



REQUIREMENTS TO RENEW CVPM CERTIFICATION

1. Certification must be renewed every two (2) years.
2. Forty-eight (48) hours of acceptable and documented continuing education (CE) must be submitted to the Certification Board. (See ACCEPTABLE CONTINUING EDUCATION.)
3. The recertification fee of \$210 must be received. Checks must be payable in U.S. funds to the Certified Veterinary Practice Manager Board or CVPMB. Credit cards are accepted. A credit card payment form is provided for your use.
4. Applicants who have not maintained the renewal requirements may not use the CVPM designation.

SUBMISSION REQUIREMENTS

Hard Copy Submission

Mail your completed CVPM Renewal Form along with your supporting CE documents and renewal payment to the VHMA Office by December 31, 2009.

Electronic Submission

An electronic copy of these instructions and the CVPM Renewal Form are available on the CVPM page of the VHMA Web site (www.vhma.org). All electronic submissions must follow the guidelines below:

* The completed CVPM Renewal Form and supporting CE documents must be submitted via e-mail to CVPM@vhma.org by December 31, 2009.

* The completed CVPM Renewal Form and supporting documents must be sent in one (1) PDF file. Attachments must be appropriately labeled using the bookmark feature.

* Payment may be made through your Member Portal on the VHMA Web site or you can include a completed credit card payment form with your electronic submission. Be sure to label your payment page using the bookmark feature.

***INACTIVE STATUS ***

At least three (3) months prior to renewal, September 30, members in good standing may request Inactive status for a period not to exceed seven (7) years. An Inactive Status fee is required annually. Fees are determined by the Board and may change from time-to-time.

Inactive members may not use the CVPM designation while Inactive.

Inactive status may be used only once during a certificant's career and must be approved at least three (3) months before the renewal date.

At the time of regaining Active Status, all then current renewal requirements apply and a new renewal period begins.

ACCEPTABLE CONTINUING EDUCATION

1. Acceptable continuing education (CE) for veterinary practice management will be that which is specifically devoted to management and which also satisfies at least one of the following:
 - A. The CE is recognized by a state, national, or international veterinary organization as acceptable CEU credits.
 - B. The CE is sponsored by a state, national, or international veterinary organization such as AAHA, AVMA, VHMA, AVPMCA, etc.
 - C. The CE is provided by a recognized educational or governmental entity, such as a university, college, community college, or government agency.



2. The committee will determine on an individual basis whether a local seminar, or one given or sponsored by an unfamiliar speaker or sponsor, will be accepted. For a course to be considered, the applicant must submit:
 - A. A biography or list of credentials of the instructor
 - B. A detailed outline of the subjects covered
 - C. Copies of all documents given in connection with the seminar
3. All continuing education must be documented to be accepted. A certificate of attendance/certificate of completion is acceptable as proof of continuing education. If you did not receive a certificate of attendance/certificate for completion, a variety of methods of documentation will also be allowed. A printed list of attendees with the name highlighted, a copy of a canceled check, a letter from another participant or instructor, a letter from an employer, proof of purchase, receipts, handouts, notes, etc. can be acceptable.
4. Roundtable or one-on-one discussions will count at the rate of one half (1/2) hour for each full-hour presented. (For example, two (2) hours of roundtable discussion would equal one(1) hour toward recertification.) Roundtable discussions must also comply with the other applicable guidelines to be accepted.
5. Formal education with proper documentation (consisting of an official transcript) may be substituted for continuing education in the following proportion: one (1) semester hour will equal six (6) continuing education hours.
6. Up to five (5) mail-in credits, which comply with the other applicable guidelines, can be applied within any one (1) renewal period.
7. Credit will not be given for courses relating primarily to veterinary medicine, or seminars in the practice given by drug or food representatives.
8. Excess hours (those over forty-eight (48)) do not carry over from any given renewal period into the next renewal period.
9. The following companies offer one and two-day seminars which are accepted as continuing education, provided that the subject matter of the particular seminar applies to the management of a veterinary practice: Skill Path, Padgett-Thompson, American Management Association, and Fred Pryor. Other companies and courses may apply under the terms set forth above.
10. The CVPM is encouraged to provide a list of all seminars and classes attended, even if it exceeds the number of hours needed, in case some may not qualify.
11. All documentation of CE should be held by the CVPM to be sent with the renewal fee when renewal becomes due.
12. No CE credit is available for viewing videos or listening to tapes.
13. The Certification Committee will be the final judge of which courses or seminars are acceptable, and the number of hours that can be credited for each course.

