Wisconsin Department of Safety and Professional Services
Division of Policy Development
1400 E Washington Ave
PO Box 8366
Madison WI 53708-8366

Phone: 608-266-2112
Web: http://dsps.wi.gov
Email: dsps@wisconsin.gov

Scott Walker, Governor
Dave Ross, Secretary

VETERINARY EXAMINING BOARD
Room 121C, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
January 28, 2015

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A) Adoption of Agenda (1-3)

B) Welcome New Members

C) Approval of Minutes of October 29, 2014 (4-6)

D) Administrative Updates
1) Appointments/Reappointments/Confirmations
2) Staff Updates

E) Election of Board Officers for 2015 (7)

F) Appointment of Board Liaisons, and Delegated Authorities (7-9)

G) Continuing Education – Discussion (10-15)

H) Legislative/Administrative Rule Matters
1) **9:00 A.M. – Public Hearing on Clearinghouse Rule 14-064 Relating to Entrance to Exams**
   a) Review and Respond to Clearinghouse Report and Public Hearing Comments **(16-25)**
   b) Review and Respond to Recommended Changes to VE 3.02 and VE 3.03 **(26-28)**
2) Current and Future Rule Making and Legislative Initiatives
3) Administrative Rules Report

I) American Association of Veterinary State Boards (AAVSB) Matters

1) 2014 AAVSB Meeting Summary **(29-37)**
2) AAVSB 2015 Call for Nominations **(38-69)**
3) 2015 AAVSB Annual Meeting **(70-95)**
   a) 2015 AAVSB Annual Meeting and Conference – Call for Topics **(96-97)**

J) Speaking Engagement(s), Travel, or Public Relation Request(s)

K) Informational Items

1) Practice Act Model – Update **(98)**

L) Items Added After Preparation of Agenda:

1) Introductions, Announcements and Recognition
2) Administrative Updates
3) Education and Examination Matters
4) Credentialing Matters
5) Practice Matters
6) Legislation/Administrative Rule Matters
7) Liaison Report(s)
8) Informational Item(s)
9) Disciplinary Matters
10) Presentations of Petition(s) for Summary Suspension
11) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
12) Presentation of Proposed Decisions
13) Presentation of Interim Order(s)
14) Petitions for Re-Hearing
15) Petitions for Assessments
16) Petitions to Vacate Order(s)
17) Petitions for Designation of Hearing Examiner
18) Requests for Disciplinary Proceeding Presentations
19) Motions
20) Petitions
21) Appearances from Requests Received or Renewed
22) Speaking Engagement(s), Travel, or Public Relation Request(s)

M) Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).

N) Monitoring Matters

O) Presentation and/or Deliberation on Proposed Stipulations, Final Decisions and Orders by the Division of Legal Services and Compliance (DLSC)

1) Lynda Ludwig, D.V.M. – 12 VET 004 **(99-105)**
2) Mark Frautschy, D.V.M. – 13 VET 018 **(106-111)**
3) Mary Frautschy, D.V.M. – 13 VET 018 **(112-117)**
4) Lucas G. Brzezinski, D.V.M. – 14 VET 028 **(118-130)**

P) Case Status Report (131)

Q) Case Closing(s)

R) Deliberation of Items Added After Preparation of the Agenda

1) Education and Examination Matters
2) Credentialing Matters
3) Disciplinary Matters
4) Monitoring Matters
5) Professional Assistance Procedure (PAP) Matters
6) Petition(s) for Summary Suspensions
7) Proposed Stipulations, Final Decisions and Orders
8) Administrative Warnings
9) Proposed Decisions
10) Matters Relating to Costs
11) Complaints
12) Case Closings
13) Case Status Report
14) Petition(s) for Extension of Time
15) Proposed Interim Orders
16) Petitions for Assessments and Evaluations
17) Petitions to Vacate Orders
18) Remedial Education Cases
19) Motions
20) Petitions for Re-Hearing
21) Appearances from Requests Received or Renewed

S) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

T) Open Session Items Noticed Above not Completed in the Initial Open Session

U) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

V) Ratification of Licenses and Certificates

ADJOURNMENT

VETERINARY EXAMINING BOARD
MEETING MINUTES
October 29, 2014

PRESENT: Bruce Berth *(arrived at 9:10 AM)*; Diane Dommer Martin, D.V.M. *(via teleconference)*; Robert Forbes, D.V.M.; Philip Johnson, D.V.M.; Brenda Nemec, C.V.T.; Sheldon Schall; Lisa Weisensel Nesson, D.V.M.; and Neil Wiseley, D.V.M.

EXCUSED:

STAFF: Tom Ryan, Executive Director; Taylor Thompson, Bureau Assistant; and other Department staff

CALL TO ORDER

Philip Johnson, Chair, called the meeting to order at 9:00 A.M. A quorum of seven (7) members was confirmed.

ADOPTION OF AGENDA

MOTION: Neil Wiseley moved, seconded by Sheldon Schall, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Robert Forbes moved, seconded by Brenda Nemec, to approve the minutes of July 30, 2014 as published. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

REVIEW OF VE 2, 3, 8 REGARDING ENTRANCE TO EXAMINATIONS

MOTION: Neil Wiseley moved, seconded by Robert Forbes, to approve the draft of VE 2, 3, 8 relating to entrance to examinations for posting of EIA Comments and submission to the Clearing House. Motion carried unanimously.

NAVC, WESTERN VETERINARY CONFERENCE, CVC, AND AMERICAN ANIMAL HOSPITAL ASSOCIATION'S REQUESTS TO BECOME APPROVED CE PROVIDERS

MOTION: Lisa Nesson moved, seconded by Neil Wiseley, to deny all requests to be recognized in the Board's rules as approved CE providers. Motion carried unanimously.

DRAFT

CLOSED SESSION

MOTION: Robert Forbes moved, seconded by Lisa Nesson, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Bruce Berth – yes; Diane Dommer Martin – yes; Robert Forbes – yes; Philip Johnson – yes; Brenda Nemec – yes; Sheldon Schall – yes; Lisa Weisensel Nesson – yes; Neil Wiseley – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:13 A.M.

RECONVENE TO OPEN SESSION

MOTION: Sheldon Schall moved, seconded by Bruce Berth, to reconvene in Open Session at 10:34 A.M. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: Robert Forbes moved, seconded by Neil Wiseley, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS BY THE DIVISION OF LEGAL SERVICES AND COMPLIANCE

13 VET 030
DON D. VEZINA, D.V.M.

MOTION: Lisa Nesson moved, seconded by Bruce Berth, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 13 VET 030 – Don D. Vezina, D.V.M. Motion carried unanimously.

14 VET 020
PHYLLIS C. BURCH, D.V.M.

MOTION: Neil Wiseley moved, seconded by Sheldon Schall, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 14 VET 020 – Phyllis C. Burch, D.V.M. Motion carried unanimously.

DRAFT

CASE CLOSING

MOTION: Robert Forbes moved, seconded by Lisa Nesson, to close the following cases according to the recommendations by the Division of Legal Services and Compliance:

1) 13 VET 006 (D.B.) for no violation (NV).
2) 13 VET 006 (G.W.) for prosecutorial discretion (P1).
3) 13 VET 006 (G.G.) for insufficient evidence (IE).

Motion carried unanimously.

DELEGATION OF RATIFICATION OF EXAMINATION RESULTS AND RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Brenda Nemec moved, seconded by Lisa Nesson, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Neil Wiseley moved, seconded by Lisa Nesson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:36 A.M.

DRAFT

2014 OFFICERS	
Board Chair	**Philip Johnson**
Vice Chair	**Robert Forbes**
Secretary	**Neil Wiseley**

2014 LIAISON APPOINTMENTS	
Credentialing Liaison	**Philip Johnson** ***Alternate:*** **Robert Forbes**
Monitoring Liaison	**Neil Wiseley** ***Alternate:*** **Lisa Weisensel Nesson**
Education and Exams Liaison	**Philip Johnson** ***Alternate:*** **Sheldon Schall**
Legislative Liaison	**Bruce Berth** ***Alternate:*** **Neil Wiseley**
Travel Liaison	**Philip Johnson**
Website Liaison	**Sheldon Schall** ***Alternate:*** **Robert Forbes**
Rules Liaison	**Neil Wiseley** ***Alternate:*** **Diane Dommer Martin**
Professional Assistance Procedure Liaison	**Robert Forbes** ***Alternate:*** **Neil Wiseley**
Screening Panel	**Brenda Nemec, Philip Johnson, Sheldon Schall, Robert Forbes**

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:	2) Date When Request Submitted:
Ashley Horton Department Monitor Division of Legal Services and Compliance	December 20, 2013 Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others

3) Name of Board, Committee, Council, Sections:

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
	☒ Yes ☐ No	Monitoring: Appointment of Monitoring Liaison and Delegated Authority Motion

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes (Fill out Board Appearance Request) ☒ No	

10) Describe the issue and action that should be addressed:

1. Appointment of 2014 Monitoring Liaison
2. Delegated Authority Motion:

   "_____ moved, seconded by _____ to adopt/reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet."

11) Authorization

Ashley Horton — December 20, 2013

Signature of person making this request — Date

Supervisor (if required) — Date

Executive Director signature (indicates approval to add post agenda deadline item to agenda) — Date

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.
3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.

Revised 10/12

Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

The Monitoring Liaison is a board designee who works with department monitors to enforce the Board's orders as explained below.

Current Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board:

1. Grant a temporary reduction in random drug screen frequency upon Respondent's request if he/she is unemployed and is otherwise compliant with Board order. The Department Monitor will draft an order and sign on behalf of the Liaison. The temporary reduction will be in effect until Respondent secures employment in the profession.

2. Grant a stay of suspension if Respondent is eligible per the Board order. The Department Monitor will draft an order and sign on behalf of the Liaison.

3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board order. The Department Monitor will draft an order and sign on behalf of the Liaison.

4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board approval. The Department Monitor will notify Respondent of the Liaison's decision.

5. Grant a maximum 90-day extension, if warranted and requested in writing by Respondent, to complete Board-ordered CE, pay proceeding costs, and/or pay forfeitures upon Respondent's request.

Current Authorities Delegated to the Department Monitor

The Department Monitor may take the following actions on behalf of the Board, draft an order and sign:

1. Grant full reinstatement of licensure if CE is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.

2. Suspend the license if Respondent has not completed Board-ordered CE and/or paid costs and forfeitures within the time specified by the Board order. The Department Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.

Clarification

1. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. (This is consistent with current practice.)

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Taylor Thompson, Bureau Assistant on behalf of Tom Ryan, Executive Director	2) Date When Request Submitted: 12/26/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting

3) Name of Board, Committee, Council, Sections:

Veterinary Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
01/28/15	☒ Yes ☐ No	Continuing Education - Discussion

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes (Fill out Board Appearance Request) ☒ No	

10) Describe the issue and action that should be addressed:

11) Authorization

Taylor Thompson **12/26/14**

Signature of person making this request Date

Supervisor (if required) Date

Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.
3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.

Revised 8/13

Chapter VE 10

CONTINUING VETERINARY EDUCATION FOR VETERINARIANS AND VETERINARY TECHNICIANS

VE 10.01 Authority and purpose.
VE 10.02 Continuing education.
VE 10.03 Continuing education programs and courses.

VE 10.01 Authority and purpose. The rules in this chapter are adopted by the veterinary examining board pursuant to the authority delegated by ss. 15.08 (5), 227.11 (2), 453.03 (1), 453.03 (2) and 453.07 (1) (fm), Stats., and shall govern the biennial continuing education, training and certification requirements for veterinarians and veterinary technicians.

History: Cr. Register, February, 1992, No. 434, eff. 3−1−92; am. Register, Decem- ber, 1998, No. 516, eff. 1−1−99; CR 04−125: am. Register August 2005 No. 596, eff. 9−1−05.

VE 10.02 Continuing education. (1) (a) Except as pro- vided in subs. (3) and (4), a veterinarian shall complete at least 30 hours of continuing education pertinent to veterinary medicine in each biennial renewal period. The 30 hours of continuing education shall include all of the following:

2. At least 25 hours of continuing education that relates to scientific topics pertinent to veterinary medicine.

(b) All 30 continuing education hours in this subsection shall be documented. A minimum of 25 hours of continuing education shall be documented by an approved continuing education provider as provided in VE 10.03(4).

(c) A continuing education hour shall consist of 50 minutes of contact time.

(2) (a) Except as provided in subs. (3) and (4), a veterinary technician shall complete at least 15 hours of continuing education pertinent to veterinary medicine or veterinary technology in each biennial renewal period. The 15 hours of continuing education shall include all of the following:

2. At least 10 hours of continuing education that relates to scientific topics pertinent to veterinary medicine.

(b) All 15 continuing education hours required in this subsection shall be documented. A minimum of 12 hours of continuing education shall be documented by an approved continuing education provider as provided in VE 10.03(4).

(c) A continuing education hour shall consist of 50 minutes of contact time.

~~**Note:** A list of approved program providers is contained in s. VE 10.03 (4).~~

(3) Subsections (1) and (2) do not apply to an applicant who applies to renew a license or certificate that expires on the first expiration date after initial issuance of the license or certificate.

(4) The board may waive the requirements under subs. (1) and (2) if it finds that exceptional circumstance, such as prolonged illness, disabilities, or other similar circumstances, have prevented an applicant from meeting the requirements.

(5) Continuing education hours shall be completed during the preceding 2−year licensure or certification period.

Note: Licensure or Certification period runs from December 16 of the first year in the cycle through December 15 of the .second year of the 2-year cycle.

(6) To obtain credit for completion of continuing education hours, a licensee or certificate holder shall, at the time of each renewal, sign a statement certifying that he or she has completed, during the preceding 2−year licensure or certification period, the continuing education programs required under sub. (1) or (2), as appropriate.

(7) A veterinarian or veterinary technician who fails to complete the continuing education requirements by the renewal date shall not practice as a veterinarian or veterinary technician, as appropriate, until his or her license or certificate is renewed.

(8) For auditing purposes, every veterinarian and veterinary technician shall maintain records of continuing education hours for at least 5 years from the date the certification statement required under sub. (6) is signed. The board may audit for compliance by requiring a veterinarian or veterinary technician to submit evidence of compliance to the board for the biennium immediately preceding the biennium in which the audit is performed. Documentation of completion of continuing education hours shall include one of the following:

(a) A certificate of attendance from an approved course provider.

1 The certificate of attendance submitted for continuing education credit must identify the approved course provider as provided in VE 10.03(4)

(b) Complete references from journal articles read. The reference shall include:

1. Name of journal;
2. Journal Volume number, Issue number and Issue date;
3. Title of article, Page numbers;
4. Article author(s)
5. Self-study time in minutes reading the article

(c) A grade report or transcript from an accredited college or university.

(d) A copy of a published work authored or co−authored by the licensee or certificate holder. Credit for qualified published work will be approved as in VE 10.03(3)(e).

(e) A copy of a meeting syllabus, announcement, abstract or proceeding for a presentation. Credit for qualified work will be approved as in VE 10.03(3)(e).

(f) A signed document from an internship or residency institution certifying enrollment in a program.

History: Cr. Register, February, 1992, No. 434, eff. 3−1−92.; am. Register, December, 1998, No. 516, eff. 1−1−99; CR 04−125: r. and recr. Register August 2005 No. 596, eff. 9−1−05, ~~**CR 12−052: r. (1) (a) 1., (2) (a) 1. Register September 2013**~~

The Wisconsin Administrative Code on this web site is updated on the 1st day of each month, current as of that date. See also Are the Codes on this Website Official?

No. 693, eff. 10−1−13.

VE 10.03 Continuing education programs and courses. (1) CRITERIA FOR PROGRAM AND COURSE APPROVAL. To be approved, a continuing education program or course shall meet the following criteria:

(a) The subject matter of the program or course shall be pertinent to veterinary medicine or veterinary technology.

(b) The program or course sponsor agrees to record registration and furnish a certificate of attendance to each participant.

(2) UNRELATED SUBJECT MATTER. If a continuing education course includes subject matter that is not pertinent to veterinary medicine or veterinary technology, only those portions of the course that relate to veterinary medicine or veterinary technology will qualify as continuing education under this chapter.

(3) MODALITIES AND METHODS OF DELIVERY. Modalities and methods of delivery of continuing education programs acceptable to the board include one or more of the following:

(a) Attendance at a scientific workshop, seminar, or laboratory demonstration pertinent to veterinary medicine or veterinary technology.

(b) Self−study of veterinary medical or other pertinent scientific journals.

(c) Enrollment in graduate or other college level courses pertinent to veterinary medicine or veterinary technology. Credit for qualified courses will be approved on the basis of multiplying each college credit hour by 10.

(d) Enrollment in an internship, residency or certification pro- gram approved by a veterinary specialty organization recognized by the AVMA or in an AVMA accredited veterinary school.

(e) Authorship or co−authorship of a published work, such as review articles, abstracts, presentations, proceedings, book chapters, and web−based continuing education materials shall be approved for 5 hours each.

(f) A peer reviewed publication shall be approved for 5 hours. (g) Development and presentation of research findings, scientific workshops, seminars or laboratory demonstrations pertinent to veterinary medicine or veterinary technology shall be approved for 5 contact hours each.

(h) Up to 15 hours per biennium for veterinarians and up to 8 hours per biennium for veterinary technicians shall be granted for a combination of continuing education hours completed under pars. (e) to (g), provided the continuing education is published or presented under the auspices of a provider approved under sub. (4).

(i) Preparation and successful completion of the examination required for certification to use, handle, distribute and dispose of pesticides shall be approved for one hour.

(j) On−line, video, audio, correspondence courses, or other interactive distance learning courses pertinent to veterinary medicine or veterinary technology, or to employment as a veterinarian or veterinary technician, as appropriate. On-line learning courses shall be developed by, approved by, or conducted by an approved provider in VE 10.03(4).

(4) APPROVED PROGRAM PROVIDERS. Subject to compliance with the requirements set forth in subs. (1) to (3), the board shall approve attendance at and completion of one or more continuing education programs approved by any one of the following approved program providers as fulfilling the continuing education hours required under this chapter:

(a) A national, regional, state, or local veterinary medical or veterinary technician association.

(b) A federal or state agency.

(c) An accredited college or university.

(d) An association listed in the AVMA or the National Association of Veterinary Technicians in America directory.

(e) An AVMA accredited veterinary school or veterinary technician program.

(f) A program approved by the American Association of Veterinary State Boards through its Registry of Approved Continuing Education approval program.

(g) A foreign veterinary medical or veterinary technician association, an accredited college or university, or a governmental agency that is, as determined by the board, comparable to a pro- gram provider listed under pars. (a) to (f).

History: Cr. Register, February, 1992, No. 434, eff. 3−1−92; am. Register, Decem ber, 1998, No 516, eff. 1−1−99; CR 04−125: r. and recr. Register August 2005 No. 596, eff. 9−1−05; CR 07−051: cr. (4) (g) Register October 2008 No. 634, eff. 11−1−08.

VE 10.02 Continuing education.

Vet

(1) (a) Except as provided in subs. (3) and (4), a veterinarian shall complete at least 30 hours of continuing education pertinent to veterinary medicine in each biennial renewal period. The 30 hours of continuing education shall include all of the following:

2. At least 25 hours of continuing education that relates to scientific topics pertinent to veterinary medicine.

(b) All 30 continuing education hours in this subsection shall be documented. A minimum of 25 hours of continuing education shall be documented by an approved continuing education provider.

(c) A continuing education hour shall consist of 50 minutes of contact time.

