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

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

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

REQUIREMENTS

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

- **Face-to-face courses** (courses with attendance of all participants and speakers at one location) with lectures incl. discussion and/or practical tutorial
- **Interactive courses** (without attendance of all participants and speakers at one location) via online media (e-learning), audio-visual material or veterinary journals with obligatory written learning success control and a duration of at least one hour

Applications will be rejected, if current knowledge of veterinary medicine is disregarded and if it cannot be assumed that the course will enhance the knowledge of the participants. In case of doubt, experts will be consulted at the expense of the applicant.
Accreditation must be applied for in due time prior to the course, i. e. face-to-face courses 28 days prior to onset, interactive courses 42 days prior to onset, In case of delayed applications we will charge an additional fee (express processing; s. below). Subsequent applications are not possible. Accreditation for interactive courses is limited to one year.

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

APPLICATION

The application for certification must be made in written form (e-mail preferred) and must include the following course-information:

Face-to-face courses (process time approx. 2 weeks):

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

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

Interactive courses (process time approx. 8 weeks):

1. applicant (name, address) and invoice recipient (name, address)
2. type and title of the media (journal, e-learning, audio-visual material)
3. „location" (publisher, ISBN-number, web page/URL etc.)

4. date and duration of the course including entry deadline for assessment of training success
5. programme (topics, estimated duration of self-study)
6. complete course contents, content of learning success control incl. answers
7. speakers (full name, title, profession, professional qualification, further information if necessary)
8. host / applicant
9. public announcement (way and site [name of journal, web address etc.])

The amount of ATF-hours (CE-credits) depends on duration needed for the self-study. Only entire hours can be certified (rounding off/up; e.g. 1,5 hours = 2 ATF-hours; 1,4 hours = 1 ATF-hour)

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

CRITERIA:

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

- The course addresses veterinarians only. The host must guarantee that all participants are vets.
- The content of the course is suitable to enhance veterinary qualification and skills or knowledge of practice management.
- Speakers must have practical and academic experience that qualifies them to teach the topic covered in the segment, course, or module.
- The host is reliable and trustworthy and will conduct the course faultlessly. The host is obliged to provide information concerning participants and/or course evaluation to the ATF if necessary.
- The course is open to the veterinary public and will be announced publicly. Internal courses cannot be approved.
- Contents of the CE courses must be independent of any commercial interest. Objective information (e.g. on pharmaceutical products) according to scientific criteria is acceptable.
- Certificates of attendance:
  - Fact-to-face courses: Certificates can only be handed over after verification of participation on site.
  - Interactive courses: Certificates can only be handed over after passing the written learning success control.

ADMINISTRATION FEES:

— courses with a duration of one day	60,00 EUR incl. VAT
— multiple identical courses (duration of one day each) in one application (identical courses on different dates)	70,00 EUR incl. VAT
— courses with a duration of two days	100,00 EUR incl. VAT
— multiple identical courses (duration of two days each) in one application (identical courses on different dates)	110,00 EUR incl. VAT
— courses with a duration of more than two days	130,00 EUR incl. VAT
— multiple identical courses (duration of more than two days each) in one application (identical courses on different dates)	150,00 EUR incl. VAT
— interactive courses (peer-reviewed journals; listed in the Master Journal List of Thomson Reuters (http://ip-science.thomsonreuters.com/mjl/)	100,00 EUR incl. VAT
— interactive courses (journals, e-learning etc.)	200,00 EUR incl. VAT
— **additional fee** for delayed applications face-to-face courses: less than 28 days to onset, interactive courses: less than 42 days to onset	150,00 EUR incl. VAT

In case of any further questions please do not hesitate to contact the ATF office.

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