



# MEMORANDUM

<b>DATE</b>	January 4, 2021
<b>TO</b>	Veterinary Medical Board (Board)
<b>FROM</b>	Jessica Sieferman, Executive Officer
<b>SUBJECT</b>	<b>Agenda Item 7. Presentation from American Association of Veterinary State Boards (AAVSB) Regarding Registry of Approved Continuing Education (RACE) Program and New RACEtrack System – Jessica Znidarsic, AAVSB</b>

**Background**

Veterinarians are statutorily required to complete 36 hours of continuing education (CE) every two years, and a one-hour CE on the judicious use of medically important antimicrobial drugs every four years. (Business and Professions Code (BPC) § 4846.5.) Registered veterinary technicians (RVTs) are required to complete 20 hours of CE every two years. (BPC § 4838; Cal. Code Regs, tit. 16, § 2086.2.) Both CE providers and courses must be “approved,” as defined in the Veterinary Medicine Practice Act, and the CE must be obtained in subjects related to the practice of veterinary medicine and/or veterinary technology. The CE courses must be consistent with current standards and practices beyond the initial academic studies required for initial licensure or registration.

Licensees are required to sign their renewal notice under penalty of perjury stating that they have completed the requisite number of CE hours within the last two-year renewal period. Licensees are required to maintain CE completion documentation for no less than four years and, if audited, are required to provide that documentation to the Board upon request.

The Board verifies CE for licensees who are moving their license from inactive to active. Inactive licensees must submit proof of CE when they apply for an active license. The Board also conducts CE monitoring for probationers when CE courses are required terms of probation.

Historically, due to limited resources, CE audits were not conducted. However, in 2012, Board staff performed a CE audit, which showed the majority of licensees were in compliance. At that time, it was noted that the Board did not have the resources to adequately maintain a proactive CE audit program.

Recently, the lack of a comprehensive CE audit program has been identified as an issue by the California Senate Committee on Business, Professions and Economic Development and Assembly Committee on Business and Professions during their Joint Sunset Review of the Board. For the Board's 2021 Sunset review, the Board must report on its CE audit program and include information on implementation timelines and audit objectives.

### **New CE Audit Tool**

To better monitor licensee CE completion, throughout 2020, the Board has been collaborating with the American Association of Veterinary State Boards (AAVSB) to utilize their new Registry of Approved Continuing Education (RACE) program and RACEtrack system, which launched in November 2020.

The RACEtrack system was designed to assist licensees with documenting their CE and provides a tool for regulatory agencies to automate CE audits, generate compliance reports, view unmet CE requirements, and provide a secure data center for this information.

AAVSB will provide the attached presentation to the Board and stakeholders during the January Board meeting.

# RACetrack

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## RACetrack and the Member Board Suite



**RACEtrack**

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# Why RACEtrack?

# The Board Suite

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**AAVSB**  
AMERICAN ASSOCIATION OF  
VETERINARY STATE BOARDS

District of Columbia Now Accepts PAVE

Welcome, Vito Delvento DMV, MS [Go to Licensee Portal](#)