Vet Tech

(2) (a) Except as provided in subs. (3) and (4), a veterinary technician shall complete at least 15 hours of continuing education pertinent to veterinary medicine or veterinary technology in each biennial renewal period. The 15 hours of continuing education shall include all of the following:

2. At least 10 hours of continuing education that relates to scientific topics pertinent to veterinary medicine.

(b) All 15 continuing education hours required in this subsection shall be documented. A minimum of 12 hours of continuing education shall be documented by an approved continuing education provider.

(c) A continuing education hour shall consist of 50 minutes of contact time.

Note: A list of approved program providers is contained in s. VE 10.03 (4).

(3) Subsections (1) and (2) do not apply to an applicant who applies to renew a license or certificate that expires on the first expiration date after initial issuance of the license or certificate.

(4) The board may waive the requirements under subs. (1) and (2) if it finds that exceptional circumstances, such as prolonged illness, disability, or other similar circumstances, have prevented an applicant from meeting the requirements.

(5) Continuing education hours shall be completed during the preceding 2-year licensure or certification period.

(6) To obtain credit for completion of continuing education hours, a licensee or certificate holder shall, at the time of each renewal, sign a statement certifying that he or she has completed, during the preceding 2-year licensure or certification period, the continuing education programs required under sub. (1) or (2), as appropriate.

(7) A veterinarian or veterinary technician who fails to complete the continuing education requirements by the renewal date shall not practice as a veterinarian or veterinary technician, as appropriate, until his or her license or certificate is renewed.

Comment [SS1]: This appears to limit "self-study" to no more than 5 CECs because the language requires "documentation by an approved provider."

Comment [SS2]: How is this determined for "self-study" or "On-line" sessions?

Comment [SS3]: This appears to imply the CE option and subsequent CECs within a period from Dec 16 of an odd number year through Dec 15 of the next odd numbered year.

(8) For auditing purposes, every veterinarian and veterinary technician shall maintain records of continuing education hours for at least 5 years from the date the certification statement required under sub. (6) is signed. The board may audit for compliance by requiring a veterinarian or veterinary technician to submit evidence of compliance to the board for the biennium immediately preceding the biennium in which the audit is performed. Documentation of completion of continuing education hours shall include one of the following:

(a) A certificate of attendance from an approved course provider.

(b) Complete references from journal articles read.

(c) A grade report or transcript from an accredited college or university.

(d) A copy of a published work authored or co-authored by the licensee or certificate holder.

(e) A copy of a meeting syllabus, announcement, abstract or proceeding for a presentation.

(f) A signed document from an internship or residency institution certifying enrollment in a program.

A list of approved program providers is contained in s. VE 10.03 (4).

VE 10.03 Continuing education programs and courses.

(1) CRITERIA FOR PROGRAM AND COURSE APPROVAL. To be approved, a continuing education program or course shall meet the following criteria:

(a) The subject matter of the program or course shall be pertinent to veterinary medicine or veterinary technology.

(b) The program or course sponsor agrees to record registration and furnish a certificate of attendance to each participant.

(2) UNRELATED SUBJECT MATTER. If a continuing education course includes subject matter that is not pertinent to veterinary medicine or veterinary technology, only those portions of the course that relate to veterinary medicine or veterinary technology will qualify as continuing education under this chapter.

(3) MODALITIES AND METHODS OF DELIVERY. Modalities and methods of delivery of continuing education programs acceptable to the board include one or more of the following:

(a) Attendance at a scientific workshop, seminar, or laboratory demonstration pertinent to veterinary medicine or veterinary technology.

(b) Self-study of veterinary medical or other pertinent *scientific journals*.

(c) Enrollment in graduate or other college level courses pertinent to veterinary medicine or veterinary technology. Credit for qualified courses will be approved on the basis of multiplying each college credit hour by 10.

(d) Enrollment in an internship, residency or certification program approved by a veterinary specialty organization recognized by the AVMA or in an AVMA accredited veterinary school.

Comment [SS4]: A list of approved program providers is contained in s. VE 10.03 (4)

Comment [SS5]: VEB needs to clarify specifically what documentation must be provided.

Comment [SS6]: How are credits determined for (d) and (e)?

Comment [SS7]: Since we accept a list with signatures this should probably be interpreted as "proof of attendance."

Comment [SS8]: It is my interpretation that CECS under this subparagraph must comply with the approved course provider requirement.

Comment [SS9]: Self-study material should be clarified. The wording appears to specify "Journals." Does this include On-line and/or professional or trade magazine articles?

(e) Authorship or co-authorship of a published work, such as review articles, abstracts, presentations, proceedings, book chapters, and web-based continuing education materials shall be approved for 5 hours each.

(f) A peer reviewed publication shall be approved for 5 hours.

(g) Development and presentation of research findings, scientific workshops, seminars or laboratory demonstrations pertinent to veterinary medicine or veterinary technology shall be approved for 5 contact hours each.

(h) Up to 15 hours per biennium for veterinarians and up to 8 hours per biennium for veterinary technicians shall be granted for a combination of continuing education hours completed under pars. (e) to (g), provided the continuing education is published or presented under the auspices of a provider approved under sub. (4).

(i) Preparation and successful completion of the examination required for certification to use, handle, distribute and dispose of pesticides shall be approved for one hour.

(j) On-line, video, audio, correspondence courses, or other interactive distance learning courses pertinent to veterinary medicine or veterinary technology, or to employment as a veterinarian or veterinary technician, as appropriate.

(4) APPROVED PROGRAM PROVIDERS. Subject to compliance with the requirements set forth in subs. (1) to (3), the board shall approve attendance at and completion of one or more continuing education programs approved by any one of the following approved program providers as fulfilling the continuing education hours required under this chapter:

(a) A national, regional, state, or local veterinary medical or veterinary technician association.

(b) A federal or state agency.

(c) An accredited college or university.

(d) An association listed in the AVMA or the National Association of Veterinary Technicians in America directory.

(e) An AVMA accredited veterinary school or veterinary technician program.

(f) A program approved by the American Association of Veterinary State Boards through its Registry of Approved Continuing Education approval program.

(g) A foreign veterinary medical or veterinary technician association, an accredited college or university, or a governmental agency that is, as determined by the board, comparable to a program provider listed under pars. (a) to (f).

Comment [SS10]: What is a "peer review publication?" Does this include a review by a DVM assigned to monitor an individual subject to a complaint stipulation?

Comment [SS11]: It is my interpretation that CECS under this subparagraph must comply with the approved course provider requirement. I believe the "approval" aspect of this is problematic in the manner in which vendors and providers offer internet learning

Comment [SS12]: Is a "Society "considered the same as an "association?'
This subparagraph would appear to void CECs offered by local clinics such as Fox Valley Animal Referral Center that is not on AAVB –RACE list, as well as drug or medical equipment manufacturers.

Comment [SS13]: Accredited by who? Is this intended to be more lax than (e)?

Comment [SS14]: This is the list of AVMA "Constituent Allied Organizations. Link: https://www.avma.org/About/AlliedOrganizations/Pages/Allied-Veterinary-Medical-Associations.aspx

Comment [SS15]: Link: https://www.aavsb.org/RACE/Search/Providers.aspx

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:	2) Date When Request Submitted:
Shawn Leatherwood, Administrative Rules Coordinator	**January 5, 2015** Items will be considered late if submitted after 12:00 p.m. and less than: ▪ 8 work days before the meeting

3) Name of Board, Committee, Council, Sections:

Veterinary Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
January 28, 2014	☒ Yes ☐ No	**Public Hearing on Clearinghouse rule 14-064 relating to entrance to exams** **Review and respond to Clearinghouse Report and Public Hearing Comments**

7) Place Item in:	8) Is an appearance before the Board being scheduled? If yes, who is appearing?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes by (name) ☒ No	N/A

10) Describe the issue and action that should be addressed:

Public Hearing will be held at 9:00 AM

The Board will discuss any public hearing comments and review, discuss, and respond to any Clearinghouse comments.

The Board will authorize the chair (or other member of the board) to approve the Legislative Report and Draft for Clearinghouse Rule 14-064 for submission to the Governor's Office and Legislature.

11) Authorization

Signature of person making this request	Date
Shawn Leatherwood	January 5, 2015
Supervisor (if required)	Date
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)	Date

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director.
3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.

LCRC
FORM 2

WISCONSIN LEGISLATIVE COUNCIL
RULES CLEARINGHOUSE

Scott Grosz and Jessica Karls-Ruplinger
Clearinghouse Co-Directors

Terry C. Anderson
Legislative Council Director

Laura D. Rose
Legislative Council Deputy Director

CLEARINGHOUSE REPORT TO AGENCY

[THIS REPORT HAS BEEN PREPARED PURSUANT TO S. 227.15, STATS. THIS IS A REPORT ON A RULE AS ORIGINALLY PROPOSED BY THE AGENCY; THE REPORT MAY NOT REFLECT THE FINAL CONTENT OF THE RULE IN FINAL DRAFT FORM AS IT WILL BE SUBMITTED TO THE LEGISLATURE. THIS REPORT CONSTITUTES A REVIEW OF, BUT NOT APPROVAL OR DISAPPROVAL OF, THE SUBSTANTIVE CONTENT AND TECHNICAL ACCURACY OF THE RULE.]

CLEARINGHOUSE RULE **14-064**

AN ORDER to repeal VE 2.01 (2); to renumber and amend VE 3.03 (5); and to amend VE 3.03 (intro.) and 8.03 (1), relating to entrance examinations.

Submitted by **DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES**

11-24-2014 RECEIVED BY LEGISLATIVE COUNCIL.

12-11-2014 REPORT SENT TO AGENCY.

JKR:MM

One East Main Street, Suite 401 • P.O. Box 2536 • Madison, WI 53701–2536
(608) 266–1304 • Fax: (608) 266–3830 • Email: leg.council@legis.wisconsin.gov
http://legis.wisconsin.gov/lc/

LEGISLATIVE COUNCIL RULES CLEARINGHOUSE REPORT

This rule has been reviewed by the Rules Clearinghouse. Based on that review, comments are reported as noted below:

1. STATUTORY AUTHORITY [s. 227.15 (2) (a)]

   Comment Attached YES ☐ NO ☑

2. FORM, STYLE AND PLACEMENT IN ADMINISTRATIVE CODE [s. 227.15 (2) (c)]

   Comment Attached YES ☑ NO ☐

3. CONFLICT WITH OR DUPLICATION OF EXISTING RULES [s. 227.15 (2) (d)]

   Comment Attached YES ☐ NO ☑

4. ADEQUACY OF REFERENCES TO RELATED STATUTES, RULES AND FORMS [s. 227.15 (2) (e)]

   Comment Attached YES ☐ NO ☑

5. CLARITY, GRAMMAR, PUNCTUATION AND USE OF PLAIN LANGUAGE [s. 227.15 (2) (f)]

   Comment Attached YES ☑ NO ☐

6. POTENTIAL CONFLICTS WITH, AND COMPARABILITY TO, RELATED FEDERAL REGULATIONS [s. 227.15 (2) (g)]

   Comment Attached YES ☐ NO ☑

7. COMPLIANCE WITH PERMIT ACTION DEADLINE REQUIREMENTS [s. 227.15 (2) (h)]

   Comment Attached YES ☐ NO ☑

WISCONSIN LEGISLATIVE COUNCIL
RULES CLEARINGHOUSE

Scott Grosz and Jessica Karls-Ruplinger
Clearinghouse Co-Directors

Terry C. Anderson
Legislative Council Director

Laura D. Rose
Legislative Council Deputy Director

CLEARINGHOUSE RULE 14-064

Comments

[NOTE: All citations to "Manual" in the comments below are to the Administrative Rules Procedures Manual, prepared by the Legislative Reference Bureau and the Legislative Council Staff, dated November 2011.]

2. Form, Style and Placement in Administrative Code

In s. VE 8.03 (1), "~~last~~" should be replaced with "~~least~~" to accurately reflect the current text of the rule.

5. Clarity, Grammar, Punctuation and Use of Plain Language

a. In the analysis to the proposed rule, the description of SECTION 2 of the rule-making order should refer to "applicants for a veterinary license" rather than "veterinarians". Likewise, the description of SECTION 4 should refer to "applicants for a veterinary technician certification" rather than "veterinary technicians".

b. Under the current rule, an applicant for licensure or certification must submit his or her application within a certain number of days prior to the "scheduled examination period". Since the proposed rule eliminates this requirement, should the rule specify a timeframe prior to applying for licensure or certification within which an applicant must have successfully completed the required examination? [See also comment c., below.]

c. In SECTION 3, why is the requirement to provide a certificate of graduation moved from the application provisions in s. VE 3.03 to the qualifications provisions in s. VE 3.02? A similar graduation requirement in s. VE 8.03 (1) (e) is not moved from the application provisions in s. VE 8.03 to the qualifications provisions in s. VE 8.02. What is the significance of the text "to take board examinations" in the title of s. VE 3.03? Is the application referred to in that section for the veterinary license or it is an application to take the examination? This should be clarified in the text of s. VE 3.03.

One East Main Street, Suite 401 • P.O. Box 2536 • Madison, WI 53701–2536
(608) 266–1304 • Fax: (608) 266–3830 • Email: leg.council@legis.wisconsin.gov
http://www.legis.wisconsin.gov/lc

STATE OF WISCONSIN
VETERINARY EXAMINING BOARD

IN THE MATTER OF RULEMAKING PROCEEDINGS BEFORE THE VETERINARY EXAMINING BOARD	:	PROPOSED ORDER OF THE VETERINARY EXAMINING BOARD ADOPTING RULES (CLEARINGHOUSE RULE14-064)

PROPOSED ORDER

An order of the Veterinary Examining Board to repeal VE 2.01 (2); renumber and amend VE 3.03 (5); to amend VE 3.03 (intro.) and VE 8.03 (1), relating to entrance to examinations.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted:

Section 440.071, Stats.

Statutory authority:

Sections 15.08 (5) (b), 227.11 (2) (a), Stats., and 2013 Wisconsin Act 114.

Explanation of agency authority:

Pursuant to ss. 15.08 (5) (b) and 227.11 (2) (a), Stats., the Veterinary Examining Board is generally empowered by the legislature to promulgate rules that will provide guidance within the profession and interpret the statutes it administers. 2013 Wisconsin Act 114 requires the Department of Safety and Professional Services and its attached boards to allow candidates for licensure to take their examination for a credential before completing their post-secondary education. This statutory change prompted the Veterinary Examining Board to exercise its rule-making authority to amend pertinent sections of Wis. Admin. Code specifically, ss. VE 2.01, VE 3.03, and VE 8.03 in order to give guidance within the profession related to entrance to examinations.

Related statute or rule:

None.

Plain language analysis:

Before 2013 Wisconsin Act 114, applicants for veterinary credentials were required to either have graduated from a school of veterinary medicine or expected to graduate no later than 10 months after the last date of an applicable testing period before being

allowed to sit for the North American Veterinary Licensing Examination (NAVLE). Act 114 removed both requirements to sit for the NAVLE. Now applicants for veterinary licensure in Wisconsin are able to take the NAVLE before completing their post-secondary education. However, applicants must continue to comply with the National Board of Veterinary Medical Examiners requirements before taking the NAVLE.

SECTION 1. repeals the requirement to have graduated or expect to graduate from a veterinary college within 10 months of the last applicable testing period before taking the NAVLE.

SECTION 2. removes the requirement for veterinarians to complete their application within 140 days of the examination.

SECTION 3. removes the requirement that a veterinarian who has not yet graduated provide a letter to the board notifying the board of an expected graduation date.

SECTION 4. removes the requirement for veterinary technicians to complete their application within 30 days of the examination.

Summary of, and comparison with, existing or proposed federal regulation:

None.

Comparison with rules in adjacent states:

Illinois: Illinois has a rule similar to the current Wisconsin rule whereby applicants must have graduated or be enrolled in an approved veterinary program and certify that the applicant will graduate from that program. "If certification of graduation is not received within 90 days after the scheduled graduation date, the results of the examination shall be void." 68 Ill Admin. Code 1500.10.

Iowa: Iowa requires applicants for veterinary licensure to meet the guidelines established by the National Board of Veterinary Medical Examiners (NBVME). The applicant sends proof of completion of the NBVME application process and the administrative fee to the Iowa Board of Veterinary Medicine. Iowa Admin. Code R 811-6.1.

Michigan: Michigan requires applicants to graduate from veterinary college before becoming licensed. Mich. Admin. Code R. 338.4902.

Minnesota: Minnesota requires a diploma, or a certificate from a college of veterinary medicine in which the applicant is enrolled certifying that the applicant will graduate at the completion of the current academic year. Minn. Stat. §156.02.

Summary of factual data and analytical methodologies:

No factual data or analytical methodologies were used in drafting the proposed rule due to the proposed rule being prompted by recent legislation.

Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at Tom.Engels@wisconsin.gov, or by calling (608) 266-8608.

Fiscal Estimate and Economic Impact Analysis:

The Fiscal Estimate and Economic Impact Analysis are attached.

Effect on small business:

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at Tom.Engels@wisconsin.gov, or by calling (608) 266-8608.

Agency contact person:

Shawn Leatherwood, Administrative Rule Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8935, Madison, Wisconsin 53708; telephone 608-261-4438; email at Shancethea.Leatherwood@wisconsin.gov.

Place where comments are to be submitted and deadline for submission:

Comments may be submitted to Shawn Leatherwood, Administrative Rule Coordinator Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8366, Madison, WI 53708-8935, or by email to Shancethea.Leathrewood@wisconsin.gov. Comments must be received on or before January 28, 2015 to be included in the record of rule-making proceedings.

TEXT OF RULE

SECTION 1. VE 2.01 (2) is repealed.

SECTION 2. VE 3.03 (intro.) is amended to read:

VE 3.03 Application procedures for veterinary applicants to take board examinations. An applicant shall file a completed application with the board ~~at least 140 days prior to the first day of the scheduled examination period~~. All supporting documents shall be provided in English. An application is not complete until the board receives all of the following:

SECTION 3. VE 3.03 (5) is renumbered VE 3.02 (6) and amended to read:

VE 3.02 (6) A certificate of graduation from a board approved veterinary college which shall be signed and sealed by the dean of the school and submitted directly to the board by the school. Applicants who graduated from a veterinary college which is not a board approved veterinary college shall provide a certificate of graduation which is signed and sealed by the dean of the school and submitted directly to the board by the school, and evidence of successful completion of either the educational commission for foreign veterinary graduates certification program or the Program for the Assessment of Veterinary Education Equivalence offered by the American Association of Veterinary State Boards (AAVSB) which shall be submitted directly to the board by the AVMA or the AAVSB. ~~If the applicant has not yet graduated from veterinary college, a letter signed by the dean of the school and submitted directly to the board by the school providing evidence that the applicant has an expected graduation date no later than 8 months after the last date of the applicable testing period~~.

