

## Guidelines for certification/accreditation of continuing education courses for veterinarians as “approved continuing education” according to § 10 (2) of the ATF-statutes

The following requirements have to be fulfilled in order to receive an accreditation as „approved continuing education“ for veterinarians in Germany. The Akademie für tierärztliche Fortbildung [Academy for Veterinary Continuing Education] (ATF) of the Bundestierärztekammer [*Federal Chamber of Veterinary Surgeons*] (BTK) is responsible for the certification of continuing education courses for veterinarians.

Accreditation by ATF (ATF-credits; *in German*: “ATF-Anerkennung”) is comparable to the RACE-accreditation in the US and the CVE rules of the Royal College of Veterinary Surgeons in UK or of the Veterinary Council of Ireland (CE-credits). The unit is “ATF-hours”.

### REQUIREMENTS

Only the following continuing education courses can receive an accreditation of the ATF [ATF-Anerkennung] according to § 10 of the ATF-statutes:

- **Face-to-face courses** (courses with attendance of all participants and speakers at one location) with lectures incl. discussion and/or practical tutorial
- **Live online seminars** (unrecorded)<sup>1</sup>
- **Hybrid events** (face-to-face-course and webcast livestream [unrecorded])
- **Interactive courses** (without attendance of all participants and speakers at one location) via online media (e-learning), audio-visual material or veterinary journals with obligatory written learning success control and a duration of at least one hour

Applications will be rejected, if current knowledge of veterinary medicine is disregarded and if it cannot be assumed that the course will enhance the knowledge of the participants. In case of doubt, experts will be consulted at the expense of the applicant.

Applications must be submitted in good time before the course, i. e. 28 days before the start, for journals without peer review 42 days prior to publication. In case of delayed applications we will charge an additional fee (express processing; s. below). Subsequent applications are not possible. Accreditation for interactive courses is limited to one year.

ATF reserves the right to withdraw the certification if it should become known that the required criteria are not completely fulfilled.

### APPLICATION

The application for accreditation must be made in written form (e-mail preferred with [application form](#)) and must include the following course-information:

#### **Face-to-face courses, Live online seminars (unrecorded), Hybrid events (process time approx. 2 weeks):**

1. applicant (name, address) and invoice recipient (name, address)
2. site/location and/or URL of the Live Online Seminar/Live stream
3. date
4. programme (topics, complete schedule including starting time, end point and detailed information on duration of breaks)
5. speakers (full name, title, profession, professional qualification, further information if necessary)
6. host/applicant (education, profession, further information if necessary)
7. addressed participants ( professional qualification, profession, other information if necessary)
8. options for registration (day tickets, separate registration for different parts of the course)
9. public announcement (method and site [name of journal, web address etc.])<sup>2</sup>

<sup>1</sup> In individual cases, this also includes recorded online seminars that are available once exclusively at a defined time / date and only for the duration of the event (no subsequent retrieval possible).

<sup>2</sup> Timely public announcement: At least 4 weeks before the start of the course in media freely accessible to veterinarians (Deutsches Tierärzteblatt, online diaries, website of the organiser etc.)<sup>2</sup>

The amount of ATF-hours (CE credits) depends on the duration of lectures including discussions minus the duration of all breaks and such topic as “welcoming”, “introduction” etc. The smallest unit to be considered for approval is one hour. Only entire hours can be certified (rounding off/up; e.g. 1,5 hours = 2 ATF-hours; 1,4 hours = 1 ATF-hour)

Interactive courses (process time approx. 8 weeks) – for further information and [application form](#) see also [Additional guidelines for accreditation of interactive / nonattendance CE courses](#):

1. applicant (name, address) and invoice recipient (name, address)
2. type and title of the media (journal, e-learning, audio-visual material)
3. „location“ (publisher, ISBN-number, web page/URL etc.)
4. date and duration of the course including entry deadline for assessment of training success
5. programme (topics, estimated duration of self-study)
6. complete course contents, content of learning success control incl. answers
7. speakers (full name, title, profession, professional qualification, further information if necessary)
8. host / applicant
9. public announcement (way and site [name of journal, web address etc.]

The calculation of the creditable ATF hours is based on the time required for participation. Only full hours can be certified (rounding up/down, e.g. 1,5 hours = 2 ATF-hours; 1,4 hours = 1 ATF-hour)

In order to avoid queries or possible delays please submit complete applications including all information listed above. Please send applications in one way only (e-mail or fax or post).