**Organization**  
District of Columbia Board of Veterinary Medicine  
Executive Director

**Committee**  
Board of Directors

Executive Directors Advorsort Committee  
Since 9/1/2017

Welcome, Vito

View/Edit My information

AAVSB Forums

Board CE Access

AAVSB Home

Sign Out

We're Here To Help

[Submit a help request](#) →

An AAVSB representative specialized in your question will get back to you

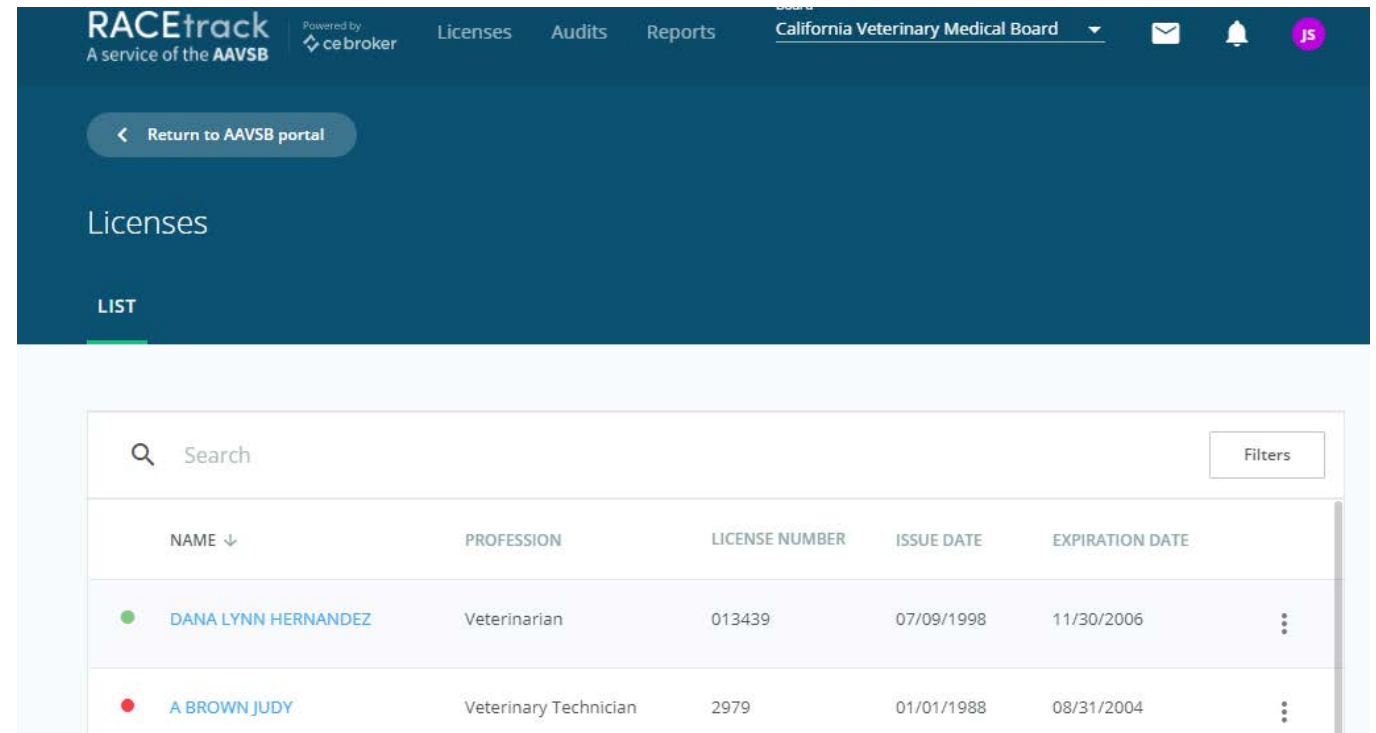
[AAVSB Home](#) →

Each board office and designated staff user will have a secure account where they may perform CE audits, individual approvals, and more.

- Paperless communication between board staff and CE providers
- Approval queues with reminder messages to designated staff members
- Review flow where individual applications can be routed to other users
- Paperless history of provider requests, responses, approvals, course offerings, and CE data

# Licensee List

Auditing is simpler than ever. Quickly glance at a licensee's profile to decide whether or not to audit. Whether you are passing or failing them, you can handle communication and disciplinary action through CE Broker



The screenshot shows the RACEtrack interface for the California Veterinary Medical Board. The top navigation bar includes 'Licenses', 'Audits', and 'Reports'. A 'Return to AAVSB portal' button is visible. The main content area is titled 'Licenses' and 'LIST'. A search bar and a 'Filters' button are at the top of the list. The list contains two entries:

NAME ↓	PROFESSION	LICENSE NUMBER	ISSUE DATE	EXPIRATION DATE	
<span style="color: green;">●</span> DANA LYNN HERNANDEZ	Veterinarian	013439	07/09/1998	11/30/2006	⋮
<span style="color: red;">●</span> A BROWN JUDY	Veterinary Technician	2979	01/01/1988	08/31/2004	⋮

