



State of Wisconsin

Veterinary Examining Board

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Guidance Document VEB-GD-006 Renewal After 5 Years

Wis. Stat. § 89.03 (1)

Wis. Admin. Code § VE 1.28 and VE 2.12

10/18/23

Topic

This guidance document clarifies general guidelines that the VEB considers when evaluating applicants who were previously credentialed in any jurisdiction and have not been credentialed in any jurisdiction for 5 or more years.

Relevant Statutes and Administrative Code

Wis. Stat. § 89.03 (1) authorizes the board to promulgate rules relating to licensure qualifications and denial of a license, certification, or temporary permit.

Regarding veterinarians, Wis. Admin. Code § VE 1.28 (2) requires that if the licensee applies for renewal of the license 5 or more years after its expiration, in addition to requiring the licensee to pay the renewal fee and late fee, and to fulfill the continuing education hours required under § VE 1.30 completed before the license renewal, the board shall inquire as to whether the applicant is competent to practice as a veterinarian in this state and shall impose any reasonable conditions on reinstatement of the license, including reexamination, as the board deems appropriate. An applicant under this subsection is presumed to be competent to practice as a veterinarian in this state if at the time of application for renewal the applicant holds a full unexpired license issued by a similar licensing board of another state or territory of the United States or of a foreign country or province whose standards, in the opinion of the board, are equivalent to or higher than the requirements for licensure in this state. Notwithstanding any presumption of competency under this subsection, the board shall require each applicant under this subsection to pass the examination specified under § VE 1.14 (2).

Regarding certified veterinary technicians (CVTs), Wis. Admin. Code § VE 2.12 (2) requires that if the certificate holder applies for renewal of the certificate 5 or more years after its expiration, in addition to requiring the certificate holder to pay the renewal fee and late fee, and to fulfill the continuing education hours required under § VE 2.14 completed before the certificate renewal, the board shall inquire as to whether the applicant is competent to practice as a veterinary technician in this state and shall impose any reasonable conditions on renewal of the certificate including reexamination, as the board deems appropriate. An applicant under this subsection is presumed to be competent to practice as a veterinary technician in this state if at the time of application for renewal the applicant holds a full unexpired certificate issued by a similar licensing board of another state or territory of the United States or of a foreign country or province whose standards, in the opinion of the board, are equivalent to or higher than the requirements for certification in this state. Notwithstanding any presumptions of competency under this subsection, the board shall require each applicant under this subsection to pass the examination specified under § VE 2.04 (2).

Board Position

When evaluating requests for credential renewals under Wis. Admin. Code § VE 1.28 (2) and VE 2.12 (2) when the credential holder has not been credentialed in any jurisdiction for 5 or more years, the VEB will consider the guidelines described below. The VEB may deviate from these guidelines based on the review of specific applicant information.

Veterinarians

The VEB may consider the following options:

1) Continuing education (CE):

The VEB may require the applicant to complete the following CE prior to approval of the application: 30 hours times the number of biennial licensing periods that the applicant was not licensed divided by two ($30 \times \# \text{ credentialing periods} \div 2$), or 60 hours, whichever is greater.

Examples: An applicant who was not credentialed for 6 biennial licensing periods (12 years) may be required to complete 90 hours of CE. An applicant who was not credentialed for 3 biennial licensing periods (6 years) may be required to complete 60 hours of CE.

Five-sixths (83%) of the CE required under this calculation shall be related to scientific topics pertinent to veterinary medicine. A minimum of one-fifth (20%) of required CE shall be conducted in-person or live online.

All CE taken to satisfy this requirement must be taken during or after the last complete biennial licensing period preceding approval of the renewal application. Example: An applicant in July 2023 would need CE taken on or after January 1, 2020.

The CE required for this renewal will be counted towards the standard 30 CE hours required under Wis. Admin. Code § VE 1.30 for the biennial licensing period preceding renewal. No CE required for this renewal will be counted towards future renewals.

All required CE and documentation of CE must meet requirements under Wis. Admin. Code § VE 1.30 and 1.32.

All requirements must be satisfied prior to renewal. The requirements must be met prior to December 1 of odd years. If the requirements are not met by that date, the VEB may review the application again and consider imposing additional requirements for renewal. Example: The VEB notifies an applicant of the CE requirements for renewal on June 6, 2022, and the requirements must be completed by December 1, 2023, or the VEB may consider requiring additional CE.