REMINDERS FOR RENEWAL

1. The first reminder for renewal will be sent approximately six (6) months before the renewal date.
2. The second reminder for renewal will be sent approximately sixty (60) days before the renewal date.

FAILURE TO RENEW CERTIFICATION

1. If the CVPM recertification lapses for more than thirty (30) days past the due date, there will be a late fee charge of \$100 to renew within twelve (12) months of the renewal date.

This allows the CVPM an extension to attain necessary CE credit should a CVPM find himself lacking for a certain renewal period. However, any credit gained to satisfy a prior period's requirement will not carry over and also apply during the current period. The next renewal date will remain fixed, and will not be dependent on when the CE requirement is satisfied. (In other words, if a CVPM is six (6) months late when he satisfied the CE requirement, he will then have eighteen (18) months to complete another forty-eight (48) hours of management continuing education.)

2. If the CVPM recertification lapses more than 12 months, reapplication at normal fees and retesting will be required.

CVPM RENEWAL FORM

Name: _____

Address: _____

City, State, Zip: _____

Phone (W): _____ Fax: _____

Phone (H): _____ E-mail: _____

SUMMARY OF CONTINUING EDUCATION

Event/Course Name: _____

Dates: _____ City, State _____

Presented by: _____ Documents: _____

Number of Hours: _____

Event/Course Name: _____

Dates: _____ City, State _____

Presented by: _____ Documents: _____

Number of Hours: _____

Event/Course Name: _____

Dates: _____ City, State _____

Presented by: _____ Documents: _____

Number of Hours: _____

Event/Course Name: _____

Dates: _____ City, State _____

Presented by: _____ Documents: _____

Number of Hours: _____

Event/Course Name: _____

Dates: _____ City, State _____

Presented by: _____ Documents: _____

Number of Hours: _____

Event/Course Name: _____

Dates: _____ City, State _____

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Number of Hours: _____

Event/Course Name: _____

Dates: _____ City, State _____

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Event/Course Name: _____

Dates: _____ City, State _____

Presented by: _____ Documents: _____

Number of Hours: _____

Event/Course Name: _____

Dates: _____ City, State _____

Presented by: _____ Documents: _____

Number of Hours: _____

Event/Course Name: _____

Dates: _____ City, State _____

Presented by: _____ Documents: _____

Number of Hours: _____

Event/Course Name: _____

Dates: _____ City, State _____

Presented by: _____ Documents: _____

Number of Hours: _____

TOTAL _____

Certified Veterinary Practice Manager Board (CVPMB) • PO Box 2280, Alachua, FL 32616-2280
518/433-8911 • 518/320-8575 fax • CVPM@vhma.org • www.vhma.org

Those CVPMBs using formal education for credit toward renewal should record the requested information above and enclose a copy of the official transcript covering the course.

Submit this form, related documentation, and the renewal fee to the VHMA Office (CVPM@vhma.org). Please make a copy of this information for your records. You may make additional copies of this form if necessary.

Veterinary Hospital Managers Association
PO Box 2280
Alachua, FL 32616
877-599-2707 • 518-433-8911 • 518-320-8575 fax
admin@vhma.org • www.vhma.org

VHMA Credit Card Payment Form

Reason For Charge: _____

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip _____

Business Phone: _____

Home Phone: _____

Fax: _____ E-mail: _____

Credit Card Information

Date: _____

Total Amount To Be Charged \$ _____

Credit Card Type: American Express Discover MasterCard Visa

Name on credit card: _____

Credit card number: _____

Expiration: _____ Card security code (CSC): _____

Complete billing address: _____

Signature of card owner: _____