# Access to Licensee Status

## View Licensee status information

The screenshot shows the RACEtrack interface for a licensee. The top navigation bar includes links for Licenses, Audits, Reports, and a dropdown for the Board (California Veterinary Medical Board). The main header displays the RACEtrack logo and the tagline "POWERED BY CE BROKER | A SERVICE OF THE AAVSB". Below the header, there is a "Return to AAVSB portal" button and a "LICENSE 12496" section with an "Audit license" button. The main content area shows a "Transcript" for the period "09/01/2019 - 08/31/2021" in a "Detailed view".

Subject Area	Hours required	Hours posted	Hours needed
<b>Continuing veterinary education related to medical</b>	5	5	0
Evidence-based management of FIC		0.5	
Hemodialysis in veterinary medicine: from cutting edge to standard care		1.5	
What does paracytology look like in the 21st century?		1	
Case Discussion in Dermatology		1	
63-44513 Feline Periodontal disease		1	
<b>Continuing veterinary education related to medical or non-medical</b>	15	3	12
How I learned to be a leader in communication		0.5	

# Board Suite – Filters

Indicators of expired  
and current licensees

Search					Filters (1)
NAME ↓	PROFESSION	LICENSE NUMBER	ISSUE DATE	EXPIRATION DATE	
<span>●</span> ALEXANDRA MARIE DAVIE	Veterinary Technician	14239	06/26/2020	08/31/2021	⋮
<span>●</span> ALEXANDRA LIMMER	Veterinarian	20772	03/04/2015	04/30/2016	⋮
<span>●</span> ALISSA CAMERON MORRIS	Veterinary Technician	13456	06/05/2019	10/31/2020	⋮
<span>●</span> ALYSSA MARIE DEMARCO	Veterinary Technician	11822	12/02/2016	10/31/2020	⋮
<span>●</span> AMANDA MARIE FLOERCHINGER	Veterinarian	363	06/26/2009	06/25/2010	⋮
<span>●</span> ANDREW PARATORE	Veterinary Technician	12254	07/14/2017	11/30/2020	⋮
<span>●</span> ASHLEY EK WONG	Veterinary Technician	RVT13903	01/21/2020	05/21/2021	⋮

Rows per page: 10 1 - 10 of 66 < >



# Board Suite – Filters

Select your search criteria

The screenshot shows a 'Filters' dialog box with the following fields:

- Issue date range: Min issue date [ ] TO Max issue date [ ]
- Expiration date range: Min expiration date [ ] TO Max expiration date [ ]
- Profession: All [v]
- Status: All [v]
- Account: All [v]

Buttons: RESET FILTERS, APPLY FILTERS

PROFESSION	LICENSE NUMBER	ISSUE DATE	EXPIRATION DATE
PATR TANTOUH		12/1999	04/30/2001
IE DAVIS SMITH		12/1999	04/30/2019
A PERK MAHER		31/1970	04/30/1997
MO JR MORGAN		28/1972	07/31/1999
SILVERSTEIN		07/1981	04/30/2015
RINE G BROWN		01/1801	04/30/1997
RINE IKLODY		19/2004	Invalid date
JOHNSON-HARDEN		05/2006	04/30/2019

# Board Suite – Auditing Filters

Apply various filters to specific licensees as well.

The screenshot shows the RACEtrack interface for auditing a license. The license number 17379 is displayed at the top. A modal window titled "Filters" is open, allowing the user to select specific filters for the audit. The modal includes fields for License Number (17379), Name (SHANNON MARIE MCLELAND), Cycle (All), Assignment (Select a user), Audit deadline (03/29/2021), and a Notes section with a text input field. The "ADD TO AUDIT" button is highlighted in green.