Proof of CE completion must be submitted to the VEB before the VEB will renew the license.

2) International Council for Veterinary Assessment (ICVA) species specific exam and CE:

The VEB may require the applicant to take and pass an ICVA species specific exam. Additional information about ICVA species specific exams is available at: <https://www.icva.net/species-specific-exams/>.

In addition to the exam, the VEB will require the applicant to complete 30 hours of CE under Wis. Admin. Code § VE 1.30(1). All required CE and documentation of CE must meet requirements under Wis. Admin. Code § VE 1.30 and 1.32. A minimum of 12 hours of required CE shall be conducted in-person or live online.

All CE taken to satisfy this requirement must be taken during or after the last complete biennial licensing period preceding approval of the renewal application. Example: An applicant in July 2023 would need CE taken on or after January 1, 2020.

The CE required for this renewal will be counted towards the standard 30 CE hours required under Wis. Admin. Code § VE 1.30 for the biennial licensing period preceding renewal. No CE required for this renewal will be counted towards future renewals.

Proof of CE completion must be submitted to the VEB before the VEB will renew the license.

3) CE and supervised practice

The VEB may require the applicant to complete the following CE and practice with a limited license under the supervision of another veterinarian.

The VEB will require the applicant to complete 30 hours of CE under Wis Admin Code. § VE 1.30(1). All required CE and documentation of CE must meet requirements under Wis. Admin. Code § VE 1.30 and 1.32. A minimum of 12 hours of required CE shall be conducted in-person or live online. Proof of CE completion must be submitted to the VEB before the VEB will renew the license.

All CE taken to satisfy this requirement must be taken during or after the last complete biennial licensing period preceding approval of the renewal application. Example: An applicant in July 2023 would need CE taken on or after January 1, 2020.

The CE required for this renewal will be counted towards the standard 30 CE hours required under Wis. Admin. Code § VE 1.30 for the biennial licensing period preceding renewal. No CE required for this renewal will be counted towards future renewals.

After the CE is completed and all other conditions are met, the VEB may issue a limited license for the applicant to practice veterinary medicine under the supervision of another veterinarian for a set number of months. Supervision has the meaning given under Wis. Admin. Code § VE 1.02 (14).

Upon completion of the term of the limited license, a full license may be issued if the following conditions are met:

1. There are no complaints pending on the applicant veterinarian
2. There are no open investigations on the applicant veterinarian
3. There has been no discipline on the applicant veterinarian
4. The supervising veterinarian certifies both of the following:
 - a. The applicant veterinarian's practice of veterinary medicine satisfies current standards of competency.
 - b. The supervising veterinarian recommends full licensure of the applicant veterinarian.

Certified Veterinary Technicians (CVTs)

The VEB may require the applicant to complete the following continuing education hours (CE) prior to approval of the application: 15 hours times the number of biennial certification periods that the applicant was not certified divided by two ($15 \times \# \text{ credentialing periods} \div 2$), or 30 hours, whichever is greater.

Examples: An applicant who was not credentialed for 6 biennial certification periods (12 years) may be required to complete 45 hours of CE. An applicant who was not credentialed for 3 biennial certification periods (6 years) may be required to complete 30 hours of CE.

Two-thirds (or 67%) of the CE required under this calculation shall be related to scientific topics pertinent to veterinary medicine. A minimum of one-fifth (20%) of required CE shall be conducted in-person or live online.

All CE taken to satisfy this requirement must be taken during or after the last complete biennial certification period preceding approval of the renewal application. Example: An applicant in July 2023 would need CE taken on or after January 1, 2020.

The CE required for this renewal will be counted towards the standard 15 CE hours required under Wis. Admin. Code § VE 2.14 for the biennial certification period preceding renewal. No CE required for this renewal will be counted towards future renewals.

All required CE and documentation of CE must meet requirements under Wis. Admin. Code § VE 2.14 and 2.16.

All requirements must be satisfied prior to renewal. The requirements must be met prior to December 1 of odd years. If the requirements are not met by that date, the VEB may review the application again and consider imposing additional requirements for renewal. Example: The VEB notifies an applicant of the CE requirements for renewal on June 6, 2022, and the requirements must be completed by December 1, 2023, or the VEB may consider requiring additional CE.

Proof of CE completion must be submitted to the VEB before the VEB will renew a certification.