SECTION 4. VE 8.03 (1) is amended to read:

VE 8.03 Application procedures for veterinary technician applicants. (1) An applicant for a veterinary technician certificate shall file a completed application with the board ~~at last 30 days prior to the date of the scheduled examination~~. All supporting documents shall be in English. An application is not complete until the board receives all of the following:

SECTION 5. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

(END OF TEXT OF RULE)

Dated _____ Agency _____

Chairperson
Veterinary Examining Board

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DOA-2049 (R03/2012)

DIVISION OF EXECUTIVE BUDGET AND FINANCE
101 EAST WILSON STREET, 10TH FLOOR
P.O. BOX 7864
MADISON, WI 53707-7864
FAX: (608) 267-0372

ADMINISTRATIVE RULES
Fiscal Estimate & Economic Impact Analysis

1. Type of Estimate and Analysis
☒ Original ☐ Updated ☐ Corrected

2. Administrative Rule Chapter, Title and Number
VE 2, 3, 8

3. Subject
Entrance to examinations

4. Fund Sources Affected
☐ GPR ☐ FED ☒ PRO ☐ PRS ☐ SEG ☐ SEG-S

5. Chapter 20, Stats. Appropriations Affected
20.165 (1)(g)

6. Fiscal Effect of Implementing the Rule
☐ No Fiscal Effect ☐ Increase Existing Revenues ☒ Increase Costs
☐ Indeterminate ☐ Decrease Existing Revenues ☒ Could Absorb Within Agency's Budget
☐ Decrease Cost

7. The Rule Will Impact the Following (Check All That Apply)
☐ State's Economy ☐ Specific Businesses/Sectors
☐ Local Government Units ☐ Public Utility Rate Payers
☐ Small Businesses **(if checked, complete Attachment A)**

8. Would Implementation and Compliance Costs Be Greater Than $20 million?
☐ Yes ☒ No

9. Policy Problem Addressed by the Rule
Recently passed legislation, 2013 Wisconsin Act 114 requires the Department of Safety and Professional Services, and its attached boards, to allow applicants for licensure to take their examination for a credential before they complete their post-secondary education. This proposed rule will address this change in policy by bringing current rules into conformity with the new legislation.

10. Summary of the businesses, business sectors, associations representing business, local governmental units, and individuals that may be affected by the proposed rule that were contacted for comments.
The proposed rule will primarily affect licensed veterinarians and licensed veterinary technicians. The rule was posted on the Department of Safety and Professional Service's website for 14 days in order to solicit comments from the public regarding the rule. No comments were received from the public regarding the rule.

11. Identify the local governmental units that participated in the development of this EIA.
No local governmental units participated in the development of this EIA.

12. Summary of Rule's Economic and Fiscal Impact on Specific Businesses, Business Sectors, Public Utility Rate Payers, Local Governmental Units and the State's Economy as a Whole (Include Implementation and Compliance Costs Expected to be Incurred)
This proposed will not have an economic or fiscal impact on specific businesses, business sectors, public utility rate payers, local governmental units or the state's economy as a whole.

13. Benefits of Implementing the Rule and Alternative(s) to Implementing the Rule
The benefit of implementing the proposed rule is to bring the current rules in conformity with recent legislation, specifically 2013 Wisconsin Act 114.

14. Long Range Implications of Implementing the Rule
The long range implications of implementing the rule include greater consistency in examination requirements within the profession.

15. Compare With Approaches Being Used by Federal Government
None.

16. Compare With Approaches Being Used by Neighboring States (Illinois, Iowa, Michigan and Minnesota)

DIVISION OF EXECUTIVE BUDGET AND FINANCE
101 EAST WILSON STREET, 10TH FLOOR
P.O. BOX 7864
MADISON, WI 53707-7864
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ADMINISTRATIVE RULES
Fiscal Estimate & Economic Impact Analysis

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Minnesota: Minnesota requires a diploma, or a certificate from a college of veterinary medicine in which the applicant is enrolled certifying that the applicant will graduate at the completion of the current academic year. Minn. Stat. §156.02.

17. Contact Name	18. Contact Phone Number
Shawn Leatherwood	608-261-4438

This document can be made available in alternate formats to individuals with disabilities upon request.

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:	2) Date When Request Submitted:
Shawn Leatherwood, Administrative Rules Coordinator	January 16, 2015
	Items will be considered late if submitted after 12:00 p.m. and less than: ▪ 8 work days before the meeting

3) Name of Board, Committee, Council, Sections:

Veterinary Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
January 28, 2014	☒ Yes ☐ No	Clearinghouse Rule 14-064 relating to entrance to exams Review and respond to recommended changes to VE 3.02 and VE 3.03

7) Place Item in:	8) Is an appearance before the Board being scheduled? If yes, who is appearing?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes by (name) ☒ No	N/A

10) Describe the issue and action that should be addressed:

The Board will review suggested amendments to VE 3.02 and VE 3.03.

11) Authorization

Shawn Leatherwood — January 16, 2015

Signature of person making this request — Date

1/16/2015

Supervisor (if required) — Date

Bureau Director signature (indicates approval to add post agenda deadline item to agenda) — Date

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director.
3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.

Combine VE 3.02 Qualifications for licensure and VE 3.03 Application procedures for veterinary applicants to take board examinations.

VE 3.02 Application for licensure.

The board may issue a license to practice veterinary medicine to an applicant who submits a completed application. All supporting documents must be submitted in English. An application is not complete until the board receives all of the following:

(1) An application form provided by the board and completed by the applicant which includes the applicant's notarized signature.

Note: Applications are available upon request to the board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708 or at the website at www.dsps.wi.gov.

(2) The fees required under s. 440.05 (1), Stats.

(3) Verification of licensure records and status which has been sent directly to the board by every state or country in which the applicant has ever held a license or certificate to practice veterinary medicine.

(4) A certificate of graduation from a board approved veterinary college which shall be signed and sealed by the dean of the school and submitted directly to the board by the school. Applicants who graduated from a veterinary college which is not a board approved veterinary college shall provide a certificate of graduation which is signed and sealed by the dean of the school and submitted directly to the board by the school, and evidence of successful completion of either the educational commission for foreign veterinary graduates certification program or the Program for the Assessment of Veterinary Education Equivalence offered by the American Association of Veterinary State Boards (AAVSB) which shall be submitted directly to the board by the AVMA or the AAVSB. If the applicant has not yet graduated from veterinary college, a letter signed by the dean of the school and submitted directly to the board by the school providing evidence that the applicant has an expected graduation date no later than 8 months after the last date of the applicable testing period.

(5) Documentary evidence that the applicant, prior to November 1, 2000 has passed the National Board Examination and Clinical Competency Test; or on or after November 1, 2000, the applicant has passed the North American Veterinary Licensing Examination.

(6) Documentary evidence that the applicant has successfully completed an examination on state laws and rules related to the practice of veterinary medicine.

(7) An applicant who has a conviction record or pending criminal charge shall request appropriate authorities to provide information about the record or charge directly to the

board in sufficient specificity to enable the board to make a determination whether the record or charge substantially relates to the practice of veterinary medicine.

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Taylor Thompson, Bureau Assistant on behalf of Tom Ryan, Executive Director	2) Date When Request Submitted: 12/26/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting

3) Name of Board, Committee, Council, Sections:

Veterinary Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
01/28/15	☒ Yes ☐ No	AAVSB Meeting Summary - Discussion

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes (Fill out Board Appearance Request) ☒ No	

10) Describe the issue and action that should be addressed:

11) Authorization

Taylor Thompson **12/26/14**

Signature of person making this request Date

Supervisor (if required) Date

Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.
3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.

Revised 8/13

American Association of Veterinary State Boards

2014 AAVSB Annual Meeting & Conference Summary

The 2014 AAVSB Annual Meeting & Conference was held in St. Petersburg, Florida. The preconference sessions and Networking Event were held on Thursday, September 11. The Delegate Assemblies and Education Sessions were held on Friday and Saturday, September 12 and 13.

Thursday, September 11

First-Time Attendees and the AAVSB Committee Members Luncheon
Guests were welcomed by the AAVSB President, Dr. Beckey Malphus, and the AAVSB Conference Committee Chair, Dr. Gary Levy. There were 15 first-time attendees from Member Boards. At the luncheon, Drs. Malphus and Levy encouraged involvement in the AAVSB through volunteering for the organization's committees and task forces.

Board Member Training and Legal Seminar
Dr. Malphus introduced Dale Atkinson, JD, the AAVSB Legal Counsel, for the Board Member Training and Legal Seminar. Mr. Atkinson provided the attendees an overview of the mission, responsibilities and structures of regulatory boards. Other topics included during the seminar were the AAVSB's Practice Act Model (PAM), board operations, licensee applications and renewals, licensing examinations and attempts, disciplinary proceedings, outreach/social media and telepractice.

Administrator's Forum
Ms. Victoria Whitmore, executive director for the Arizona State Veterinary Medical Examining Board, moderated the Administrator's Forum. Items for discussion were submitted by Member Boards and included the following:

1. Controlled substance abuse by veterinary staff and prescription monitoring programs
2. Proposal of legislative adoptions/amendments
3. Legislative liaisons or outside groups proposing legislation
4. Notification of statute/rule changes to licensees and certificate holders
5. Member Board Profile Survey

Networking Event
The 2014 Networking Event was held aboard the Yacht StarShip. Guests enjoyed beverages, appetizers and a dinner buffet. Live music was provided by a steel drum band with a DJ on the upper deck of the boat. All three decks of the boat were open for the guests to enjoy at their leisure. There were 168 Networking Event attendees.

Friday, September 12

Opening Ceremony
Dr. Malphus welcomed the attendees and introduced Dr. Robert O'Neil, Chair of the Florida Board of Veterinary Medicine who welcomed the attendees to Florida. Dr. Malphus also summarized many of the achievements of the organization over the past year. She then introduced the current AAVSB Board of Directors:

President-Elect: John Lawrence, DVM (MN)
Treasurer: Frank Walker, DVM (ND)
Immediate Past-President: Anne Duffy, RVT (IA)
Directors: Tom Kendall, DVM (CA), Michael Gotchey, DVM (CO), Mark Olson, DVM (KS), and Roger Redman, DVM (OH)

Then Dr. Malphus gave her welcoming remarks which focused on the AAVSB's strategic plan refresh which identifies priorities for outreach, programs and organizational health of the association.

Dr. Malphus recognized first-time attendees and welcomed the AAVSB's newest Member Board, the Nova Scotia Veterinary Medical Association. Dr. Malphus acknowledged several attendees from allied organizations including Dr. Ted Cohn (AVMA President); Dr. Joseph Kinnarney (AVMA President-Elect); Dr. Karen Wernette (AVMA-PLIT); Peter Czajkowski (SAVMA Student Liaison); Michelle Forella (SAVMA); Dr. Todd Behre, (USDA APHIS); Dr. Michael Murphy (FDA); NBVME Board Members Dr. Jay Hedrick, Ms. Joyceanne Fick, Dr. Jon Betts, Dr. Bruce Louderback, Dr. Gary Gacksetter, Dr. Karen Lehe; NBVME's new executive director Dr. Heather Case; and NBVME staff.

Dr. Malphus welcomed Dr. Cohn to the podium to say a few words. Dr. Cohn spoke about the AVMA's focus on advocacy, accreditation and member feedback.

AAVSB Business Session
Dr. Malphus directed the Delegates to take their seats at the front of the room and called the meeting to order. The 2014 AAVSB Annual Meeting & Conference convened at 9:02 a.m. Eastern Time on Friday, September 12, 2014.

Roll Call
Dr. Malphus opened the Business Session and recognized the AAVSB's pro-tem Secretary, Ms. Daphne Tabbytite, who led the roll call. The following jurisdictions responded:

Alabama	Massachusetts	Prince Edward Island
Alberta	Michigan	Puerto Rico
Arizona	Minnesota	South Carolina
Arkansas	Mississippi	South Dakota
British Columbia	Missouri	Tennessee
California	Montana	Texas
District of Columbia	Nebraska	Vermont
Florida	New Hampshire	U.S. Virgin Islands
Georgia	New Jersey	Virginia

Hawaii	North Carolina	Washington
Idaho	Nova Scotia	West Virginia
Indiana	Ohio	Wyoming
Iowa	Oklahoma	
Kansas	Oregon	
Maryland	Pennsylvania	

After the roll call, Ms. Tabbytite reported to Dr. Malphus that 42 Member Board Delegates were present. Dr. Malphus declared that based on 42 Member Board Delegates 22 affirmative votes were needed for a majority vote. Dr. Malphus reported that to maintain order the Board of Directors has adopted procedural rules to be followed in conducting the AAVSB business. The standing conference rules were included in the Meeting Guide. In hearing no objection, the rules were declared elected. Dr. Malphus reported that the agenda for the 2014 AAVSB Annual Meeting & Conference had been distributed in the Meeting Guide and entertained a motion to adopt the agenda. It was moved and seconded to adopt the 2014 AAVSB Annual Meeting & Conference agenda as presented. The motion carried.

AAVSB Business Reports

Dr. Malphus recognized the AAVSB Treasurer, Dr. Walker, to present the Finance Committee and Treasurer's Report. Dr. Walker provided information on the Finance Committee and the financial report, which included the AAVSB's financial position, statement of activities, and income and expenses by category. There were no questions from the floor.

Dr. Malphus recognized the Nominating Committee Chair, Dr. Joni Edwards. Dr. Edwards announced the 2014 Slate of Candidates as follows:

Board of Directors

- President-Elect: Tom Kendall, DVM (CA)
- Director: Roger Redman, DVM (OH)
- Director: Michael Gotchey, DVM (CO)
- Director: Chris Runde, DVM (MD) (1-year term)

AAVSB Representative to NBVME

- Jay Hedrick, DVM (KS)

Nominating Committee

- Darrell Dalton, DVM

Dr. Edwards indicated copies of each nominee's Nominating Packets were included in the Meeting Guide. Dr. Malphus opened the floor to nominations for each position. There were no nominations from the floor for any of the positions, and Dr. Malphus closed the nominations.

Dr. Malphus recognized the Bylaws and Resolutions Committee Chair, Dr. Chris Runde to provide the Committee report. Dr. Runde reported on the nine proposed Bylaws Amendments and the recommendations for each. Dr. Runde stated that discussion regarding the Bylaws Amendments would be opened at the next day's business session.

Dr. Malphus recognized the Practice Act Model (PAM) Task Force Chair, Dr. Lila Miller to review the proposed PAM changes. Dr. Miller took several questions from the floor and stated that further discussion regarding the proposed PAM modifications would be opened at the next day's business session.

Dr. Malphus concluded the business section and the Delegates returned to their seats at the tables.

AAVSB Program Reports

Dr. Malphus recognized Ms. Tabbytite as the moderator for the AAVSB Program Reports panel comprised of Dr. Jose Sosa, PAVE Committee Chair; Dr. Richard Flora, VTNE Committee Chair; Dr. Duane Landals, RACE Committee Chair; and Dr. Michael Gotchey, AAVSB Director and VIVA Task Force Chair. The attendees viewed the "What is the AAVSB?" video. Dr. Sosa presented the PAVE program report. Dr. Flora presented the VTNE program report. Dr. Landals presented the RACE program report. Dr. Gotchey presented the VIVA program report and information on the forthcoming veterinary continuing education tracking system (VCET). The Conference Committee was recognized for their contributions.

Following the presentation, Dr. Malphus recessed the meeting for lunch.

North American Veterinary Licensing Examination (NAVLE) Report

After the lunch recess, Dr. Malphus introduced Dr. Jay Hedrick, NBVME Representative for the AAVSB, to give the NAVLE report. Dr. Hedrick introduced the NBVME board members and staff who were in attendance. He gave an overview of the NAVLE and reported on statistics of candidate numbers. Dr. Heather Case, the new Executive Director of the NBVME, also spoke.

Conference Education Sessions

Anesthesia Free Dental Panel Discussion

Dr. Malphus introduced Ms. Sue Geranen, former executive director of the California Veterinary Medical Board as moderator for a panel regarding the regulatory issues surrounding anesthesia free dental procedures. The panel included Dr. Kate Knutson, past president of the American Animal Hospital Association; Dr. Kristy Lund, owner of Lund Animal Hospital in Boca Raton, Florida; and Dr. Curt Coffman, of Arizona Veterinary Dental Specialists in Gilbert, Arizona. The panel discussed dentistry care regulations, consumer protection, the importance of x-rays in veterinary dentistry, proper training and supervision of procedures, whether anesthesia is necessary, and the importance of communication between the client and the veterinarian. The panel also took several questions from the floor on a wide variety of issues including ethics, procedure and educating the client.

Sunset Review and Legislative Analysis

Dr. Malphus introduced Dr. John King, former executive director of the Minnesota Board of Veterinary Medicine who spoke about Sunset Review and Legislative Analysis. Dr. King's presentation included the key functions of a sunset review, statutory authority, measurable outcomes and budget. Dr. King relayed his personal experiences with sunset review and legislative analysis as the executive director of a state regulatory board.

Dr. Malphus officially recessed for the evening and invited attendees to remain in the Grand Ballroom to hear a presentation on VCET, the Veterinary Continuing Education Tracking system being introduced by the AAVSB.

VCET, the Veterinary Continuing Education Tracking

Mr. Vic Cook, the AAVSB Director of Program Operations & Strategic Initiatives, and Ms. Monika Whitmore, the AAVSB VIVA Program Specialist, presented a live demonstration of the AAVSB's soon-to-be-released Veterinary Continuing Education Tracking, or VCET. The AAVSB membership provided feedback to the AAVSB about the system which will be released later in 2014.

Saturday, September 13

AAVSB Business Session
Dr. Malphus directed the Delegates to take their seats at the front of the room and called the meeting to order. The 2014 AAVSB Annual Meeting & Conference convened at 8:02 a.m. Eastern Time on Saturday, September 13, 2014.

Roll Call
Dr. Malphus opened the Business Session and recognized AAVSB's pro-tem Secretary, Ms. Tabbytite, who led the roll call. The following jurisdictions responded:

Alabama	Massachusetts	Pennsylvania
Alberta	Michigan	Prince Edward Island
Arizona	Minnesota	Puerto Rico
Arkansas	Mississippi	South Carolina
British Columbia	Missouri	South Dakota
California	Montana	Tennessee
District of Columbia	Nebraska	Texas
Florida	New Hampshire	Vermont
Georgia	New Jersey	U.S. Virgin Islands
Hawaii	North Carolina	Virginia
Idaho	Nova Scotia	Washington
Indiana	Ohio	West Virginia
Iowa	Oklahoma	Wyoming
Kansas	Ontario	
Maryland	Oregon	

After the roll call, Ms. Tabbytite reported to Dr. Malphus that 43 Member Board Delegates were represented. Dr. Malphus declared that based on 43 Member Board Delegates 22 affirmative votes were needed for a majority vote. After the count was communicated to Dr. Malphus, the representative from Saskatchewan arrived and did sit with the Delegates; however, this representative's vote was not counted.

As there were no contest elections and no objection from the body, Dr. Malphus exercised her prerogative to declare the slated candidates as presented by the Nominating Committee to be elected to the AAVSB Board of Directors, Nominating Committee and as representative to the NBVME. Dr. Malphus congratulated everybody.

Dr. Malphus opened the floor to discussion about the nine proposed Bylaws Amendments presented during the business session on the previous day. Each amendment was discussed and voted on individually as follows:

Proposed Amendment #1: The proposed amendment removes language that unconditionally forces the termination of membership for non-payment dues. 43 Delegates voted in favor of the amendment and none were opposed. The motion carried and changes were made to the Bylaws.

Proposed Amendment #2: This amendment clarifies that only one Affiliate Member may represent their Member Board at the AAVSB. 43 Delegates voted in favor of the amendment and none were opposed. The motion carried and changes were made to the Bylaws.

Proposed Amendment #3: This amendment clarifies that an Affiliate Member's status ceases with that individual's change in status. 43 Delegates voted in favor of the amendment and none were opposed. The motion carried and changes were made to the Bylaws.

Proposed Amendment #4: This amendment expands the Board from 8 to 10 members with the election in 2015, and sets the criteria for staggering the terms of the new members. 43 Delegates voted in favor of the amendment and none were opposed. The motion carried and changes were made to the Bylaws.

Proposed Amendment #5: This amendment acknowledges that the Association is cognizant of the governing law. 43 Delegates voted in favor of the amendment and none were opposed. The motion carried and changes were made to the Bylaws.

Proposed Amendment #6: This amendment defines a limit of 3 candidates of each open position and provides that the Nominating Committee will solely determine the 3 candidates if more than 3 are received. 11 Delegates voted in favor of the amendment and 32 were opposed. The motion failed and no changes were made to the Bylaws.

