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**ADVT RECERTIFICATION GUIDELINES**

**5-year Recertification Requirements:**

* All continuing education hours must be RACE approved or its equivalent.
* Submission of up to 20 points from professional development is highly encouraged.
* Must submit 60 credits of veterinary dermatology (or related discipline) continuing education.
	+ It is recommended to submit more than 60 credits, with a maximum of 90 credits, in case some are not accepted by the committee.
* Must show demonstration of professional development (1 point = 1 CE Credit).
* Must submit 5 acceptable examination questions.
* Must be current in membership dues.

**Determination of CE credits from Continuing Education**

* Majority of credits should be from professional development or in-person attendance at seminars.
	+ Unless there are extenuating circumstances, in-person attendance of at least 1 NAVDF is required within the 5-year recertification period.
* No more than 60% (24 credits) may come from electronic sources, with no more than 12 credits from non-interactive sources of which a maximum of 4 credits from printed materials allowed.
* Preference that they are presented by DACVD or VTS (Dermatology).
* 1 credit = 50 - 60-minute session.

**Determination of CE points from Professional Development**

* Maximum submission acceptance of 20 total credits from this type.
* Publication in a peer reviewed journal or book (Submission must include title, publisher and date, chapter title if appropriate, copy of the article, copy of chapter if requested).
* 20 points:Author ofapublished book chapter.
* 20 points: Book editor of a published book.
* 15 points: Published CE article in a national journal.
* 2 points: Roundtable summary published in the Derm Dialogue.
* Points for Non-CE article in a national journal, online venue, or co-authored publications will be determined by the Recertification Committee.
* Lecture speaker or wet lab instructor at a National or State Conference **(similar subject matter will only be counted once as CE points per recertification renewal period)**.
* CE credits: 5 points per credit hour of what attendees earn if proper documentation submitted (Copy of meeting program showing your name, lecture title & length of session; Copy of official proceedings notes required. No personal notes will be accepted).
* Webinar Speaker or Speaker at Local/Regional Meeting where proceeding notes are not required.
	+ CE credits: Double the credit hours of what the attendees earn. (Copy of the official announcement of the program/event which should include name, title, and CE credits).
* Roundtable chair at NAVDF.
* Active participation in ADVT committee or holding office as an ADVT Regent. Active participation and term will be verified by the President when the Committee Chair submits the Committee Member Activity Report Form. Active participation is defined as: Member was available for most meetings and actively participated. Responses to emails were timely and provided helpful feedback or input. Member has adequate knowledge of many aspects of committee operations.
* 5 points per 2-year term for serving as a Regent.
* 5 points per 2-year term for chairing the examination or credentialing committee.
* 2.5 points per 2-year term for serving on the examination or credentialing committee.

**Instructions for Completing the ADVT Forms and Submitting Attachments:**

* All forms must be typed and not hand-written.
* Submit no more than 90 Credits/Points.
* List CE by venue on the ADVT Credit/Points Record. Use one line for the venue and list lectures in chronological order underneath. Leave a blank row between each venue.
* Each form and CE certificate should be its own attachment. Do not submit all forms and documents as one large file.
* Documents should be named appropriately as outlined below:
	+ Forms: “Last name\_Official form name\_ VTS recertification year”

Ex: Hanna\_Recertification Application\_2025

* + CE Certificates: “Last name\_Venue\_date of venue”

Ex: Hanna\_NAVDF\_April2022

* + Membership Cards:
		- NAVTA Membership Card- “Last name\_NAVTA Membership Card\_VTS recertification year” Ex: Hanna\_NAVTA Membership Card\_2025
		- State Credentials- “Last name\_State Name Credentials\_ VTS recertification year”

Ex: Hanna\_Massachusetts Credentials\_2025

Approved by Recertification Committee and Regents, August 2018

Revised and Approved: November 2021