License Number	Name
17379	SHANNON MARIE MCLELAND

Cycle: All

Assignment: Select a user

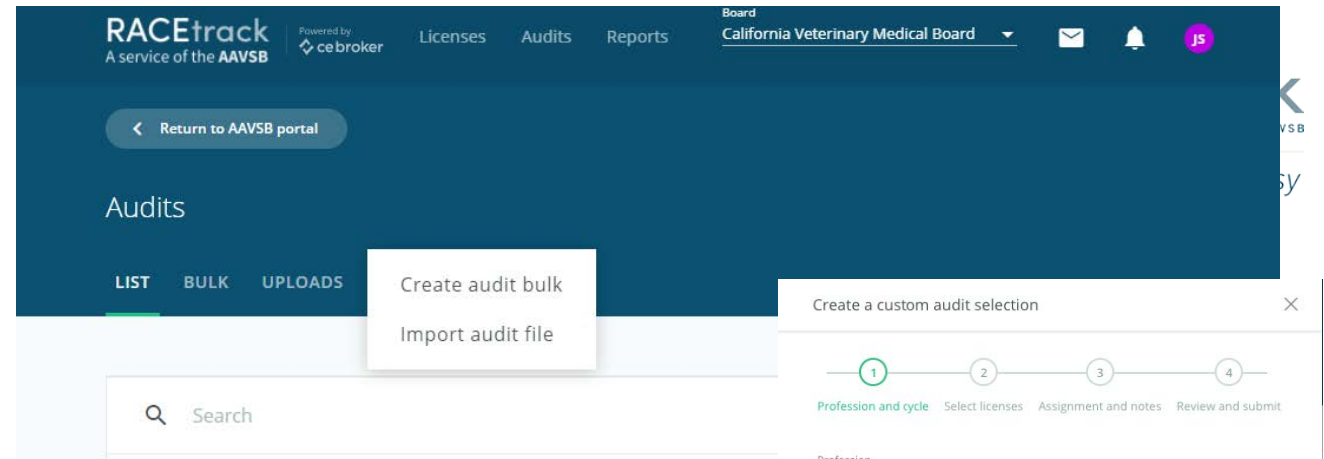
Audit deadline: 03/29/2021

Notes: Write something

CANCEL ADD TO AUDIT

# Create Bulk Audits or Import your Own Audit File

Within the Audit Dashboard you have the ability to create your own bulk audit or upload your own audit file. Our bulk audit creation allows you to filter the audit selections to meet your board's needs.



## File format

	A	B	C	D	E	F
1	License Number	Profession Code	CE expiration Date	Audit Deadline	Assigned To	Notes
2	ZZ123	PY	6/30/18	6/27/18	Joe dow	nice audit
3	ZZ456	CF		6/27/18	Jane Doe	awesome way to audit
4	ZZ789	CF				
5						
6						
7						
8						

Create a custom audit selection

1 2 3 4

Profession and cycle Select licenses Assignment and notes Review and submit

Profession  
All

License renewal date License renewal date  
07/11/2019 07/11/2019

Audit deadline  
10/09/2019

Issued after

Audit non-compliant people only

Omit licenses in initial cycle

Exclude previously audited licensees

Renewable licenses only

Select...

Status as of today

NEXT


# Ability to contact Licensee directly from Audit

Board staff can send licensees request for more information directly from the audit account. There is never a reason for a staff member to need to access another system to contact the licensee.

The screenshot displays the RACEtrack interface for a licensee audit. The top navigation bar includes 'INFO', 'TRANSCRIPT', and 'NOTES & COMMENTS'. The main content area is titled 'Info' and contains the following data:

Licensee info	Cycle status	Status as of today
	<span style="color: red;">●</span> Surrendered (voluntary)	<span style="color: red;">●</span> Surrendered (voluntary)
Expiration date	Dec 31st 2020	Profession Veterinarian
Scenario	V Standard	Account type No Account
State of residence	Not provided	

Below the licensee info is the 'Owner profile' section:

