year 2)
      1. Webinars: organize and identify topics/speakers, upload registration to website, track registration numbers, issue CE certificates, maintain CE records, upload link to recorded webinar to website/YouTube.

   v. 1st Position (Year 1)
      1. Assist in identifying speakers/topics for webinars.
      2. Assist with maintenance of documents and other items on website.
      3. Assists the Year 2 position with webinar registration and
issuing CE certificates.

vi. At-large members (1)
1. Serves a 2-year staggered term and assists with coordination and review of residency/training programs in veterinary preventive medicine and public health for certification and re-certification.
2. Coordinate with the ACVPM EVP and training program directors to ensure all application materials are received.
3. Coordinate with the Chair to ensure certification/recertification timelines are met.
4. Maintain records regarding program certification; sends reminders to programs regarding recertification timelines.

vii. Liaison with AVMA Content Coordinator
1. This is a non-voting position, appointed by the President of ACVPM for a two year term, renewable once.
2. The person in this position works with the AVMA Content Coordinator to provide recommendation of ACVPM Diplomates for presenters at the Annual AVMA Conference.
3. The person in this position must meet the AVMA expectations for their tenure and communicate needs with the CE Committee Members in a timely manner.

viii. Epidemiology Specialty Member (1)
1. The person in this position is designated by the Epidemiology Specialty Continuing Education Committee and confirmed by the CE Committee Chair for a two-year term.
2. Works with the 2nd and 3rd year position to identify speakers and topics for AVMA and webinars.
3. Assists with review of applications of programs for certification or re-certification.

3. **Effective Date of Standard Operating Procedure:**
   a. This Standard Operating Procedure is effective on approval by the Executive Board and remains in effect until modified or rescinded.
   b. It is reviewed annually by the Committee and an updated/reviewed version submitted to the Executive Board by March 1.