Proposed Amendment #7: This amendment deletes language which is re-inserted in Proposed Amendment #8, the next proposed amendment, and provides that all committees may meet in person or by designated electronic means. 43 Delegates voted in favor of the amendment and none were opposed. The motion carried and changes were made to the Bylaws.

Proposed Amendment #8: This is a new section to the Bylaws that formally allows any committee may meet in-person or by designated electronic means. 43 Delegates voted in favor of the amendment and none were opposed. The motion carried and changes were made to the Bylaws.

Proposed Amendment #9: This amendment allows the Executive Director to send a copy of the latest audit to any requesting Member Board. 41 Delegates voted in favor of the amendment, one was opposed and one abstained. The motion carried and changes were made to the Bylaws.

Dr. Malphus opened the floor to discussion about the proposed Practice Act Model (PAM) modifications presented during the business session on the previous day. The modifications were discussed and voted on collectively. 42 Delegates voted in favor of the PAM modifications and one was opposed. The motion carried and changes were made to the Practice Act Model (PAM).

Dr. Malphus concluded the business session and the Delegates returned to their seats. Dr. Malphus recessed the session and announced that when the meeting reconvened Dr. Lawrence would be presiding.

Conference Education Sessions

How Competent Are We at Assessing Competency
Dr. Lawrence introduced Dr. Zubin Austin, professor at the University of Toronto. Dr. Austin is a professor and inaugural holder of the Ontario College of Pharmacists' Research Professorship at the Leslie Dan Faculty of Pharmacy at the University of Toronto in Toronto, Ontario. His research interests focus on health professionals' education and development. Dr. Austin reviewed current literature and thinking related to competency, competency assessment and its role in regulation, education and professional practice.

Following the presentation, Dr. Lawrence recessed the meeting for lunch.

The Wounded Healer: Bringing Light to the Dark Side of Veterinary Medicine
Dr. Lawrence introduced Dr. Trisha Dowling. Dr. Dowling is board certified in Large Animal Internal Medicine and Veterinary Clinical Pharmacology. She teaches veterinary pharmacology and does research on antibiotics and nonsteroidal anti-inflammatory drugs. She created and teaches Mindful Veterinary Practice, a mindfulness-bases stress reduction program for veterinary students and practitioners. Dr. Dowling discussed the philosophy of mindful practice and how she uses it in teaching veterinary students.

Top Recent Regulatory Cases
Dr. Lawrence introduced Mr. Atkinson for his presentation on top legal cases involving regulatory boards from all professions including veterinary medicine.

Dr. Lawrence called for any additional items for the open forum and with no additional topics brought to the floor, closed the forum.

Installation of Officers and Closing Ceremony
Dr. Lawrence acknowledged Ms. Anne Duffy's time, dedication and service to the AAVSB and presented her with a gift of appreciation. Ms. Duffy thanked Dr. Lawrence, the AAVSB Board of Directors, and the Member Boards.

Ms. Duffy conducted the installation of the new Board of Directors and thanked them for their commitment. The AAVSB's new President, Dr. John Lawrence, briefly spoke. He concluded the meeting and invited everybody to the 2015 Annual Meeting & Conference in Milwaukee, Wisconsin. The conference adjourned at 3:30 p.m. Eastern Time.

A closing reception was held on the Mezzanine Level of the hotel.

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Taylor Thompson, Bureau Assistant on behalf of Tom Ryan, Executive Director	2) Date When Request Submitted: 1/6/15 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting

3) Name of Board, Committee, Council, Sections:

Veterinary Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
1/28/15	☒ Yes ☐ No	AAVSB 2015 Call for Nominations

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes (Fill out Board Appearance Request) ☒ No	

10) Describe the issue and action that should be addressed:

11) Authorization

Taylor Thompson **1/6/15**

Signature of person making this request Date

Supervisor (if required) Date

Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.
3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.

Revised 8/13

MEMORANDUM

To: AAVSB Member Board Administrators for distribution to Board Members

From: Nicole Oria, AAVSB Nominating Committee Chair

Date: December 31, 2014

Subject: Call for Nominations for Upcoming Open Positions

Each year, the Nominating Committee of the AAVSB sends out a "Call for Nominations" to provide Member Boards information on the open elected positions and to request nominations. The Nominating Committee is charged with preparing a slate of candidates for all elected positions to be filled, and this process is vital to the AAVSB's ability to carry out its mission. In preparing the slate of candidates, the Nominating Committee considers the Bylaws requirements as well as interest, commitment and vision of each candidate. **The current Nominating Committee Policy which was approved by the AAVSB Board of Directors in September 2012 is enclosed for you and your Board's review.**

For 2014-2015, the members of the Nominating Committee include Dr. Darrell Dalton from Alberta who was elected at the 2014 Annual Meeting for a two-year term and Ms. Lisa Lampley who was appointed by AAVSB President Dr. John Lawrence for a one-year term in accordance with the AAVSB Bylaws. I was elected to the Committee at the 2013 Annual Meeting and was named Committee Chair by Dr. Lawrence.

In 2014 at the AAVSB Annual Meeting, the Delegate Assembly approved a Bylaws amendment which increases the number of Board of Directors to 10. **You will notice this year two of the four open positions for Directors are the new positions!**

The Committee asks that you also distribute the additional enclosed information to your Board Members and encourage them to consider nominating candidates for the leadership positions within the AAVSB. We have included information to assist you and your Board with the nomination process as described in the steps below.

- **Review Information on Open Elected Positions**
  Information is included on open positions, roles and responsibilities and time commitments for the Board of Directors, the Representatives to the NBVME, and the Nominating Committee. Also included is the current Volunteers Opportunity Handbook.

- **Complete the 2015-2016 Nominating Form(s)**
  The Nominating Form is to be used to nominate a candidate for an open position. It is part of the required documentation when submitting a nomination to the AAVSB. A complete nomination packet must include:
  - ☐ A completed Nominating Form,
  - ☐ A brief biography, and
  - ☐ A statement from the nominator indicating the rationale for the nomination.

  Prior to submitting a nomination packet, the Committee asks you to confirm that the candidate is willing to accept a nomination. **Please send nomination packets to the AAVSB office to the attention of the Nominating Committee. Packets must be received in the office by May 21, 2015.**

The 2015 AAVSB Annual Meeting is being held **September 17-19, 2015 in Milwaukee, Wisconsin**. The Delegates will vote on the prepared slate during the Annual Meeting.

Should you have any questions or need additional information, please contact Ms. Daphne Tabbytite, staff contact for the Nominating Committee, at dtabbytite@aavsb.org or 1-877-698-8482 ext. 223.

American Association of Veterinary State Boards

Information on Board of Directors Elected Positions for 2015-2016

Current 2014-2015 AAVSB Board of Directors

Immediate Past President:	Beckey Malphus, DVM from Georgia
President:	John Lawrence, DVM from Minnesota
President-Elect:	Tom Kendall, DVM from California
Treasurer:	Frank Walker, DVM from North Dakota
Director:	Michael Gotchey, DVM from Colorado
Director:	Mark Olson, DVM from Kansas
Director:	Roger Redman, DVM from Ohio
Director:	Chris Runde, DVM from Maryland

Upcoming 2015-2016 AAVSB Board of Directors

Immediate Past President: John Lawrence, DVM (Automatic 1-year term)

President: Tom Kendall, DVM (Automatic 1-year term)

President-Elect: _____OPEN_____ (3-year commitment)

Treasurer: _____OPEN_____ (2-year term)
(Frank Walker, DVM is currently serving the second year of a first 2-year term and is eligible for nomination for a second term)

Director: Michael Gotchey, DVM
(Dr. Gotchey is currently serving the first year of a second 2-year term)

Director: Roger Redman, DVM
(Dr. Redman is currently serving the first year of a first full 2-year term)

Director: _____OPEN_____ (2-year term)
(Mark Olson, DVM is currently completing the second year of a first 2-year term and is eligible for nomination for a second term)

Director: _____OPEN_____ (2-year term)
(Chris Runde, DVM is currently completing an unexpired term and is eligible for nomination to a first full term)

Director: _____OPEN_____ (2-year term)
(New position created with Bylaws amendment approved by Delegate Assembly at 2014 AAVSB Annual Meeting in St. Petersburg, Florida)

Director: _____OPEN_____ (2-year term)
(New position created with Bylaws amendment approved by Delegate Assembly at 2014 AAVSB Annual Meeting in St. Petersburg, Florida)

The Executive Director serves as Secretary and as an ex-officio non-voting member of the Board of Directors.

Overview

The AAVSB Board of Directors is a body of elected Directors which govern the Association and provide the strategic plan for the future of the Association.

Bylaws Specifications (Article VII)

The AAVSB Bylaws prescribe the authority, composition, and election of the Board of Directors which are described below.

Authority

The Board of Directors shall manage the affairs of the Association, including the establishment of an annual budget for the Association and the transaction of all business for and on behalf of the Association as authorized under these Bylaws. The Board of Directors shall carry out the resolutions, actions, or policies as authorized by the Delegates, subject to the provisions of the Association Articles of Incorporation and Bylaws.

Composition

There shall be ten members of the Board of Directors including four Officers and six Directors at Large. The Officers shall be identified as President, President-Elect, Immediate Past President and Treasurer. The Officers and Directors at Large are collectively referred to as the Board of Directors. The Officers may, at times be collectively referred to as the Executive Committee. Notwithstanding any other provisions of these Bylaws, the Board of Directors shall be comprised of at least six Licensed Veterinarians. The Executive Director shall serve as Secretary and as an ex-officio non-voting member of the Board of Directors.

Qualifications

To be eligible to serve as a member of the Board of Directors, a candidate shall, when nominated and elected, be a Delegate, Alternate Delegate, member of a Member Board, or have served as a member of a Member Board within the preceding one year. Each duly elected Board of Directors member shall be eligible to complete the term of office specified in these Bylaws regardless of change in status. If a Director ceases to meet eligibility criteria stated above, such Board of Director member shall, after completion of the current term, be eligible to serve one additional term on the Board of Directors.

Elections

The Board of Directors shall be elected at the Annual Delegate Assembly of the Association by the Delegates, either from nominations submitted by the Nominating Committee, or by nominations from the floor. Each Director shall assume office at the close of the Annual Delegate Assembly at which the member is elected and shall serve as specified in these Bylaws or until a successor is elected.

Terms of Office

For purposes of these Bylaws, the offices of Immediate Past President, President, and President-Elect shall be considered one (1) term. The terms of the Board of Directors shall be as follows:

a. *<u>Immediate Past President</u>. The Immediate Past President shall serve a one (1) year term automatically following the term as President. The Immediate Past President shall only vote on matters before the Board of Directors to break a tie.*

b. *President. The President shall serve a one (1) year term automatically following the term as President-Elect. In the event of a vacancy, the President-Elect shall succeed to the Presidency to fill the unexpired term and may, thereafter, complete the President's term.*
c. *President-Elect. A President-Elect shall be elected at the Annual Delegate Assembly to serve a one (1) year term and shall automatically succeed to the office of President and, thereafter, the office of Immediate Past President. Thus, the President-Elect office is a three (3) year commitment, one year as President-Elect, one year as President, and one year as Immediate Past President and is limited to one elected term. In the event of a vacancy, the President in consultation with the Board of Directors may appoint the office of President-Elect. In any event and under these circumstances, at the next Annual Delegate Assembly, there shall be an election for both President and President-Elect.*
d. *Treasurer. A Treasurer shall be elected at the Annual Delegate Assembly to serve a term of two (2) years. In the event of a vacancy, the Treasurer position shall be appointed by the President in consultation with the Board of Directors until the next Annual Delegate Assembly at which time an election shall be held. The Treasurer shall serve no more than two (2) consecutive terms.*
e. *Directors at Large. Directors at Large shall be elected at the Annual Delegate Assembly to serve two (2) year terms. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Director at Large position until the next Annual Delegate Assembly at which time an election shall be held to fill the unexpired term. Directors at Large shall serve no more than two (2) consecutive terms.*
f. *No member of the Board of Directors shall hold more than one seat on the Board of Directors at any time. Any person appointed or elected to fill an unexpired term of less than one year for Treasurer or Director at Large may be eligible for election to the same position for two additional consecutive terms after completion of the unexpired term. If the unexpired term is more than one year, the person may be eligible for one additional consecutive term.*

Responsibilities

- Governs and sets the course for the AAVSB's future.
- Ensures the overall strength and health of the AAVSB.
- Hires, supports and develops the chief executive to lead and manage the AAVSB into the future.
- Ensures the availability of adequate resources and the long term financial stability of the AAVSB.
- Develops, supports and maintains focus on the strategic objectives and priorities.
- Is committed to the mission and goals of the AAVSB.
- Approves annual budgets, audit, and Form 990, and assesses the performance of the chief executive.
- Stays informed and supportive of the governing documents of the organization, e.g. Articles of Incorporation, Bylaws, policies, strategic plan, and budget.
- Attends Board of Director meetings, planning meetings, and assigned committee and/or task force meetings.
- Prepares for all meetings and seeks opportunities to expand knowledge about the organization.
- Understands the current budget, financial statements, strategic plan, policies, Board of Directors agenda and materials.
- Accepts the legal duties of loyalty and care while serving as a director and complies with applicable laws, regulations, bylaws, policies and code of conduct.
- Assesses the value of the AAVSB's programs and services.
- Understands that all power rests with the full Board of Directors, not individual directors.
- Performs the functions and work of the Board of Directors to the best of one's ability, regularly self-

evaluates personal performance on the Board of Directors and determines needs for improvement, and resigns from the Board of Directors when no longer able to support the mission or devote the necessary time.
- Shares wisdom and insights to help the Board of Directors make good decisions and policy.

Expected Time Commitment – Approximately 150 hours per year
- Prepares for and participates in monthly conference calls with 1 hour of preparation and 1.5 hours of participation per call.
- Meets in January each year for 2 days of meetings with 2 hours of preparation time plus travel time.
- Meets in June each year for 2 days of meetings with 2 hours of preparation time plus travel time.
- Meets at and attends the Annual Meeting in September for 4 days of meetings with 2 hours of preparation time plus travel time.
- Frequent opportunities to attend AVMA meetings, NBVME Board meetings, or special assignments which take approximately 2 days each.
- Additional time may be required if assigned as a liaison to a committee; the amount of additional time is dependent on the specific committee.
- Additional time is required of the Officers of the Board of Directors.

American Association of Veterinary State Boards

Information on Nominating Committee Elected Positions for 2015-2016

Current 2014-2015 Nominating Committee

Darrell Dalton, DVM from Alberta

Lisa Lampley from Tennessee

Nicole Oria from Texas

Upcoming 2015-2016 Nominating Committee

Each year the President of AAVSB shall appoint a third member of the Committee. Currently, Ms. Lisa Lampley is serving in this position.

Darrell Dalton, DVM
(Dr. Dalton is currently serving first year of 2-year term)

_____OPEN_____ (2-year term)
(Ms. Nicole Oria is not eligible for nomination as is currently completing the second year of a 2-year term)

Overview
The overall role of the Nominating Committee is to review nominations and slate candidates from AAVSB Member Boards for elected positions.

Bylaws Specifications (Article X, Section 1 and Article IX, Section 3)
The AAVSB Bylaws prescribe the role, number of members, method of appointment, composition and terms of office of the Nominating Committee which are described below.

Role
The Nominating Committee shall submit to the Member Boards at least thirty days before the Annual Delegate Assembly, a slate of candidates for each position on the Board of Directors to be filled, and for each of the two elected members of the Nominating Committee; and submit nominations for the representatives to the National Board of Veterinary Medical Examiners (NBVME).

Number of Members: *Three members.*

Elections and Qualifications
Two of the three Committee members are elected at the Annual Delegate Assembly. Prior to nomination, the elected members to the Committee must have attended at least one Delegate Assembly meeting. At the time of nomination and election, candidates for the Committee must be a Delegate or Alternate Delegate, a member of a Member Board, a current Associate Member, or a chairperson of an Association committee. The President shall appoint the third member of the Committee and name the chair of the Committee.

Terms of Office
The terms of the elected members are two (2) years. The President shall appoint a third member of the Committee whose term will be one (1) year. Nominating Committee members may not serve consecutive terms, but are eligible for reelection consistent with this Article X, Section 1. The President shall name the chair of the Committee. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Nominating Committee member until the next Annual Delegate Assembly at which time an election shall be held to fulfill the unexpired term.

Responsibilities

- Prepares a call for nominations for the Member Boards which includes a nomination form and information on open positions within 90 days following the previous Annual Delegate Assembly.
- Receives nominations from Member Boards for open positions 120 days prior to the upcoming Annual Delegate Assembly.
- Reviews nominations received and makes interview assignments.
- Develops slate of candidates for mailing to Member Boards 30 days prior to Annual Delegate Assembly.

Expected Time Commitment – Approximately 12 hours per year

- Participates in 4 conference calls with 1 hour for preparation time and 1 hour for participation per call.
- Participates in interviews with candidates with the number of interviews dependent on the number of candidates; 0.5 hours for participation per interview.

American Association of Veterinary State Boards

Information on Representatives to the NBVME Elected Positions
for 2015-2016

Current 2014-2015 AAVSB Representatives to the NBVME

Jon Betts, DVM from Oregon

Joyceanne Fick, Public Member from Idaho

Jay Hedrick, DVM from Kansas

Bruce Louderback, DVM from Colorado

Upcoming 2015-2016 AAVSB Representatives to the NBVME

_____OPEN_____ (Licensed Veterinarian position; 3-year term)
(Jon Betts, DVM is currently serving the third year of first 3-year term and is eligible for nomination to an AAVSB NBVME Representative position)

_____OPEN_____ (Public Member; 3-year term)
(Ms. Joyceanne Fick is currently serving the third year of second 3-year term and is eligible for nomination to an AAVSB NBVME Representative position)

Bruce Louderback, DVM
(Dr. Louderback is currently serving the second year of first 3-year term)

Jay Hedrick, DVM
(Dr. Hedrick is currently serving the first year of a third 3-year term)

Bylaws Specifications (Article IX)
The AAVSB Bylaws prescribe the composition, duties, election, qualifications and terms as described below.

Composition
There shall be a minimum of four AAVSB representatives to the National Board of Veterinary Medical Examiners (NBVME).

Duties
The Representatives shall attend all meetings of the NBVME and shall report to the AAVSB Board of Directors following each NBVME or subcommittee meeting. The Representatives shall present the consensus opinions of the Association at such meetings and shall not vote in conflict with the AAVSB Bylaws.

Election
Delegates at the Annual Delegate Assembly shall elect the Representatives at the Annual Delegate Assembly of the Association either from nominations submitted by the Nominating Committee or by nomination from the floor. Each Representative shall assume his or her responsibilities at the close of the Annual Delegate Assembly at which elected and shall serve as specified in these Bylaws or until a successor is elected and qualified.

Qualifications

- *Three representatives must, when nominated and elected, be Licensed Veterinarians currently practicing in public or private practice and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, or (iii) have been a member of the NBVME within the previous year, or (iv) be a current Associate Member.*
- *One Representative must, when nominated and elected, be a Public Member and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, or (iii) have been a member of the NBVME within the previous year, or (iv) be a current Associate Member.*

Terms

Representatives can be eligible for three 3-year terms.

Expectations

Please contact the AAVSB office for additional information on the expectations set by the AAVSB for the AAVSB representatives to the NBVME.

American Association of Veterinary State Boards

Nominating Form for 2015-2016

Please return one nomination packet for each candidate that you would like to nominate. The nomination packet should include the following: ☐ the completed nominating form, ☐ a brief biography for each submitted candidate, and ☐ a statement from the nominator indicating the rationale for the nomination.