Owner profile	Name
	 JAMES S. LATTIMORE
	Email james.latt@icloud.com

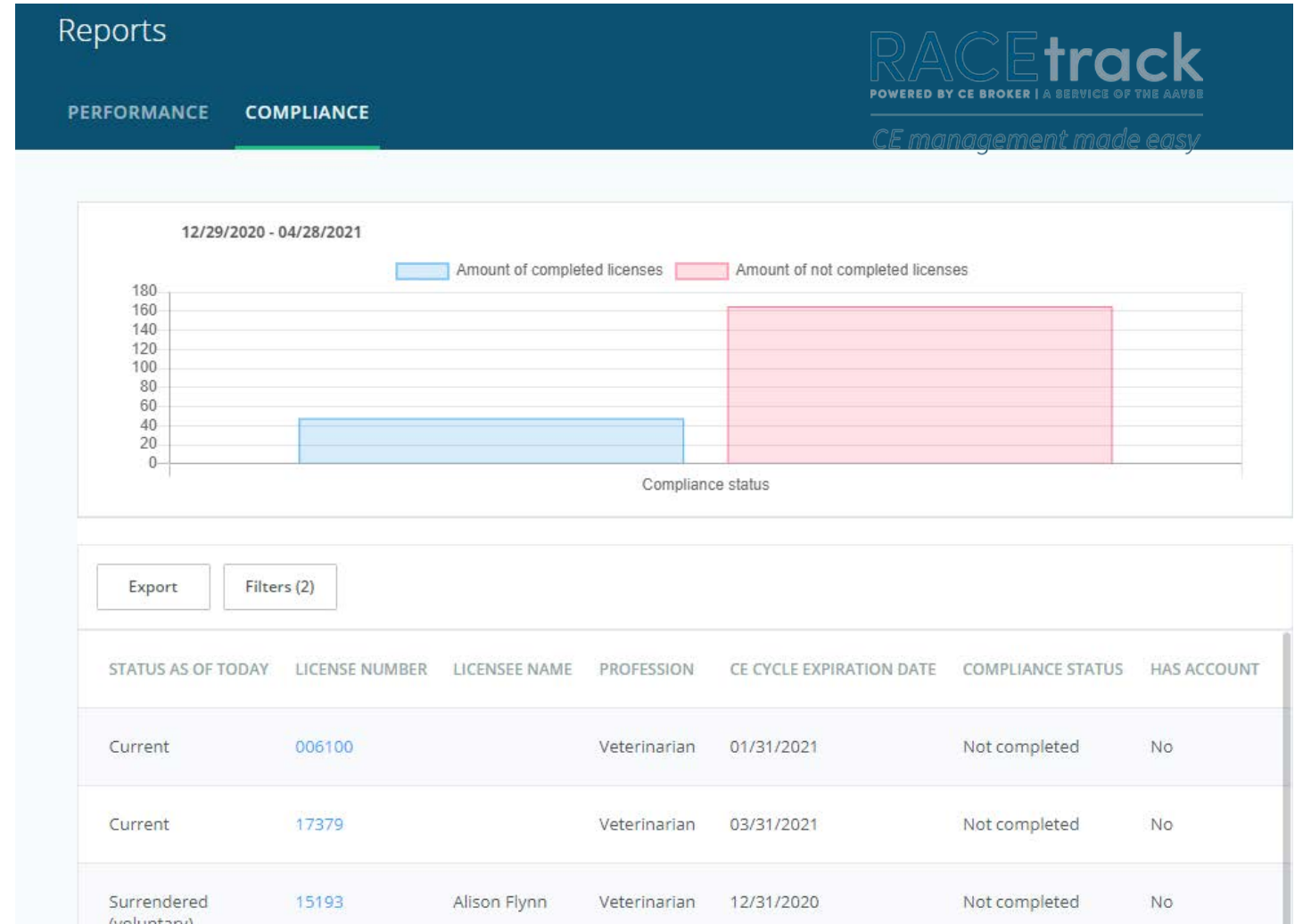
On the right side, there is a 'RACEtrack' logo and a dropdown menu with the following options:

- Assigned to
- Renewal Restriction
- Under investigation (toggle switch)
- Archive
- Request more information** (highlighted with an arrow)
- Upload internal documents

The date range '21 Jan 2016 - 31 Jan 2018' is shown at the top left. The text 'POWERED BY CE BROKER | A SERVICE OF THE AAVSB' is visible below the logo. The text 'CE management made easy' is also present. The bottom right corner of the interface shows 'Detailed view'.