## CRITERIA:

The following requirements have to be fulfilled to receive an accreditation as “approved continuing education course [“ATF-Anerkennung]”:

- The course addresses veterinarians only. The host must guarantee that all participants are vets. There are exceptions for courses on non-veterinary professional skills.<sup>3</sup>
- The content of the course is suitable to enhance veterinary qualification and skills or knowledge in non-veterinary professional skills.<sup>4</sup>
- Speakers must have practical and academic experience that qualifies them to teach the topic covered in the segment, course, or module.
- The host is reliable and trustworthy and will conduct the course faultlessly. The host is obliged to provide information concerning participants and/or course evaluation to the ATF if necessary.
- The course is open to the veterinary public and will be announced publicly.<sup>2</sup> Internal courses cannot be approved.
- Contents of the CE courses must be independent of any commercial interest. Objective information (e.g. on pharmaceutical products) according to scientific criteria is acceptable.
- Certificates of attendance:
  - Fact-to-face courses: Certificates may only be handed over after verification of participation on site.
  - Live online seminars / Hybrid events: Participants must actively confirm individually after the end of the course that they have fully participated. Certificates may only be issued after receipt of this individual confirmation.
  - Interactive courses: Certificates may only be handed over after personal registration for the processing of the learning content and passing the written learning success control.
- For interactive courses further conditions apply (see also *Additional guidelines for certification/accreditation of interactive courses of continuing education for vets*)

<sup>3</sup> Participants at courses on non-veterinary professional skills: Veterinary nurses / other persons with verifiable activity in the field of practice management in cooperation with veterinarians in the practice/clinic (e.g. „practice manager“) with registration by the company

<sup>4</sup> Contents in courses on non-veterinary professional skills: Further training may be accredited if it provides knowledge of practice organisation and management, business administration, marketing, personnel management, communication and social skills, incl. the associated legal basis.

## ADMINISTRATION FEES:

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### Face-to-face-courses

— courses with a duration of one day	60,00 EUR incl. VAT
— multiple identical courses (duration of one day each) in one application (identical courses on different dates)	70,00 EUR incl. VAT
— courses with a duration of two days	100,00 EUR incl. VAT
— multiple identical courses (duration of two days each) in one application (identical courses on different dates)	110,00 EUR incl. VAT
— courses with a duration of more than two days	130,00 EUR incl. VAT
— multiple identical courses (duration of more than two days each) in one application (identical courses on different dates)	150,00 EUR incl. VAT

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### Interactive courses

#### Journal articles

— peer-reviewed journals; listed in the Master Journal List of Clarivate Analytics® ( <a href="https://mjl.clarivate.com/home">https://mjl.clarivate.com/home</a> )	100,00 EUR incl. VAT
— unlisted journals	200,00 EUR incl. VAT

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#### Live online seminars (unrecorded) / "Hybrid" events

— Live online seminar (unrecorded) / "Hybrid" event (Webcast live stream of a face-to-face course) with a duration of one day	60,00 EUR incl. VAT
— Multiple live online seminars / "Hybrid" events (duration of one day each) with identical content in one application	70,00 EUR incl. VAT
— Live online seminar (unrecorded) / "Hybrid" event (Webcast live stream of a face-to-face course) with a duration of two days	100,00 EUR incl. VAT
— Multiple live online seminars / "Hybrid" events (duration of two days each) with identical content in one application	110,00 EUR incl. VAT
— Live online seminar (unrecorded) / "Hybrid" event (Webcast live stream of a face-to-face course with a duration of more than two days)	130,00 EUR incl. VAT
— Multiple live online seminars / "Hybrid" events (duration of more than two days each) with identical content in one application	150,00 EUR incl. VAT

#### Other interactive courses

— Online seminars/e-learning (recorded or without live event, respectively; duration up to two hours)	100,00 EUR incl. VAT
— Multiple online seminars (recorded; duration up to two hours) with identical content in one application	110,00 EUR incl. VAT
— Online seminars/e-learning (recorded or without live event, respectively; duration more than two hours)	200,00 EUR incl. VAT
— Multiple online seminars (recorded; duration more than two hours) with identical content in one application	300,00 EUR incl. VAT

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#### **additional fee** for delayed application

— Application less than 28 days before the start of the course; for journals without peer review: less than 42 days prior to publication	180,00 EUR incl. VAT
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One-time changes of an accreditation (written application with indication of the number of accreditation) are free of charge, further changes are subject to a fee (fees see above).

In case of any further questions please do not hesitate to contact the ATF office. Administration fees will apply regardless of the outcome (certification or refusal).

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