2015-2016 Open Positions

Indicate the position for your nominated candidate.

☐ President-Elect (1 position)
☐ Treasurer (1 position)
☐ Director (4 positions)
☐ Nominating Committee Member (1 position)
☐ NBVME Representative (2 positions)

Nominated Candidate Information

Name: _____ State or Province: _____

☐ Board Member *Current term expires: _____; Eligible for re-appointment:* Yes / No
(Provide explanation on separate page if candidate's term has expired, but is still serving on Board)

☐ Board Administrator

☐ AAVSB Associate Member

Phone Numbers and e-mail, if available:

Work: _____ Cell or Home: _____

E-mail: _____

Nominated By

Member Board Name: _____

Contact Name: _____

Contact Phone # and Email: _____

Return by May 21, 2015

Send Nomination Packet to:
AAVSB
Attention: Nominating Committee
380 West 22nd Street, Suite 101
Kansas City, MO 64108
FAX: (816) 931-1604 or as an email attachment to dtabbytite@aavsb.org

American Association of Veterinary State Boards

Policies & Procedures: Nominating Committee

OVERVIEW

The process used to determine the nominations to the Board of Directors and to the other elected positions for the organization is of great importance to the AAVSB's future and ability to carry out the mission. The AAVSB Bylaws include a Nominating Committee that is charged with preparing a slate of candidates for all elected positions to be filled. In addition, the AAVSB Bylaws, in accordance with Robert's Rules, includes a provision for nominations from the floor. In order to strengthen the AAVSB's mission, the process needs to be transparent and fair and also organized and operated in a manner that is likely to generate candidates having the range of qualities desired for effective leadership for the organization.

POLICY

Per the AAVSB Bylaws; Article X, Committees. Section 1. Nominating Committee. *There shall be three (3) members on the Nominating Committee. Two (2) members shall be elected at the Annual Delegate Assembly of the Association by a plurality of votes, either from nominations submitted by the Nominating Committee or by nominations from the floor. A candidate of the Nominating Committee must be a Delegate or Alternate Delegate, a member of a Member Board, a current Associate Member, or the chairperson of an Association committee at the time of nomination and election. The elected members of the Nominating Committee shall have attended at least one (1) Delegate Assembly meeting prior to nomination. The term of the elected members is a two (2) years. The President shall appoint a third member of the committee and shall name the chair. The appointed member shall serve a one (1) year term. Nominating Committee members may not serve consecutive terms.*

The Nominating Committee shall submit to the Member Boards at least thirty (30) days before the Annual Delegate Assembly, a slate of candidates for each position on the Board of Directors to be filled, and for each of the two members of the Nominating Committee. Persons serving on the Nominating Committee shall be ineligible to be slated or elected to any elected position with the Association within their elected term.

PROCEDURES

1. The Chair of the Nominating Committee is appointed each year by the President.
2. Meetings may be held via telephone conference as necessary to develop the slate of candidates.
3. A slate of nominees will be presented for all elected positions.
4. In addition to the requirements of the position as stated in the Bylaws, the committee will also look at each nominee's leadership experience in the AAVSB and each nominee's vision for the organization in determining the slate of candidates to include examination of the nominee's current and/or past record of performance with the AAVSB.
5. The committee presents the slate of candidates to the President and Executive Director at the Association office in time for it to be mailed to the membership at least thirty (30) days prior to the association's annual delegate assembly.

<u>Timeline</u>:

- President appoints the third member of the nominating committee and names a Chair within 45 days following the previous annual delegate assembly.
- Nominating Committee meets via conference call and finalizes the ballot and information regarding the elected positions for the upcoming year within 90 days following the previous annual delegate assembly and delivers final documents to the association office. Upon receipt of the information from the Nominating Committee, the association office mails the information to all Member Boards.

Approved by BOD: 5/19/10; Revised 2/16/11; Revised 9/2012

- Cutoff date to accept written nominations from the Member Boards is 120 days prior to the upcoming annual delegate assembly.
- Nominating Committee meets via conference call within 30 days after the cutoff date to review nominations and make interview assignments. Candidates are interviewed as soon as possible.
- Nominating Committee meets via conference call to discuss interviews and develop slate of candidates no later than 60 days prior to the annual delegate assembly.
- The slate of candidates is presented to the Board of Directors and to the AAVSB office no later than 45 days prior to the annual delegate assembly.
- The AAVSB office mails the slate to the Member Boards at least thirty (30) days prior to the annual delegate assembly.

Developing the Slate of Candidates

Issues for Consideration

1. Balance
   a. Geographic
   b. Gender
   c. Position (e.g. administrator, public member, licensee)
2. Qualifications (e.g. experience beyond meeting the AAVSB basic criteria for holding office)
3. Interest and commitment
4. Vision and agenda

Candidate Questionnaire

1. Name
2. Position being sought with AAVSB
3. Licensure Board Category, i.e. Board Member, Board Administrator
4. Licensee, i.e. Veterinarian or Veterinary Technician
5. Length of service on/for licensure board
6. Why seeking a position with the AAVSB
7. Qualifications for serving in a national position with the AAVSB
8. Long-range goals for the AAVSB
9. Are you able to fulfill the time commitment (provide information regarding meetings)
10. Have you been active in the AAVSB and what leadership roles have you held in the past three years

Volunteer Opportunities

Board of Directors, Committees, Task Forces
and
General Information about the AAVSB

December 2014

About the AAVSB

The American Association of Veterinary State Boards is organized as a 501(c)(3) nonprofit corporation, a membership association dedicated to serving veterinary regulatory boards in the interest of public protection. The AAVSB membership includes the veterinary regulatory boards in **59 jurisdictions** including all of the United States, District of Columbia, Puerto Rico, the U.S. Virgin Islands, and six Canadian provinces (Alberta, British Columbia, Ontario, Nova Scotia, Prince Edward Island, and Saskatchewan).

Programs & Services

Veterinary Information Verifying Agency (**VIVA**) is a centralized database of veterinarian and veterinary technician credential information and a source of verified data for Member Boards. The VIVA database includes national exam scores, education, license history and reported discipline.

Veterinary Continuing Education Tracking (**VCET**) is a centralized repository for veterinary CE information; an extension of VIVA with linkage to RACE approved programs. VCET is a free service and offers online access for individual licensees to submit their CE courses and transmit reports to Member Boards in a uniform format.

Registry of Approved Continuing Education (**RACE**) develops and applies uniform standards related to providers and programs of continuing education (CE) in veterinary medicine. The goal is to serve and support the Member Boards by ensuring that all RACE-approved programs meet appropriate standards of quality CE.

Program for Assessment of Veterinary Education Equivalence (**PAVE**) is designed to evaluate the education equivalence of international veterinary graduates (graduates of non-accredited veterinary programs outside of the U.S. and Canada) on behalf of participating Member Boards.

Veterinary Technician National Examination (**VTNE**) is owned and administered by the AAVSB and is used to evaluate entry-level veterinary technicians' competency to practice and be credentialed. Most states and provinces require a passing score on the VTNE as one criterion for licensure.

Member Services

The AAVSB also provides services specifically for the membership, one of which is the Annual Meeting & Conference. This setting allows Members the invaluable opportunity to network, receive relevant training and education, and participate and vote at the Delegate Assembly. Other Member Services include the Practice Act Model (PAM), Annual Member Board Profile Survey, newsletters and other special e-communications, outreach, and discussion forums via "MyAAVSB."

General Information

The AAVSB's success depends on the volunteer efforts provided by the Board of Directors, Committees, and special appointed Ad-hoc Committees and Task Forces. There are many ways to get involved in the Association, and we encourage all eligible candidates to consider the opportunity to serve.

This booklet is designed to help potential Board of Directors and Committee members understand the responsibilities and time commitments for each position. Per the AAVSB Bylaws, positions are designated, elected or appointed as follows:

- Board of Directors (10 members) - elected
- Finance Committee (5 members) - 2 designated, 3 appointed
- Nominating Committee (3 members) - 2 elected, 1 appointed
- Bylaws & Resolution Committee (at least 5 members) - appointed
- Conference Committee (at least 6 members) - appointed
- RACE Committee (at least 5 members) - appointed
- PAVE Committee (at least 7 members) - appointed
- VTNE Committee (at least 12 members) - appointed
- Representatives to the NBVME (a minimum of 4) - elected
- Task Forces and/or Ad-hoc Committees may be established and appointed by the President as needed with approval from the Board of Directors.

The Board of Directors, Committee Members and Task Force Members are expected to support the AAVSB's mission and adhere to the confidentiality and code of conduct policies and all other applicable association policies to include the AAVSB's technology protocols.

All appropriate travel expenses to participate in the in-person Board and Committee meetings are reimbursed by the AAVSB per the travel policy.

Interest

For additional information, Annual Meeting attendees may either complete the Volunteer Interest Form found in the Conference Manual and return it to an AAVSB staff member or contact the AAVSB office for additional information at 1-877-698-8482 or aavsb@aavsb.org.

Board of Directors

Composition per the AAVSB Bylaws
There shall be ten members of the Board of Directors including four Officers (President, Immediate Past President, President-Elect and Treasurer) and six directors at large. The Officers may, at times be collectively referred to as the Executive Committee.

Qualifications per the AAVSB Bylaws
To be eligible to serve as a member of the Board of Directors, a candidate shall, when nominated and elected, be a Delegate, Alternate Delegate, member of a Member Board, or have served as a member of a Member Board within the preceding one year.

Authority/Purpose per the AAVSB Bylaws
The Board of Directors shall manage the affairs of the Association, including the establishment of an annual budget for the Association and the transaction of all business for and on behalf of the Association as authorized under the Bylaws. The Board of Directors shall carry out the resolutions, actions, or policies as authorized by the Delegates, subject to the provisions of the Association Articles of Incorporation and Bylaws.

Director Responsibilities

- Understand Board's responsibilities in governing the organization and setting the course for its future, including distinctions between governance and management roles.
- Accept the legal duties of loyalty, care, and obedience and ensure legal and ethical integrity. Comply with applicable laws, regulations, Bylaws, policies and code of conduct of the AAVSB.
- Recruit, hire, support and develop the Executive Director (ED) to lead and manage the AAVSB into the future. Assess the performance of the Executive Director.
- Assure the availability of adequate resources and ensure the overall strength and health of the organization to include the long term financial stability of the AAVSB. Safeguard the use of resources and assets including appropriate management of risk.
- Determine the AAVSB's strategic direction and determine short-term and long-term goals. Support and be committed to accomplishing the mission, vision, values and strategic goals.
- Review and approve annual budgets, audit, and Form 990.
- Stay informed and be supportive of the governing documents of the organization, Articles of Incorporation, Bylaws, policies, strategic plan, and understand current budget and financial statements.

Director Responsibilities (cont'd)

- Prepare for and attend Board of Director meetings, planning meetings, and assigned committee and/or task force meetings.
- Engage in regular Board assessment and development planning.
- Determine organization's core programs and services, strengthen programs and services and make sure programs are consistent with the mission.
- Establish proactive policies to guide executive decision making and link plans and policies to resource allocation.
- Facilitate effective two-way, ongoing communication and maintain strong relationships between the organization and its key stakeholders.
- Enhance the external image and credibility of the organization.
- Understand that all power rests with the full Board of Directors, not individual directors.
- Share wisdom and insight to help the Board of Directors make good decisions and policies.
- Perform the functions and work of the Board of Directors to the best of one's ability and regularly self-evaluate personal performance on the Board.
- Resign from the Board of Directors when no longer able to support the mission or devote the necessary time.

President Responsibilities

- As a partner to the Executive Director (ED) and other Board members, provide leadership and direction to the Board to make sure the mission, vision, and values of the organization are achieved.
- Enhance understanding of the organization's Articles of Incorporation, Bylaws, policies, financial and legal situation, and strategic plan.
- Model appropriate behavior and set high standards for Board conduct.
- Address the membership at the Annual Meeting and preside over the Delegate Assembly.
- Act as a spokesperson to the larger community.
- Preside over the Board and Executive Committee meetings.
  - Work with ED to develop agendas.
  - Make sure matters are dealt with in an orderly, efficient matter to include guiding and stimulating discussion and keeping the meetings on track. Balance discussion with efficiency in moving through agendas.
  - Guide and mediate Board actions with respect to organizational priorities and governance and lead the Board in handling difficult issues. Intervene if conflicts of interest or confidentiality issues arise.

President Responsibilities (cont'd)

- Ensure Board members understand their jobs and are able to fulfill expectations.
  - Play a crucial role in new Board member orientation and work with the ED to carry out orientation and training.
  - See that the Board functions effectively, interacts with management effectively, and fulfills all of its duties.
  - Create opportunities for continuing education for Board members.
  - Mentor the President-Elect.
  - Periodically consult with Board members on their roles and help them assess their performance.
- Work closely with while not micromanaging the ED.
  - Provide support and serve as a sounding board and advisor to the ED.
  - Partner with the ED to ensure Board decisions are carried out.
  - Work with Executive Committee to coordinate an annual evaluation of the ED and ensure the ED is compensated fairly.
  - Serve as liaison between the ED and the full Board.
- Per the Bylaws:
  - Appoint a third member of the Nominating Committee and name Chair.
  - Upon approval of the Board of Directors, appoint the non-designated members to the Finance Committee.
  - Appoint non-voting liaisons from the Board of Directors to Committees as appropriate.
  - Appoint Ad-hoc Committees and Task Forces as needed, with approval from the Board of Directors.

Treasurer Responsibilities

- Serve as the Chairperson of the Finance Committee (FC).
- Facilitate Committee meetings and related functions. Guide, mediate and stimulate discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with the Executive Director (ED) and management staff as assigned by the ED to develop agendas, work plans, and orientation/training for Committee members.
- Work with the ED and management staff to develop a concise understanding of the internal financial functions of the organization.
- Give a Treasurer's report at each Board of Directors meeting.
- Work with the ED, CPA consultant, and assigned management staff to make sure that appropriate financial and investment reports are made available to the Board on a timely basis.

Treasurer Responsibilities (cont'd)

- Create Treasurer's Report for the membership in collaboration with ED and assigned management staff. Deliver Treasurer's Report to the membership during the business session of the AAVSB Annual Meeting.
- Assist the ED, assigned management staff, and the CPA consultant in the preparation of the annual operating and capital budgets. Present the budgets to the FC for their input and to the Board of Directors for final approval.
- Review the annual audit as prepared by the organizations' outside auditor and the Form 990 as prepared by the CPA consultant. Facilitate the presentation of both documents to the FC for their input, and present both documents to the Board of Directors for their final approval.
- Sign the Form 990.
- Ensure ongoing review (with the FC) of accounting policies, investment policies, and insurance coverage. Present FC recommendations to the Board of Directors for final approval.

Executive Committee (EC) Responsibilities

- EC may manage the following and will provide reports to the Board.
  - Executive Director (ED) annual review and compensation.
  - Work with ED and Legal Counsel to finalize major contracts.
  - Regularly monitor the investment accounts.
  - Emergency management.
  - Prepare and educate Board members to work and serve effectively including orientation and ongoing training and mentoring.

Expected Time Commitment per Director

Approximately 150 hours per year

- Prepares for and participates in monthly conference calls with 1 hour of preparation and 1.5 hours of participation per call.
- Meets in January each year for 2 days of meetings with 2 hours of preparation time plus travel time. (Extra time for strategic planning.)
- Meets in June each year for 2 days of meetings with 2 hours of preparation time plus travel time.
- Meets at and attends the Annual Meeting in September for 4 days of meetings with 2 hours of preparation time plus travel time.
- Frequent opportunities to attend AVMA meetings, NBVME Board meetings, or special assignments which take approximately 2 days each.
- Additional time is required if assigned as a liaison to a committee; the amount of additional time is dependent on the specific committee.
- Additional time is required of the Officers of the Board of Directors.

Finance Committee

Composition per the AAVSB Bylaws
There shall be five members on the Finance Committee. The President-Elect and Treasurer shall be members of the Committee, with the Treasurer as Chairperson. The President, upon approval of the Board of Directors, shall appoint the three remaining members of the Committee.

Authority/Purpose per the AAVSB Bylaws
The Finance Committee shall advise the Board of Directors on issues related to the use of the Association's assets to assure prudence and integrity of fiscal management and responsiveness to Member Boards' needs. The Finance Committee shall recommend financial policies which provide guidelines for fiscal management, and shall review and revise financial forecast assumptions.

Responsibilities

- Support the AAVSB's mission and ensure maintenance of accurate and complete financial records.
- Ensure that financial statements are prepared and presented to the Board of Directors.
- Annually review investment policies and guidelines for reserve funds, oversee investment performance, and recommend changes to the investment strategy to the Board of Directors, as appropriate.
- Annually review the Association's financial policies.
- Review, modify as needed, and forward to the Board of Directors annual operating and capital budgets which are prepared by staff.
- Safeguard the Association's assets and ensures the proper risk-management provisions are in place.
- Review bids and recommend selection of external auditor and investment advisor.

Committee Chair Responsibilities *(See Treasurer Responsibilities under the Board of Directors Responsibilities)*

Expected Time Commitment Per Member

Approximately 61 hours per year

- Reviews monthly financial reports with 1 hour of review time each month.
- Participates in quarterly conference calls to review quarterly financial reports and investment performance with 1 hour preparation and 1.5 hours for participation per call.
- Participates in separate 1 hour conference call for budget review and recommendation with 1.5 hours for participation.
- Meets in June for 1.5 days of meetings plus travel time.
- Meets in September at Annual Meeting for 2 hour meeting plus travel time.
- Additional time is required of the Committee Chair.

Nominating Committee

Composition per the AAVSB Bylaws
There shall be three members on the Nominating Committee. Two members shall be elected at the Annual Delegate Assembly of the Association. The President shall appoint the third member of the Committee.

Qualifications per the AAVSB Bylaws
A candidate for the Nominating Committee must be a Delegate or Alternate Delegate, a member of a Member Board, a current Associate Member, or the chairperson of an Association committee at the time of nomination and election. The elected members shall have attended at least one Delegate Assembly meeting prior to nomination.

Authority/Purpose per the AAVSB Bylaws
The Nominating Committee shall submit to the Member Boards at least thirty days before the Annual Delegate Assembly, a slate of candidates for each position on the Board of Directors to be filled, and for each of the two members of the Nominating Committee. The Committee shall submit nominations for representatives to the National Board of Veterinary Medical Examiners (NBVME).

Responsibilities
- Prepare a call for nominations for the Member Boards which includes a nomination form and information on the open positions within 90 days following the previous Annual Delegate Assembly.
- Receive nominations from Member Boards for open positions 120 days prior to the upcoming Annual Delegate Assembly.
- Review nominations received and make interview assignments.
- Develop slate of candidates for mailing to Member Boards 30 days prior to Annual Delegate Assembly.

Committee Chair Responsibilities
- Facilitate all Committee meetings and functions. Guide, mediate and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with staff as assigned by the Executive Director to develop meeting agendas, work plans, and orientation/training for Committee members as appropriate.
- Correspond to the AAVSB Board of Directors on Nominating Committee recommendations and provide reports as requested.

Expected Time Commitment Per Member

Approximately 12 hours per year

- Participates in 4 conference calls with 1 hour for preparation time and 1 hour for participation per call.
- Participates in interviews with candidates with the number of interviews dependent on number of candidates; 0.5 hour for participation per interview.
- Additional time is required of the Committee Chair.

Bylaws and Resolution Committee

Composition per the AAVSB Bylaws
There shall be at least five members on the Bylaws and Resolution Committee, appointed by the President and approved by the Board of Directors.