# Compliance Reports

Run Compliance reports at anytime to see how many of your licensees have completed their compliance requirements.



# Custom Reports

Create a custom audit selection

1 2 3 4  
Profession and cycle Select licenses Assignment and notes Review and submit

Profession  
Veterinarian

Expiration date range start: 05/01/2012 Expiration date range end: 09/01/2012

Audit deadline: 10/28/2019

Issued after: 09/22/2010

Audit non-compliant people only  
 Omit licenses in initial cycle  
 Exclude previously audited licensees  
 Renewable licenses only  
 Status as of today

NEXT

CE CYCLE TRANSCRIPT STATUS LICENSE NUMBER ASSIGNMENT DEADLINE

KARA ANTONIA S 06/25/201

NADINE GILA 07/19/201

ICHELLE GARC 07/19/201

ANDER PAULM 07/19/201

LYNNE MCMAH 07/19/201

IA SUZANNE AS 07/19/201

Create a custom audit selection

1 2 3 4  
Profession and cycle Select licenses Assignment and notes Review and submit

% of licenses  
20.9  
Maximum 100%

or

# of licenses  
200  
Maximum 958

BACK NEXT

**RACetrack**

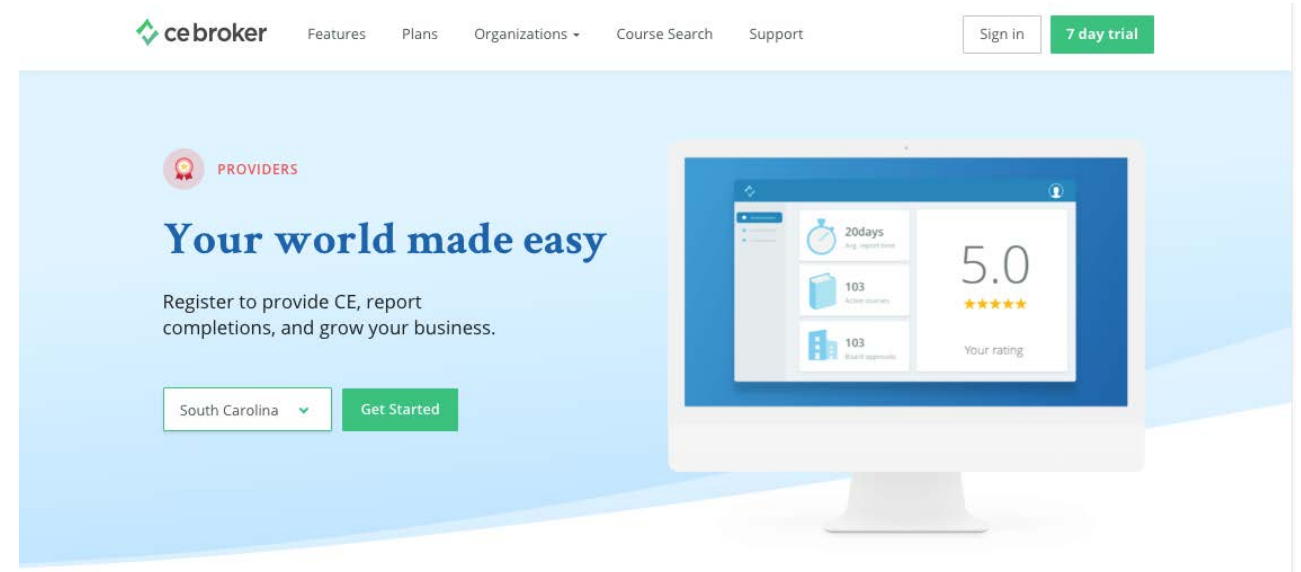
POWERED BY CE BROKER | A SERVICE OF THE AAVSB

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# Statutorily Approved Educational Providers

# Provider and Course Applications

Educational Providers have the ability to apply to your board and submit courses for approval all in one place. They are then able to report licensee course completions directly into your licensees' accounts.