Authority/Purpose per the AAVSB Bylaws
The Bylaws and Resolution Committee shall propose amendments to the Bylaws when it determines such amendment is necessary, and shall receive and consider proposed amendments to the Bylaws submitted in accordance with the Bylaws. The Committee shall receive and consider all resolutions submitted in accordance with Association policies.

Responsibilities
- Propose Bylaws amendments (when appropriate).
- Consider all proposed Bylaws amendments from other eligible parties in accordance with the current Bylaws.
- Work with Executive Director or assigned staff to prepare the request for resolutions to be sent to all Member Boards in accordance with the Board of Director's Resolution Policy.
- May propose resolutions and receive resolutions from Member Boards in accordance with the Board of Director's Resolution Policy.
- Review and provide recommendations to the Board of Directors and the Member Boards on all proposed Bylaws amendments.
- Assist the Executive Director in forwarding proposed Bylaws amendments to all Member Boards in accordance with the Bylaws.
- Review and provide recommendations on proposed resolutions.
- Participate in outreach activities with Member Boards as decided by the Committee or requested by the AAVSB Board of Directors.
- Assist staff in forwarding proposed resolutions to all Member Boards in accordance with the Resolutions Policy.

Committee Chair Responsibilities
- Facilitate all Committee meetings and functions. Guide, mediate and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with staff as assigned by the Executive Director to develop meeting agendas, work plans, and orientation/training for Committee members as appropriate.
- Correspond to the AAVSB Board of Directors on Bylaws and Resolution Committee recommendations and provide reports as requested.

Expected Time Commitment Per Member

Approximately 24 hours per year

- Participates in 3-4 conference calls each year with 1 hour of preparation and 1.5 hours of participation, per call.
- Meets in September at the Annual Meeting for a 1-2 hour meeting plus travel time; could include additional time if presenting the Committee report during the Delegate Assembly.
- Time dependent on number of proposed Bylaws amendments and proposed resolutions received.
- Attend Annual Meeting & Conference for 3 days.
- Additional time is required of the Committee Chair.

Conference Committee

Composition per the AAVSB Bylaws
There shall be at least six member of the Conference Committee all appointed by the Board of Directors.

Purpose/Duties per the AAVSB Bylaws
With the assistance of the Association staff, the Conference Committee shall prepare a conference budget, site recommendation, a selection of conference speakers, conference agenda including program and social events, and conference evaluation for Board of Directors approval. The Committee may meet in person or by designated electronic means.

Responsibilities
- Responsible for working with staff as assigned by the Executive Director on planning certain components of the Annual Meeting.
- Participate and attend Committee meetings and functions as scheduled during the term.
- Make recommendations on rotation and geographic locations for the Annual Meeting.
- As previously approved by the Delegate Assembly, the Annual Meetings are held on the second weekend after Labor Day; recommend alternate dates if circumstances warrant change.
- Make recommendations on topics, speakers, and schedule for the Annual Meeting.
- Review information provided by staff, who with assistance from a meeting location finder, conducts research and provides a summary regarding hotel options. Make final recommendation for the Annual Meeting hotel. Executive Director provides final contract to the AAVSB Board of Directors.
- Assist staff with marketing and/or securing sponsors when appropriate.
- Attend Annual Meeting and fulfill on-site assignments.

Committee Chair Responsibilities
- Facilitate all Committee meetings and functions. Guide, mediate and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with staff as assigned by the Executive Director to develop meeting agendas, work plans, and orientation/training for Committee members as appropriate.
- Correspond to the AAVSB Board of Directors on Conference Committee recommendations and provide reports as requested.
- Perform miscellaneous duties as requested by the AAVSB Board of Directors and the Executive Director.

Expected Time Commitment Per Member

Approximately 30 hours per year

- Participates in 6-8 conference calls each year with 0.5 hours of preparation and 1 hour of participation, per call.
- Meets at the Annual Meeting in September for 1 hour with 0.5 hours of preparation plus travel time.
- Fulfills on-site assignments at Annual Meeting for approximately 2-4 hours.
- Additional time is required of the Committee Chair.

Registry of Approved Continuing Education (RACE) Committee

Composition per the AAVSB Bylaws
There shall be at least five members of the RACE Committee. The Board of Directors shall appoint all members of the Committee.

Authority/Purpose per the AAVSB Bylaws
The RACE Committee shall oversee the development and implementation of the RACE program, which is intended to evaluate and approve providers and programs of continuing education in veterinary medicine.

Responsibilities

- Oversee the review of Provider and Program applications in adherence to the RACE Standards.
- Continuous review of the RACE Standards to ensure the program appropriately serves the Member Boards and maintains a high quality.
- Make recommendations to the Board of Directors regarding RACE standards and RACE approvals and denials.
- Participate in outreach activities with Member Boards as requested by the AAVSB Board of Directors.
- Utilize technology as offered by the AAVSB to facilitate review of Provider and Program applications.

Committee Chair Responsibilities

- Facilitate all Committee meetings and functions. Guide, mediate and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with staff as assigned by the Executive Director to develop agendas, work plans, and orientation/training for Committee members (and paid consultants) when appropriate.
- Ensure the biannual review of RACE Standards and work closely with staff, consultants, and Committee members throughout the review process.

RACE Committee

Committee Chair Responsibilities (cont'd)

- Create RACE presentations in collaboration with assigned staff. Deliver RACE Program presentation at the AAVSB Annual Meeting and participate in other RACE outreach initiatives as requested.
- Review concerns brought forward by RACE Providers, and when requested, provide a response to the Board of Directors.
- Serve as an advocate for the AAVSB's RACE Program with all veterinary regulatory agencies, allied professionals, and the general public.
- Provide subject matter expertise and maintain an increased awareness of changes and developments within the veterinary profession.
- Correspond to the AAVSB Board of Directors on RACE Committee recommendations and provide reports as requested.
- Perform miscellaneous duties as requested by the AAVSB Board of Directors and the Executive Director.

Expected Time Commitment Per Member

Approximately 75 hours per year

- Participates in monthly conference calls with 1.5 hours of preparation and 1 hour of participation, per call.
- Meets in-person during the year for one 2 day meeting with 2 hours of preparation plus travel time.
- Meets in September at the Annual Meeting for a 5 hour Committee meeting with 2 hours of preparation plus travel time.
- Each month, reviews approximately 19 continuing education applications which equates to approximately 7 hours.
- Additional time is required of the Committee Chair.

Program for the Assessment of Veterinary Education Equivalence (PAVE) Committee

Composition per the AAVSB Bylaws
There shall be at least seven members of the PAVE Committee including 4 at large members and 3 members recommended by designated allied organizations. The Board of Directors shall appoint all members of the Committee.

Authority/Purpose per the AAVSB Bylaws
The PAVE Committee shall oversee the development and implementation of the PAVE program, which is intended to assess the educational equivalence of graduates of veterinary schools located outside the United States and not otherwise accredited by an accrediting organization.

Responsibilities

- Responsible for development and oversight of the PAVE program and the Qualifying Science Exam (QSE).
- Review the QSE including content and exam development protocols in collaboration with staff and under the guidance of AAVSB's exam vendor, and provide input on such to the AAVSB Board of Directors.
- Participate in annual item writing/review and exam construction/development workshops.
- Review the PAVE Standards and Policies at least annually to ensure that they are contemporary, reflective of veterinary education standards of American Veterinary Medical Association (AVMA) Council on Education (COE) accredited schools/colleges of veterinary medicine and meeting the needs of the licensing boards.
- Serve as an advocate of PAVE with all veterinary licensing boards, regulatory agencies, professional associations and the general public.
- Participate in outreach activities with licensing boards and allied groups as requested by the AAVSB Board of Directors to ensure that PAVE remains a recognized program for determining equivalence of veterinary education in preparation for licensure.
- Assess PAVE candidates for compliance with the approved criteria for PAVE certification and make recommendations to the Board of Directors.
- Review candidate requests regarding PAVE Standards, complaints, or other issues related to application or completion of the PAVE program.
- Provide recommendations/guidance to the Board of Directors as required or directed on issues related to the program operation including the program's viability.
- Participate and attend all Committee meetings and functions as scheduled during the term including conference calls and the AAVSB Annual Meeting in September.

PAVE Committee

Committee Chair Responsibilities

- Facilitate all Committee meetings and functions. Guide, mediate and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with staff as assigned by the Executive Director to develop meeting agendas, work plans, and orientation/training for Committee members as appropriate.
- Review QSE final exam forms prior to administration and any issues with QSE questions post-administration.
- Review Item Writer applications for approval.
- Create PAVE presentations in collaboration with assigned AAVSB staff.
- Deliver PAVE program presentation at the AAVSB Annual Meeting and participate in other PAVE outreach initiatives as requested.
- Review and assist the AAVSB staff in providing responses to non-standard candidate questions and when appropriate, provide a response to the AAVSB Board of Directors.
- Correspond to the AAVSB Board of Directors on PAVE Committee recommendations and provide reports as requested.
- Perform miscellaneous duties as requested by the AAVSB Board of Directors and the Executive Director.

Expected Time Commitment Per Member

Approximately 85 hours per year

- Participates in at least 1 conference call with 2 hours of preparation and 3 hours of participation.
- Meets in September at the Annual Meeting for a 5 hour Committee meeting with 2 hours of preparation time plus travel time.
- Participates as an Item Writer or Reviewer during the year (outside of the workshop) creating and editing items for approximately 8 hours.
- Participates in at least 2 in-person Item Writer/Reviewer Workshops for 3 days each plus travel time.
- Participates in at least 2 in-person Test Construction Workshops for 3 days each plus travel time.
- Occasionally asked to present PAVE information to licensing boards.
- Additional time is required of the Committee Chair.

Veterinary Technician National Examination (VTNE) Committee

Composition per the AAVSB Bylaws
There shall be at least twelve members on the VTNE Committee including four at large members and eight members recommended by designated allied organizations. The Board of Directors shall appoint and determine the tenure of all members of the Committee.

Authority/Purpose per the AAVSB Bylaws
The VTNE Committee shall be responsible for the development and administration of the Veterinary Technician National Examination and other related tasks as assigned by the Board of Directors.

Responsibilities

- Serve as an advocate of the VTNE with all veterinary licensing boards, regulatory agencies, veterinary technician associations, veterinary technician schools, and the general public.
- Oversee development and administration of the VTNE.
- Adhere to the VTNE Participant Agreement regarding confidentiality of the VTNE and all other applicable association policies to include the AAVSB's technology protocols.
- Review current outreach and marketing aspects of the VTNE program and make recommendations for continued advancement of the VTNE.
- Provide subject matter expertise while maintaining current standards of the veterinary technician profession in the continued development of the exam.
- Review the VTNE and provide input to the AAVSB about the content of the exam.
- Review item writing protocols and participate in the annual Item Writer/Reviewer and Test Construction Workshops.
- Review and make recommendations on score reporting forms distributed to Member Boards and agencies administering the VTNE.
- Review the language and format of the VTNE candidate application and website materials.
- Participate and attend all Committee meetings and functions as scheduled during the term including conference calls and the AAVSB Annual Meeting in September.

Committee Chair Responsibilities

- Facilitate all Committee meetings and functions and guide, mediate and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with staff as assigned by the Executive Director to develop meeting agendas, work plans, and orientation/training for Committee members when appropriate.
- Create VTNE presentations in collaboration with assigned staff. Deliver VTNE program presentation for the AAVSB Annual Meeting, the AVTE Biennial Symposium, and participate in other VTNE outreach initiatives as requested.
- Review VTNE final exam forms prior to administration.
- Review issues with VTNE questions post-administration.
- Review and work with staff to correspond with candidates who have challenged their exam results.
- Provide subject matter expertise throughout the exam process and maintain an increased awareness of changes and developments with the veterinary technology profession.
- Review Item Writer applications with staff for approval.
- Review item writing protocols and participate in the annual Item Writer/Reviewer and Test Form Construction/Development Workshops.
- Act as a liaison to the AVTE and work with staff to respond to AVTE membership forum questions.
- Correspond to the AAVSB Board of Directors on VTNE Committee recommendations and the Annual Report.

Expected Time Commitment Per Member

Approximately 85 hours per year

- Participates in 1 conference call with 2 hours of preparation and 3 hours of participation.
- Meets in September at the Annual Meeting for a 5 hour Committee meeting with 2 hours of preparation time plus travel time.
- Participates in the Test Construction Workshop at the Annual Meeting location for 3 days.
- Participates as an Item Writer or Reviewer during the year (outside of workshop) creating and editing items for approximately 8 hours.
- Participates in an in-person Item Writer/Reviewer Workshop for 3 days plus travel time.
- Additional time is required of the Committee Chair.

Representatives to the National Board of Veterinary Medical Examiners (NBVME)

Composition per the AAVSB Bylaws
There shall be a minimum of four AAVSB Representatives to the NBVME elected at the AAVSB Annual Meeting of the Delegate Assembly.

Qualifications per the AAVSB Bylaws
Three representatives must, when nominated and elected, be Licensed Veterinarians currently practicing in public or private practice and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, (iii) have been a member of the NBVME within the previous year, or (iv) a current Associate Member.
One representative must, when nominated and elected, be a Public Member and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors the previous year, (iii) have been a member of the NBVME within the previous year, or (iv) a current Associate Member.

Duties per the AAVSB Bylaws
The Representatives shall attend all meetings of the NBVME and shall report to the Board of Directors following each NBVME or subcommittee meeting. The Representatives shall present the consensus opinions of the Association at such meetings and shall not vote in conflict with these Bylaws.

Responsibilities
- Attend all the NBVME Meetings.
- Support the AAVSB's mission and purpose.
- Attend the AAVSB Board of Directors meetings.
- As requested by the AAVSB, provide timely and relevant information, written and verbal, to the AAVSB Board of Directors after each NBVME meeting regarding the NBVME's operations and programs upon which the AAVSB membership relies.
- Present an annual NAVLE report at the AAVSB Annual Meeting.

Expected Time Commitment Per Representative
- Participate in two in-person NBVME meetings annually.
- Participates in NBVME conference call meetings when scheduled.
- Attends the AAVSB Board of Directors in-person meetings three times a year.
- Attends at the AAVSB Annual Meeting; one representative to present at the AAVSB Annual Meeting.
- Additional time is required if the representative is an officer of the NBVME.

For additional information on the NBVME, please visit the NBVME website at www.nbvme.org.

AAVSB Mission

To reliably provide quality resources and accurate information for veterinary regulatory agencies and professionals and allied groups in the interest of public protection

AAVSB Vision

To inspire active participation of all veterinary regulatory agencies in North America and to be their collective voice

AAVSB Values

Responsive resourceful service while striving for continuous quality improvement

380 West 22nd Street, Suite 101
Kansas City, MO 64108
1.877.698.8482
www.aavsb.org

Connect with the AAVSB

Serving veterinary regulatory boards in the interest of public protection

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:	2) Date When Request Submitted:
Taylor Thompson, Bureau Assistant on behalf of Tom Ryan, Executive Director	1/6/15 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting

3) Name of Board, Committee, Council, Sections:

Veterinary Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
1/28/15	☒ Yes ☐ No	AAVSB 2015 Annual Meeting

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes (Fill out Board Appearance Request) ☒ No	

10) Describe the issue and action that should be addressed:

11) Authorization

Taylor Thompson **1/16/15**

Signature of person making this request Date

Supervisor (if required) Date

Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.
3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.

Revised 8/13

American Association of Veterinary State Boards

Policies & Procedures: Travel

OVERVIEW

AAVSB is committed to providing for *reasonable* travel expenses incurred while conducting Association business. This includes attending Association meetings and representing the Association at other functions. As a non-profit organization, AAVSB must be fiscally prudent at all times. Every effort should be made by those representing the Association or participating in Association activities to find the most cost effective travel arrangements. AAVSB reserves the right to decline payment of any expenses it considers outside the parameters of prudent spending.

This travel policy shall apply to the AAVSB Board of Directors, members of Association committees, task forces and Association staff.

POLICY

1. Members of the Board of Directors, committees/taskforces and Association staff will be reimbursed for travel expenses while traveling on Association business.

2. Receipts must accompany requests for reimbursement for all expenditures over $25.

3. When arranging for Association meetings, hotel accommodations shall be made using blocks of rooms for group rates. When travel is for other approved purposes, individual hotel accommodations must be made at the most reasonable rate. Additional persons sharing the traveler's room are the responsibility of the traveler.

4. Reimbursement will be made for room and taxes. Incidental expenses such as in-room movies, mini bar charges, laundry, or cleaning services will not be reimbursed. In-room Internet fees will be reimbursed, not to exceed $15 per day.

5. In order to get the most economical rates, non-refundable airline tickets should be purchased at the earliest possible time, but in all cases no less than 14 days in advance of previously scheduled meetings. Fees assessed by travel agents or by electing travel insurance are the responsibility of the traveler.

6. Automobile transportation may be used instead of air transportation whichever is less expensive based on lowest priced airfare available at the time. Reimbursement will be at the current federal government rate for mileage. If the distance exceeds 400 miles, travelers will be expected to use airlines at the lowest rate available.

7. If ground transportation is furnished through the hotel, it must be used for transportation to and from the airport and, if available, for any ground transportation in the area. Because it is usually the least expensive mode of transportation, it is expected that airport shuttle or limousine services will be used. Taxi service may be used if shuttle/limousine service is not available, or if

there is no difference in cost. If more than one person is to be traveling at the same time, it may be less expensive to share the cost of a taxi.

8. Automobile rental and fuel are reimbursable only if such expense is approximately equal to or less than public transportation charges for the entire travel period. This may be the least expensive alternative when the automobile is to be shared by a number of people. Rental cars should be returned with a full tank of gas. The purchase of the rental car agency's a Loss Damage Waiver (LDW) is required to protect the traveler and the Association financially from damage to the rental vehicle, loss of use, and diminished value.

9. Mileage at the Federal government reimbursement rate will be paid to and from home and the airport or other mass transit point of departure. Parking expenses for the days of Association business trips will be reimbursed. The cost of fuel will not be reimbursed as that is included in the mileage rate reimbursement.

10. When not provided, reasonable costs for three meals per day will be reimbursed when accompanied by receipts. The cost of food should be kept comparable to what meal expenses would be if the costs were personal. Reasonable tips not exceeding 20% will be reimbursed for food service.

11. Reasonable tips for luggage service, transportation providers, etc., are reimbursable when itemized.

12. Reimbursement is not provided for maid service tips.

13. The Association will not reimburse or directly pay participants for any special activities that may take place during a meeting, such as sightseeing tours.

PROCEDURES

An AAVSB Request for Reimbursement of Travel Expenses form must accompany requests for reimbursement. Unless AAVSB has pre-arranged certain accommodations, receipts for hotel, ground transportation, rental cars, parking, and meals must be provided or the expenses may not be reimbursed.

Requests for reimbursement should be made as soon as possible, but in all cases, within 30 days of the time when the expenses were incurred. Reimbursement for expenses incurred during a particular calendar year must be made prior to the end of that calendar year (unless they occur during the last two weeks of December).

The Association will make reimbursement as soon as possible.

Adopted July 2001
Revised March 2006
Revised September 2007
Revised January 2010
Revised September 2010

American Association of Veterinary State Boards

Policies & Procedures: Delegate Funding Program

OVERVIEW

The Board of Directors of the AAVSB is dedicated to the goal of full participation by the Member Boards in the Delegate Assembly and therefore commits to providing for *reasonable* travel expenses incurred to fund one Delegate from each Member Board to attend the AAVSB Annual Meeting and participate in the Delegate Assembly.

As a non-profit organization, AAVSB must be fiscally prudent at all times. Those participating in the Delegate Funding Program are required to adhere to this policy, and AAVSB reserves the right to decline payment of any expenses it considers outside the parameters of the guidelines set forth.