# Easy Approvals

As a board you can review all the documentation a provider sends you, reach out to the provider for more information and make approvals all right in your Board account.

**Course Addition Request**

Course Name: PENDING PROVIDER - TRAINING COURSE

CE Broker Course Tracking #: 20 - 509215


Course Description:

Provider: [TRAINING PROVIDER](#)

Course Type: Live

Delivery Method: Class (opportunity for interaction with presenter/host)

Provider Type: Board Approved Provider



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Profession Selection + Hours	Renewal Hours	Approved Hours
<b>Optometrist</b>		
HIV/AIDS	0	<input type="text"/>
Medical Errors	0	<input type="text"/>
General	2	<input type="text"/>
General (Practice Management)	0	<input type="text"/>
Cardiopulmonary Resuscitation (CPR)	0	<input type="text"/>
Laws and Rules of the Board	0	<input type="text"/>
<b>Certified Optometrist</b>		
HIV/AIDS	0	<input type="text"/>
Medical Errors	0	<input type="text"/>
General	2	<input type="text"/>
General (Practice Management)	0	<input type="text"/>
Cardiopulmonary Resuscitation (CPR)	0	<input type="text"/>
Laws and Rules of the Board	0	<input type="text"/>
Transcript Quality	0	<input type="text"/>

**Florida Board of Optometry Questions and Responses**

Is this course a Council on Optometric Practitioner Education (COPE) approved course?

Yes

No

**What are the offering date(s) of this course?**

Feb 1, 2018

**Course Attachments**

File Name	File Type	Size	Attached
<a href="#">FILE 1</a>	.pdf	155.2 Kb	11/13/2017
<a href="#">FILE 2</a>	.pdf	63.1 Kb	11/13/2017

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# RACetrack for Licensees

# Licensed Veterinarians and Technicians

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## RACEtrack

RACEtrack allows you to record all your continuing education (CE) course work in a centralized database. RACEtrack provides an easy way for you to communicate your CE to your credentialing agencies. Also, agencies can retrieve your CE if they are authorized to do so through the AAVSB.

RACEtrack is a free program to veterinary professionals and the AAVSB Member Organizations. [Click here](#) for a list of jurisdictions that currently accept CE reports via email.

### NEW! A Whole New Suite of CE Management Features

The AAVSB is partnering with CE Broker, the worldwide leader in continuing education tracking software, to enhance your ability to track your continuing education. Optional new features of your new RACEtrack powered by CE Broker account include:

- Digital File Storage
- Automatic CE Reminders
- Personal Account Manager
- Automatic CE attendance upload of RACE approved CE
- Customized course search specific to your licensees

[Complete a Veterinary MyAAVSB Account](#)

[Complete a Veterinary Technician MyAAVSB Account](#)

[Sign in to your MyAAVSB account and start using RACEtrack](#)

<p><b>Concierge</b> Full reporting service</p> <p><b>\$99</b> / yr</p> <p><a href="#">Get Concierge</a></p> <p><a href="#">Learn more</a></p> <ul style="list-style-type: none"><li>✓ Everything in Professional</li><li>✓ We do all the reporting for you</li><li>✓ We make sure you're compliant</li><li>✓ We find additional CE for you</li></ul>	<p><b>Professional</b> <small>POPULAR</small> Automated compliance calculator</p> <p><b>\$29</b> / yr</p> <p><a href="#">Start free trial</a></p> <p><a href="#">Learn more</a></p> <ul style="list-style-type: none"><li>✓ See detailed renewal requirements</li><li>✓ Check your compliance status anytime</li><li>✓ Know when your requirements have been met 100%</li><li>✓ Get alerts from your regulating agency</li><li>✓ Store all your certificates</li><li>✓ Store heart cards &amp; multiple licenses</li><li>✓ Back up your documents</li></ul>	<p><b>Basic</b> Limited access</p> <p><b>NO COST</b></p> <p><a href="#">Get Basic</a></p> <ul style="list-style-type: none"><li>✓ Report hours manually</li><li>✓ Confirm course completions</li></ul>
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# Basic Account

This Basic Account includes the ability to see their course history, report CE completions, upload documentation, find courses on the course search and contact our support center.

In addition, the Basic Account tells licensees when their renewal requirements have been met with a quick glance.

The screenshot displays the RACEtrack user interface. At the top, the RACEtrack logo is on the left, and navigation links for Home, Find CE/CME, and My learning (with a 'NEW' badge) are in the center. On the right, there are buttons for Upgrade, a notification icon, and a settings icon. Below the navigation bar, a dark blue header contains the greeting 'Good morning, Jane!' and the instruction 'Select a license below to see your requirements and report CE.' An 'Add new +' button is on the right. The main content area is titled 'My licenses' and features a license card for a 'Veterinarian' with ID '99999999' from 'South Carolina'. The card shows a 'Not completed' status with a warning icon and a 'Due on 03/31/2019' date. A 'Manage license >' button is located on the right side of the card.

# Professional Account

The optional Professional Account upgrade, gives the licensee their own personally, calculated transcript, showing their individual requirements in an easy-to-read checklist.

The transcript breaks down the CE into required, reported, and remaining CE for a license period.

The screenshot shows the RACEtrack interface for a Veterinary Technician (RVT-3442). The page displays a progress bar for 'COMPLETE' at 100%. Below this, it shows 8 hours required, 8 hours applied, and 0 hours needed. A transcript cycle is set for 06/10/2019 - 12/31/2019. An information icon indicates that requirements vary by state/province. The 'Hour based requirements' section lists two items: 'Continuing veterinary education related to medical or non-medical' (8 hours required) and two specific CE activities: 'MY DOG HASNT POOPED SINCE DISCHARGE (743-37491)' (0 hours) and 'VENOUS ACCESS FOR THE TECHNICIAN... BEYOND THE BASICS (743-33877)' (1 hour).

Activity	Hours	Applied	Remaining
Continuing veterinary education related to medical or non-medical	8	8	0
MY DOG HASNT POOPED SINCE DISCHARGE (743-37491)	0	0	0
VENOUS ACCESS FOR THE TECHNICIAN... BEYOND THE BASICS (743-33877)	1	1	0

# The Concierge Account

The Concierge Account provides a much more hands-off experience for licensees.

The account holder is assigned a dedicated Personal Reporting Assistant who will help them find the right CE, report the CE when they complete it, and follow up to make sure the licensee is ready to renew their license on time.





# Multiple licenses, one portal

To make managing multiple licenses simply, RACEtrack can combine multiple licenses within one account. All licensee data will start through the AAVSB.org website as provided by licensing boards.



# CE Services RACEtrack

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Through the AAVSB Registry of Approved Continuing Education (RACE®) and Veterinary Continuing Education Tracking (VCET®) programs, you can become a RACE® Provider, search RACE® approved programs, or track your continuing education (CE). *CE management made easy*

## RACE® Program Providers

North American and International Providers of quality continuing education for North American licensees.

- Review RACE® Standards →
- Become a RACE® Provider →
- Renew Provider Status →
- Submit RACE® Program for Approval →

Learn more →



## Search RACE® Approved Programs and Providers

Find quality continuing education for veterinary and veterinary technician license renewal.

- Search for RACE Programs →
- Search for RACE Providers →

Learn more →



## Continuing Education Tracking

AAVSB's virtual CE certificates, and it's free!



**AAVSB**  
AMERICAN ASSOCIATION OF  
VETERINARY STATE BOARDS

Learn more →

# Need assistance with our CE programs?

<https://www.aavsb.org/ce-services/>

[race@aavsb.org](mailto:race@aavsb.org)