The Delegate Funding Program shall apply to one voting **Delegate** per Member Board. Per the AAVSB Bylaws: *Article III. Definitions. Section 7. Delegate.* "Delegate shall mean a current member or Affiliate Member of a Member Board designated by the Member Board as its Delegate to the AAVSB Delegate Assembly."

POLICY

1. In order for a Delegate to be eligible for the Delegate Funding Program, the Delegate's Member Board must be in good standing with annual dues paid in full.

2. In order for a Delegate to be eligible to utilize the Delegate Funding Program, the Delegate must answer roll call and attend both days of the Delegate Assembly.

3. Annual Meeting registration fee for those participating in the Delegate Funding Program will be waived. Networking event is included for the Delegate. Networking event fees of any additional guests are the responsibility of the Delegate. The Delegate will be invoiced for additional guests. The AAVSB is unable to accept payments at the conference.

4. Meeting registration includes breakfast and lunch throughout the meeting as well as the networking event. No reimbursement for additional meals, snacks, and drinks including expenses for food and beverages consumed during the Delegate's travel.

5. Hotel accommodations include up to three (3) nights at the AAVSB designated hotel and the participating Delegates will be included on the AAVSB Master List. Additional nights will be at the Delegate's expense and may be charged at the hotel rate based on the hotel's availability. The Delegate is also responsible for all additional hotel charges including hotel charges for additional persons sharing the Delegate's room.

6. Upon check-in, Delegate is to provide a credit card for incidental expenses at the hotel. Incidental expenses such as meals, in-room movies, in-room internet fees (if applicable), mini-bar charges, laundry, or cleaning services will not be reimbursed. All room taxes are paid by AAVSB.

Adopted by the AAVSB BoD; 02/16/2011
Revised by the AAVSB BoD; 01/19/2013

7. Delegate must utilize AAVSB designated Travel Agent to arrange for air transportation. Delegate should contact the AAVSB designated Travel Agent at the earliest possible time, but in all cases no less than 14 days in advance of Annual Meeting. Airfare is non-refundable and will be booked at the most economic rate. Upgrades, itinerary changes, and bag fees will not be reimbursed by AAVSB.

8. Alternate forms of transportation may be used instead of air transportation whichever is less expensive based on lowest priced airfare available at the time. Automobile reimbursement will be at the current federal government rate for mileage up to 400 miles. If the driving distance exceeds 400 miles, Delegate will be reimbursed for their mileage up to the lowest priced airfare available at the time. Parking at the hotel will not be reimbursed.

9. Travel to and from the AAVSB designated hotel will be reimbursed up to the standard cab rate in the host city unless ground transportation is included with AAVSB designated Travel Agent service.

10. Mileage at the Federal government reimbursement rate will be paid to and from home and the airport or other mass transit point of departure.

11. Four days of parking expenses at the home airport or other mass transit point of departure will be reimbursed.

12. No reimbursement for rental cars. Parking at the hotel will not be reimbursed.

13. No reimbursement for other miscellaneous items to include tips.

PROCEDURES

1. Candidates for the Delegate Funding Program must submit the standard AAVSB conference registration form and indicate in the designated area that they are requesting to be the "funded" Delegate from their Member Board.

2. Staff will verify that the candidate's Member Board is in good standing and that the candidate meets the "Delegate" definition as stated in the Bylaws.

3. Upon confirmation, staff will provide the AAVSB designated Travel Agency with the name of the Delegate and provide the Delegate with contact information for the AAVSB designated Travel Agency and any further instructions.

4. An AAVSB Request for Reimbursement of Travel Expenses form must accompany all requests for reimbursement. Receipts for automobile transportation (mileage reimbursement), or ground transportation to and from the airport to the AAVSB designated hotel (unless AAVSB has pre-arranged ground transportation with the Travel Agent) must be provided or the expenses may not be reimbursed.

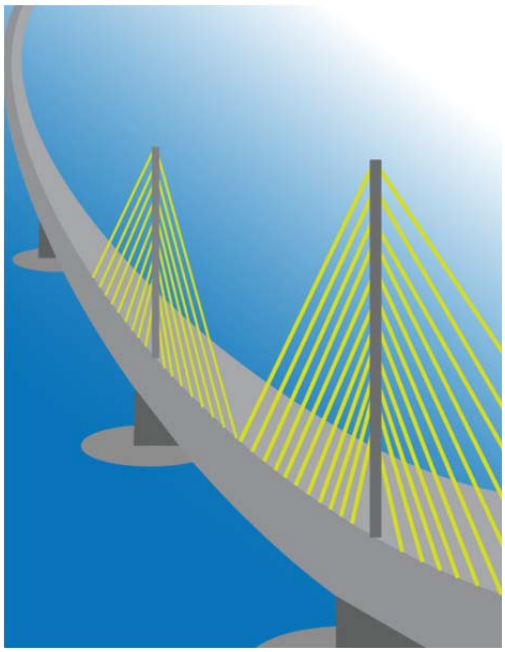
5. Requests for reimbursement should be made as soon as possible, but in all cases, within 45 days of the time when the expenses were incurred. Expenses submitted after that date will not be reimbursed

6. The Association will make reimbursement as soon as possible.

Volunteer Opportunities

Board of Directors, Committees, Task Forces
and
General Information about the AAVSB

September 2014



About the AAVSB

The American Association of Veterinary State Boards is organized as a 501(c)(3) nonprofit corporation, a membership association dedicated to serving veterinary regulatory boards in the interest of public protection. The AAVSB membership includes the veterinary regulatory boards in **59 jurisdictions** including all of the United States, District of Columbia, Puerto Rico, the U.S. Virgin Islands, and six Canadian provinces (Alberta, British Columbia, Ontario, Nova Scotia, Prince Edward Island, and Saskatchewan).

Programs

Veterinary Information Verifying Agency (**VIVA**) is a centralized database of veterinarian and veterinary technician credential information and a source of verified data for Member Boards. The VIVA database includes national exam scores, education, license history and reported discipline. Veterinary Continuing Education Tracking (**VCET**) is a centralized repository for veterinary CE information; an extension of VIVA with linkage to RACE approved programs. VCET is a free service and offers online access for individual licensees to submit their CE courses and transmit reports to Member Boards in a uniform format.

Registry of Approved Continuing Education (**RACE**) develops and applies uniform standards related to providers and programs of continuing education (CE) in veterinary medicine. The goal is to serve and support the Member Boards by ensuring that all RACE-approved programs meet appropriate standards of quality CE.

Program for Assessment of Veterinary Education Equivalence (**PAVE**) is designed to evaluate the education equivalence of international veterinary graduates (graduates of non-accredited veterinary programs outside of the U.S. and Canada) on behalf of participating Member Boards.

Veterinary Technician National Examination (**VTNE**) is owned and administered by the AAVSB and is used to evaluate entry-level veterinary technicians' competency to practice and be credentialed. Most states and provinces require a passing score on the VTNE as one criterion for licensure.

Member Services

The AAVSB also provides services specifically for the membership, one of which is the Annual Meeting & Conference. This setting allows Members the invaluable opportunity to network, receive relevant training and education, and participate and vote at the Delegate Assembly. Other Member Services include the Practice Act Model (PAM), Annual Member Board Profile Survey, newsletters and other special e-communications, outreach, and discussion forums via "MyAAVSB."

General Information

The AAVSB's success depends on the volunteer efforts provided by the Board of Directors, Committees, and special appointed Ad-hoc Committees and Task Forces. There are many ways to get involved in the Association, and we encourage all eligible candidates to consider the opportunity to serve.

This booklet is designed to help potential Board of Directors and Committee members understand the responsibilities and time commitments for each position. Per the AAVSB Bylaws, positions are either designated, elected or appointed as follows:

- Board of Directors (8 members) - elected
- Finance Committee (5 members) - 2 designated, 3 appointed
- Nominating Committee (3 members) - 2 elected, 1 appointed
- Bylaws & Resolution Committee (at least 5 members) - appointed
- Conference Committee (at least 6 members) - appointed
- RACE Committee (at least 5 members) - appointed
- PAVE Committee (at least 7 members) - appointed
- VTNE Committee (at least 12 members) - appointed
- Representatives to the NBVME (a minimum of 4) - elected
- Task Forces and/or Ad-hoc Committees may be established and appointed by the President as needed with approval from the Board of Directors.

The Board of Directors, Committee Members and Task Force Members are expected to support the AAVSB's mission and adhere to the confidentiality and code of conduct policies and all other applicable association policies to include the AAVSB's technology protocols.

All appropriate travel expenses to participate in the in-person Board and Committee meetings are reimbursed by the AAVSB per the travel policy.

Interest

For additional information, Annual Meeting attendees may either complete the Volunteer Interest Form found in the Conference Manual and return it to an AAVSB staff member or contact the AAVSB office for additional information at 1-877-698-8482 or aavsb@aavsb.org.

Board of Directors

Composition per the AAVSB Bylaws
There shall be eight members of the Board of Directors including four Officers (President, Immediate Past President, President-Elect and Treasurer) and four directors at large. The Officers may, at times be collectively referred to as the Executive Committee.

Qualifications per the AAVSB Bylaws
To be eligible to serve as a member of the Board of Directors, a candidate shall, when nominated and elected, be a Delegate, Alternate Delegate, member of a Member Board, or have served as a member of a Member Board within the preceding one year.

Authority/Purpose per the AAVSB Bylaws
The Board of Directors shall manage the affairs of the Association, including the establishment of an annual budget for the Association and the transaction of all business for and on behalf of the Association as authorized under the Bylaws. The Board of Directors shall carry out the resolutions, actions, or policies as authorized by the Delegates, subject to the provisions of the Association Articles of Incorporation and Bylaws.

Director Responsibilities

- Understand Board's responsibilities in governing the organization and setting the course for its future, including distinctions between governance and management roles.
- Accept the legal duties of loyalty, care, and obedience and ensure legal and ethical integrity. Comply with applicable laws, regulations, Bylaws, policies and code of conduct of the AAVSB.
- Recruit, hire, support and develop the Executive Director (ED) to lead and manage the AAVSB into the future. Assess the performance of the Executive Director.
- Assure the availability of adequate resources and ensure the overall strength and health of the organization to include the long term financial stability of the AAVSB. Safeguard the use of resources and assets including appropriate management of risk.
- Determine the AAVSB's strategic direction and determine short-term and long-term goals. Support and be committed to accomplishing the mission, vision, values and strategic goals.
- Review and approve annual budgets, audit, and Form 990.
- Stay informed and be supportive of the governing documents of the organization, Articles of Incorporation, Bylaws, policies, strategic plan, and understand current budget and financial statements.

Director Responsibilities (cont'd)

- Prepare for and attend Board of Director meetings, planning meetings, and assigned committee and/or task force meetings.
- Engage in regular Board assessment and development planning.
- Determine organization's core programs and services, strengthen programs and services and make sure programs are consistent with the mission.
- Establish proactive policies to guide executive decision making and link plans and policies to resource allocation.
- Facilitate effective two-way, ongoing communication and maintain strong relationships between the organization and its key stakeholders.
- Enhance the external image and credibility of the organization.
- Understand that all power rests with the full Board of Directors, not individual directors.
- Share wisdom and insight to help the Board of Directors make good decisions and policies.
- Perform the functions and work of the Board of Directors to the best of one's ability and regularly self-evaluate personal performance on the Board.
- Resign from the Board of Directors when no longer able to support the mission or devote the necessary time.

President Responsibilities

- As a partner to the Executive Director (ED) and other Board members, provide leadership and direction to the Board to make sure the mission, vision, and values of the organization are achieved.
- Enhance understanding of the organization's Articles of Incorporation, Bylaws, policies, financial and legal situation, and strategic plan.
- Model appropriate behavior and set high standards for Board conduct.
- Address the membership at the Annual Meeting and preside over the Delegate Assembly.
- Act as a spokesperson to the larger community.
- Preside over the Board and Executive Committee meetings.
  - Work with ED to develop agendas.
  - Make sure matters are dealt with in an orderly, efficient matter to include guiding and stimulating discussion and keeping the meetings on track. Balance discussion with efficiency in moving through agendas.
  - Guide and mediate Board actions with respect to organizational priorities and governance and lead the Board in handling difficult issues. Intervene if conflicts of interest or confidentiality issues arise.

President Responsibilities (cont'd)

- Ensure Board members understand their jobs and are able to fulfill expectations.
  - Play a crucial role in new Board member orientation and work with the ED to carry out orientation and training.
  - See that the Board functions effectively, interacts with management effectively, and fulfills all of its duties.
  - Create opportunities for continuing education for Board members.
  - Mentor the President-Elect.
  - Periodically consult with Board members on their roles and help them assess their performance.
- Work closely with while not micromanaging the ED.
  - Provide support and serve as a sounding board and advisor to the ED.
  - Partner with the ED to ensure Board decisions are carried out.
  - Work with Executive Committee to coordinate an annual evaluation of the ED and ensure the ED is compensated fairly.
  - Serve as liaison between the ED and the full Board.
- Per the Bylaws:
  - Appoint a third member of the Nominating Committee and name Chair.
  - Upon approval of the Board of Directors, appoint the non-designated members to the Finance Committee.
  - Appoint non-voting liaisons from the Board of Directors to Committees as appropriate.
  - Appoint Ad-hoc Committees and Task Forces as needed, with approval from the Board of Directors.

Treasurer Responsibilities

- Serve as the Chairperson of the Finance Committee (FC).
- Facilitate Committee meetings and related functions. Guide, mediate and stimulate discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with the Executive Director (ED) and management staff as assigned by the ED to develop agendas, work plans, and orientation/training for Committee members.
- Work with the ED and management staff to develop a concise understanding of the internal financial functions of the organization.
- Give a Treasurer's report at each Board of Directors meeting.
- Work with the ED, CPA consultant, and assigned management staff to make sure that appropriate financial and investment reports are made available to the Board on a timely basis.

Treasurer Responsibilities (cont'd)

- Create Treasurer's Report for the membership in collaboration with ED and assigned management staff. Deliver Treasurer's Report to the membership during the business session of the AAVSB Annual Meeting.
- Assist the ED, assigned management staff, and the CPA consultant in the preparation of the annual operating and capital budgets. Present the budgets to the FC for their input and to the Board of Directors for final approval.
- Review the annual audit as prepared by the organizations' outside auditor and the Form 990 as prepared by the CPA consultant. Facilitate the presentation of both documents to the FC for their input, and present both documents to the Board of Directors for their final approval.
- Sign the Form 990.
- Ensure ongoing review (with the FC) of accounting policies, investment policies, and insurance coverage. Present FC recommendations to the Board of Directors for final approval.

Executive Committee (EC) Responsibilities

- EC may manage the following and will provide reports to the Board.
  - Executive Director (ED) annual review and compensation.
  - Work with ED and Legal Counsel to finalize major contracts.
  - Regularly monitor the investment accounts.
  - Emergency management.
  - Prepare and educate Board members to work and serve effectively including orientation and ongoing training and mentoring.

Expected Time Commitment per Director

Approximately 150 hours per year

- Prepares for and participates in monthly conference calls with 1 hour of preparation and 1.5 hours of participation per call.
- Meets in January each year for 2 days of meetings with 2 hours of preparation time plus travel time. (Extra time for strategic planning.)
- Meets in June each year for 2 days of meetings with 2 hours of preparation time plus travel time.
- Meets at and attends the Annual Meeting in September for 4 days of meetings with 2 hours of preparation time plus travel time.
- Frequent opportunities to attend AVMA meetings, NBVME Board meetings, or special assignments which take approximately 2 days each.
- Additional time is required if assigned as a liaison to a committee; the amount of additional time is dependent on the specific committee.
- Additional time is required of the Officers of the Board of Directors.

Finance Committee

Composition per the AAVSB Bylaws
There shall be five members on the Finance Committee. The President-Elect and Treasurer shall be members of the Committee, with the Treasurer as Chairperson. The President, upon approval of the Board of Directors, shall appoint the three remaining members of the Committee.

Authority/Purpose per the AAVSB Bylaws
The Finance Committee shall advise the Board of Directors on issues related to the use of the Association's assets to assure prudence and integrity of fiscal management and responsiveness to Member Boards' needs. The Finance Committee shall recommend financial policies which provide guidelines for fiscal management, and shall review and revise financial forecast assumptions.

Responsibilities
- Support the AAVSB's mission and ensure maintenance of accurate and complete financial records.
- Ensure that financial statements are prepared and presented to the Board of Directors.
- Annually review investment policies and guidelines for reserve funds, oversee investment performance, and recommend changes to the investment strategy to the Board of Directors, as appropriate.
- Annually review the Association's financial policies.
- Review, modify as needed, and forward to the Board of Directors annual operating and capital budgets which are prepared by staff.
- Safeguard the Association's assets and ensures the proper risk-management provisions are in place.
- Review bids and recommend selection of external auditor and investment advisor.

Committee Chair Responsibilities *(See Treasurer Responsibilities under the Board of Directors Responsibilities)*

Expected Time Commitment Per Member

Approximately 61 hours per year

- Reviews monthly financial reports with 1 hour of review time each month.
- Participates in quarterly conference calls to review quarterly financial reports and investment performance with 1 hour preparation and 1.5 hours for participation per call.
- Participates in separate 1 hour conference call for budget review and recommendation with 1.5 hours for participation.
- Meets in June for 1.5 days of meetings plus travel time.
- Meets in September at Annual Meeting for 2 hour meeting plus travel time.
- Additional time is required of the Committee Chair.

Nominating Committee

Composition per the AAVSB Bylaws
There shall be three members on the Nominating Committee. Two members shall be elected at the Annual Delegate Assembly of the Association. The President shall appoint the third member of the Committee.

Qualifications per the AAVSB Bylaws
A candidate for the Nominating Committee must be a Delegate or Alternate Delegate, a member of a Member Board, a current Associate Member, or the chairperson of an Association committee at the time of nomination and election. The elected members shall have attended at least one Delegate Assembly meeting prior to nomination.

Authority/Purpose per the AAVSB Bylaws
The Nominating Committee shall submit to the Member Boards at least thirty days before the Annual Delegate Assembly, a slate of candidates for each position on the Board of Directors to be filled, and for each of the two members of the Nominating Committee. The Committee shall submit nominations for representatives to the National Board of Veterinary Medical Examiners (NBVME).

Responsibilities
- Prepare a call for nominations for the Member Boards which includes a nomination form and information on the open positions within 90 days following the previous Annual Delegate Assembly.
- Receive nominations from Member Boards for open positions 120 days prior to the upcoming Annual Delegate Assembly.
- Review nominations received and make interview assignments.
- Develop slate of candidates for mailing to Member Boards 30 days prior to Annual Delegate Assembly.

Committee Chair Responsibilities
- Facilitate all Committee meetings and functions. Guide, mediate and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with staff as assigned by the Executive Director to develop meeting agendas, work plans, and orientation/training for Committee members as appropriate.
- Correspond to the AAVSB Board of Directors on Nominating Committee recommendations and provide reports as requested.

Expected Time Commitment Per Member

Approximately 12 hours per year

- Participates in 4 conference calls with 1 hour for preparation time and 1 hour for participation per call.
- Participates in interviews with candidates with the number of interviews dependent on number of candidates; 0.5 hour for participation per interview.
- Additional time is required of the Committee Chair.

Bylaws and Resolution Committee

Composition per the AAVSB Bylaws
There shall be at least five members on the Bylaws and Resolution Committee, appointed by the President and approved by the Board of Directors.

Authority/Purpose per the AAVSB Bylaws
The Bylaws and Resolution Committee shall propose amendments to the Bylaws when it determines such amendment is necessary, and shall receive and consider proposed amendments to the Bylaws submitted in accordance with the Bylaws. The Committee shall receive and consider all resolutions submitted in accordance with Association policies.

Responsibilities
- Propose Bylaws amendments (when appropriate).
- Consider all proposed Bylaws amendments from other eligible parties in accordance with the current Bylaws.
- Work with Executive Director or assigned staff to prepare the request for resolutions to be sent to all Member Boards in accordance with the Board of Director's Resolution Policy.
- May propose resolutions and receive resolutions from Member Boards in accordance with the Board of Director's Resolution Policy.
- Review and provide recommendations to the Board of Directors and the Member Boards on all proposed Bylaws amendments.
- Assist the Executive Director in forwarding proposed Bylaws amendments to all Member Boards in accordance with the Bylaws.
- Review and provide recommendations on proposed resolutions.
- Participate in outreach activities with Member Boards as decided by the Committee or requested by the AAVSB Board of Directors.
- Assist staff in forwarding proposed resolutions to all Member Boards in accordance with the Resolutions Policy.

Committee Chair Responsibilities
- Facilitate all Committee meetings and functions. Guide, mediate and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with staff as assigned by the Executive Director to develop meeting agendas, work plans, and orientation/training for Committee members as appropriate.
- Correspond to the AAVSB Board of Directors on Bylaws and Resolution Committee recommendations and provide reports as requested.

Expected Time Commitment Per Member

Approximately 24 hours per year

- Participates in 3-4 conference calls each year with 1 hour of preparation and 1.5 hours of participation, per call.
- Meets in September at the Annual Meeting for a 1-2 hour meeting plus travel time; could include additional time if presenting the Committee report during the Delegate Assembly.
- Time dependent on number of proposed Bylaws amendments and proposed resolutions received.
- Attend Annual Meeting & Conference for 3 days.
- Additional time is required of the Committee Chair.

Composition per the AAVSB Bylaws
There shall be at least six member of the Conference Committee all appointed by the Board of Directors.

Purpose/Duties per the AAVSB Bylaws
With the assistance of the Association staff, the Conference Committee shall prepare a conference budget, site recommendation, a selection of conference speakers, conference agenda including program and social events, and conference evaluation for Board of Directors approval. The Committee may meet in person or by designated electronic means.

Responsibilities
- Responsible for working with staff as assigned by the Executive Director on planning certain components of the Annual Meeting.
- Participate and attend Committee meetings and functions as scheduled during the term.
- Make recommendations on rotation and geographic locations for the Annual Meeting.
- As previously approved by the Delegate Assembly, the Annual Meetings are held on the second weekend after Labor Day; recommend alternate dates if circumstances warrant change.
- Make recommendations on topics, speakers, and schedule for the Annual Meeting.
- Review information provided by staff, who with assistance from a meeting location finder, conducts research and provides a summary regarding hotel options. Make final recommendation for the Annual Meeting hotel. Executive Director provides final contract to the AAVSB Board of Directors.
- Assist staff with marketing and/or securing sponsors when appropriate.
- Attend Annual Meeting and fulfill on-site assignments.

Committee Chair Responsibilities
- Facilitate all Committee meetings and functions. Guide, mediate and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with staff as assigned by the Executive Director to develop meeting agendas, work plans, and orientation/training for Committee members as appropriate.
- Correspond to the AAVSB Board of Directors on Conference Committee recommendations and provide reports as requested.
- Perform miscellaneous duties as requested by the AAVSB Board of Directors and the Executive Director.

Expected Time Commitment Per Member

Approximately 30 hours per year

- Participates in 6-8 conference calls each year with 0.5 hours of preparation and 1 hour of participation, per call.
- Meets at the Annual Meeting in September for 1 hour with 0.5 hours of preparation plus travel time.
- Fulfills on-site assignments at Annual Meeting for approximately 2-4 hours.
- Additional time is required of the Committee Chair.

Registry of Approved Continuing Education (RACE) Committee

Composition per the AAVSB Bylaws
There shall be at least five members of the RACE Committee. The Board of Directors shall appoint all members of the Committee.

Authority/Purpose per the AAVSB Bylaws
The RACE Committee shall oversee the development and implementation of the RACE program, which is intended to evaluate and approve providers and programs of continuing education in veterinary medicine.

Responsibilities

- Oversee the review of Provider and Program applications in adherence to the RACE Standards.
- Continuous review of the RACE Standards to ensure the program appropriately serves the Member Boards and maintains a high quality.
- Make recommendations to the Board of Directors regarding RACE standards and RACE approvals and denials.
- Participate in outreach activities with Member Boards as requested by the AAVSB Board of Directors.
- Utilize technology as offered by the AAVSB to facilitate review of Provider and Program applications.

Committee Chair Responsibilities

- Facilitate all Committee meetings and functions. Guide, mediate and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with staff as assigned by the Executive Director to develop agendas, work plans, and orientation/training for Committee members (and paid consultants) when appropriate.
- Ensure the biannual review of RACE Standards and work closely with staff, consultants, and Committee members throughout the review process.

RACE Committee

Committee Chair Responsibilities (cont'd)

- Create RACE presentations in collaboration with assigned staff. Deliver RACE Program presentation at the AAVSB Annual Meeting and participate in other RACE outreach initiatives as requested.
- Review concerns brought forward by RACE Providers, and when requested, provide a response to the Board of Directors.
- Serve as an advocate for the AAVSB's RACE Program with all veterinary regulatory agencies, allied professionals, and the general public.
- Provide subject matter expertise and maintain an increased awareness of changes and developments within the veterinary profession.
- Correspond to the AAVSB Board of Directors on RACE Committee recommendations and provide reports as requested.
- Perform miscellaneous duties as requested by the AAVSB Board of Directors and the Executive Director.

Expected Time Commitment Per Member

Approximately 75 hours per year

- Participates in monthly conference calls with 1.5 hours of preparation and 1 hour of participation, per call.
- Meets in-person during the year for one 2 day meeting with 2 hours of preparation plus travel time.
- Meets in September at the Annual Meeting for a 5 hour Committee meeting with 2 hours of preparation plus travel time.
- Each month, reviews approximately 19 continuing education applications which equates to approximately 7 hours.
- Additional time is required of the Committee Chair.

Program for the Assessment of Veterinary Education Equivalence (PAVE) Committee

Composition per the AAVSB Bylaws
There shall be at least seven members of the PAVE Committee including 4 at large members and 3 members recommended by designated allied organizations. The Board of Directors shall appoint all members of the Committee.

Authority/Purpose per the AAVSB Bylaws
The PAVE Committee shall oversee the development and implementation of the PAVE program, which is intended to assess the educational equivalence of graduates of veterinary schools located outside the United States and not otherwise accredited by an accrediting organization.

Responsibilities

- Responsible for development and oversight of the PAVE program and the Qualifying Science Exam (QSE).
- Review the QSE including content and exam development protocols in collaboration with staff and under the guidance of AAVSB's exam vendor, and provide input on such to the AAVSB Board of Directors.
- Participate in annual item writing/review and exam construction/development workshops.
- Review the PAVE Standards and Policies at least annually to ensure that they are contemporary, reflective of veterinary education standards of American Veterinary Medical Association (AVMA) Council on Education (COE) accredited schools/colleges of veterinary medicine and meeting the needs of the licensing boards.
- Serve as an advocate of PAVE with all veterinary licensing boards, regulatory agencies, professional associations and the general public.
- Participate in outreach activities with licensing boards and allied groups as requested by the AAVSB Board of Directors to ensure that PAVE remains a recognized program for determining equivalence of veterinary education in preparation for licensure.
- Assess PAVE candidates for compliance with the approved criteria for PAVE certification and make recommendations to the Board of Directors.
- Review candidate requests regarding PAVE Standards, complaints, or other issues related to application or completion of the PAVE program.
- Provide recommendations/guidance to the Board of Directors as required or directed on issues related to the program operation including the program's viability.
- Participate and attend all Committee meetings and functions as scheduled during the term including conference calls and the AAVSB Annual Meeting in September.

PAVE Committee

Committee Chair Responsibilities

- Facilitate all Committee meetings and functions. Guide, mediate and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with staff as assigned by the Executive Director to develop meeting agendas, work plans, and orientation/training for Committee members as appropriate.
- Review QSE final exam forms prior to administration and any issues with QSE questions post-administration.
- Review Item Writer applications for approval.
- Create PAVE presentations in collaboration with assigned AAVSB staff.
- Deliver PAVE program presentation at the AAVSB Annual Meeting and participate in other PAVE outreach initiatives as requested.
- Review and assist the AAVSB staff in providing responses to non-standard candidate questions and when appropriate, provide a response to the AAVSB Board of Directors.
- Correspond to the AAVSB Board of Directors on PAVE Committee recommendations and provide reports as requested.
- Perform miscellaneous duties as requested by the AAVSB Board of Directors and the Executive Director.

Expected Time Commitment Per Member

Approximately 85 hours per year

- Participates in at least 1 conference call with 2 hours of preparation and 3 hours of participation.
- Meets in September at the Annual Meeting for a 5 hour Committee meeting with 2 hours of preparation time plus travel time.
- Participates as an Item Writer or Reviewer during the year (outside of the workshop) creating and editing items for approximately 8 hours.
- Participates in at least 2 in-person Item Writer/Reviewer Workshops for 3 days each plus travel time.
- Participates in at least 2 in-person Test Construction Workshops for 3 days each plus travel time.
- Occasionally asked to present PAVE information to licensing boards.
- Additional time is required of the Committee Chair.

Veterinary Technician National Examination (VTNE) Committee

Composition per the AAVSB Bylaws
There shall be at least twelve members on the VTNE Committee including four at large members and eight members recommended by designated allied organizations. The Board of Directors shall appoint and determine the tenure of all members of the Committee.

Authority/Purpose per the AAVSB Bylaws
The VTNE Committee shall be responsible for the development and administration of the Veterinary Technician National Examination and other related tasks as assigned by the Board of Directors.

Responsibilities

- Serve as an advocate of the VTNE with all veterinary licensing boards, regulatory agencies, veterinary technician associations, veterinary technician schools, and the general public.
- Oversee development and administration of the VTNE.
- Adhere to the VTNE Participant Agreement regarding confidentiality of the VTNE and all other applicable association policies to include the AAVSB's technology protocols.
- Review current outreach and marketing aspects of the VTNE program and make recommendations for continued advancement of the VTNE.
- Provide subject matter expertise while maintaining current standards of the veterinary technician profession in the continued development of the exam.
- Review the VTNE and provide input to the AAVSB about the content of the exam.
- Review item writing protocols and participate in the annual Item Writer/Reviewer and Test Construction Workshops.
- Review and make recommendations on score reporting forms distributed to Member Boards and agencies administering the VTNE.
- Review the language and format of the VTNE candidate application and website materials.
- Participate and attend all Committee meetings and functions as scheduled during the term including conference calls and the AAVSB Annual Meeting in September.

Committee Chair Responsibilities

- Facilitate all Committee meetings and functions and guide, mediate and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus.
- Work with staff as assigned by the Executive Director to develop meeting agendas, work plans, and orientation/training for Committee members when appropriate.
- Create VTNE presentations in collaboration with assigned staff. Deliver VTNE program presentation for the AAVSB Annual Meeting, the AVTE Biennial Symposium, and participate in other VTNE outreach initiatives as requested.
- Review VTNE final exam forms prior to administration.
- Review issues with VTNE questions post-administration.
- Review and work with staff to correspond with candidates who have challenged their exam results.
- Provide subject matter expertise throughout the exam process and maintain an increased awareness of changes and developments with the veterinary technology profession.
- Review Item Writer applications with staff for approval.
- Review item writing protocols and participate in the annual Item Writer/Reviewer and Test Form Construction/Development Workshops.
- Act as a liaison to the AVTE and work with staff to respond to AVTE membership forum questions.
- Correspond to the AAVSB Board of Directors on VTNE Committee recommendations and the Annual Report.

Expected Time Commitment Per Member

Approximately 85 hours per year

- Participates in 1 conference call with 2 hours of preparation and 3 hours of participation.
- Meets in September at the Annual Meeting for a 5 hour Committee meeting with 2 hours of preparation time plus travel time.
- Participates in the Test Construction Workshop at the Annual Meeting location for 3 days.
- Participates as an Item Writer or Reviewer during the year (outside of workshop) creating and editing items for approximately 8 hours.
- Participates in an in-person Item Writer/Reviewer Workshop for 3 days plus travel time.
- Additional time is required of the Committee Chair.

Representatives to the National Board of Veterinary Medical Examiners (NBVME)

Composition per the AAVSB Bylaws
There shall be a minimum of four AAVSB Representatives to the NBVME elected at the AAVSB Annual Meeting of the Delegate Assembly.

Qualifications per the AAVSB Bylaws
Three representatives must, when nominated and elected, be Licensed Veterinarians currently practicing in public or private practice and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, (iii) have been a member of the NBVME within the previous year, or (iv) a current Associate Member.
One representative must, when nominated and elected, be a Public Member and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors the previous year, (iii) have been a member of the NBVME within the previous year, or (iv) a current Associate Member.

Duties per the AAVSB Bylaws
The Representatives shall attend all meetings of the NBVME and shall report to the Board of Directors following each NBVME or subcommittee meeting. The Representatives shall present the consensus opinions of the Association at such meetings and shall not vote in conflict with these Bylaws.

Responsibilities
- Attend all the NBVME Meetings.
- Support the AAVSB's mission and purpose.
- Attend the AAVSB Board of Directors meetings.
- As requested by the AAVSB, provide timely and relevant information, written and verbal, to the AAVSB Board of Directors after each NBVME meeting regarding the NBVME's operations and programs upon which the AAVSB membership relies.
- Present an annual NAVLE report at the AAVSB Annual Meeting.

Expected Time Commitment Per Representative
- Participate in two in-person NBVME meetings annually.
- Participates in NBVME conference call meetings when scheduled.
- Attends the AAVSB Board of Directors in-person meetings three times a year.
- Attends at the AAVSB Annual Meeting; one representative to present at the AAVSB Annual Meeting.
- Additional time is required if the representative is an officer of the NBVME.

For additional information on the NBVME, please visit the NBVME website at www.nbvme.org.

AAVSB Mission

To reliably provide quality resources and accurate information for veterinary regulatory agencies and professionals and allied groups in the interest of public protection

AAVSB Vision

To inspire active participation of all veterinary regulatory agencies in North America and to be their collective voice

AAVSB Values

Responsive resourceful service while striving for continuous quality improvement

380 West 22nd Street, Suite 101
Kansas City, MO 64108
1.877.698.8482
www.aavsb.org

Connect with the AAVSB

Serving veterinary regulatory boards in the interest of public protection

VOLUNTEER INTEREST FORM

2014 AAVSB Annual Meeting & Conference - St. Petersburg, Florida

Thank you for your interest in serving as an AAVSB volunteer. Participation by volunteers is vital to the success of our programs. Not all committees have immediate openings, but AAVSB will consider your participation as openings arise and contact you with more information at that time. Depending on the committee, members are appointed by either the President or the full Board of Directors and all committee membership is subject to approval by the AAVSB Board of Directors. We truly value your support!

Please check the committee(s) that are of interest to you and return this form to any AAVSB staff member.

- ☐ PAVE Committee (staff contact: Nancy Grittman), Oversees the development and implementation of PAVE program, meets in-person two times per year and via conference call as needed.
- ☐ QSE Item Writers and Item Reviewers (staff contact: Nancy Grittman), Item Writers submit items to be used as questions on the Qualifying Science Examination (QSE); Item Reviewers review all submitted items, Honoraria paid for accepted items. Meet in-person and via conference call as needed.
- ☐ RACE Committee (staff contact: Jessica Klein), Review continuing education program and provider application packets (online and/or hard-copy) and participate in the refinement and enhancement of the RACE Standards document. Meets via conference call and in-person as needed.
- ☐ VIVA Task Force (staff contact: Monika Whitmore), Assist with the development of CE tracking program and other VIVA Program enhancements and assist with marketing the VIVA Program to expand usage by Member Boards and licensees. Meets as needed.
- ☐ VTNE Committee (staff contact: Nancy Grittman), Participate in the construction, development and security of the Veterinary Technician National Exam (VTNE). Meets in-person two times per year and via conference call as needed.
- ☐ VTNE Item Writers and Item Reviewers (staff contact: Nancy Grittman), Item Writers submit items to be used as questions on the VTNE; Item Reviewers review all submitted items, Honoraria paid for accepted items. Meet in-person and via conference call as needed.
- ☐ Bylaws & Resolution Committee (staff contact: Daphne Tabbytite), Propose amendments to the AAVSB Bylaws as necessary, receive and consider amendments. Meets via conference call as needed.
- ☐ Conference Committee (staff contact: Chrissy Bagby), Assists with AAVSB Annual Conference planning (location, theme, etc). Meets via conference call as needed
- ☐ Finance Committee (staff contact: Daphne Tabbytite), Advises the AAVSB Board of Directors on issues related to the use of the Association's assets to assure prudence and integrity, recommend financial policies and review and revise financial forecast assumptions. Meets in-person two times per year and via conference call as needed
- ☐ Practice Act Model Task Force (staff contact: Chrissy Bagby), Propose amendments to the AAVSB Practice Act Model (PAM) as necessary; consider proposed amendments. Meets as needed.
- ☐ Ad-hoc Committees/Task Forces, Ad-hoc committees may be established and appointed by the President as needed with approval from the Board of Directors. Please indicate if you wish to be considered for other ad-hoc committees or task forces.

Your contact information:

Name: _____

Board: _____

Contact #: _____ Email: _____

MEMBER FEEDBACK

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: **Taylor Thompson, Bureau Assistant** **on behalf of** **Tom Ryan, Executive Director**	2) Date When Request Submitted: **12/26/14** Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting

3) Name of Board, Committee, Council, Sections:

Veterinary Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
20150128	☐ Yes ☒ No	**2015 Annual Meeting and Conference - Call for Topics**

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes (Fill out Board Appearance Request) ☒ No	

10) Describe the issue and action that should be addressed:

11) Authorization

Taylor Thompson **12/26/14**

Signature of person making this request Date

Supervisor (if required) Date

Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.
3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.

Revised 8/13

Dear Thomas,

This past September, the AAVSB had another record-setting Annual Meeting & Conference in St. Petersburg, Florida. Not only did we break attendance records but the content of the sessions received the highest marks ever from the attendees.

We want to make the 2015 Annual Meeting & Conference even better!

The Conference Committee is busy investigating topics and session ideas for next year and we'd like to hear from you and your boards. **At your next board meeting, would you and your board members devote a couple minutes to discuss what topics or sessions you would like to see included in this year's program and then send us your suggestions?**

The Conference Committee's goal is to ensure the program contains high-quality, relevant sessions that provide the greatest value for our member's time. Hearing what topics are of interest or concern to you and your board members, will help ensure we meet that goal.

Please send all feedback to Daphne Tabbytite at [redacted].

Sincerely,
The AAVSB Conference Committee

P.S. And visit www.aavsb.org/AnnualMeeting for the 2014 Annual Meeting & Conference summary as well as video and photo recaps of the event.

Serving Veterinary Regulatory Boards in the Interest of Public Protection

CONFIDENTIALITY NOTE:

This email is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this email message is not the intended recipient, or the employee or agent responsible for delivery of the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is prohibited. If you have received this email in error, please notify us immediately by telephone at (816) 931-1504. Thank you.

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

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3) Name of Board, Committee, Council, Sections:

Veterinary Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
01/28/15	☐ Yes ☐ No	**Practice Act Model - Update**

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes (Fill out Board Appearance Request) ☒ No	

10) Describe the issue and action that should be addressed:

11) Authorization

Taylor Thompson **12/26/14**

Signature of person making this request Date

Supervisor (if required) Date

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Revised 8/13