

CONTINUING EDUCATION REQUIREMENTS

An **Applied Equine Podiatrist** is required to have completed forty (40) hours of continuing education, to include a minimum of twenty (20) hours of practical Applied Equine Podiatry course work being completed (IIEP hands on course work). Applied Equine Podiatrist membership expires on January 1 of each year. Renewal may commence at any time within the calendar year.

Continuing education is not required for the year in which the membership is issued.

Continuing education is not required for the year (2006) in which the initial alumni membership was issued. Therefore, a person who was issued membership between the date of January 1, 2006 and January 1, 2007 is only required to submit twenty (20) hours of continuing education. A person who is issued membership after January 1, 2007 is not required to submit continuing education for the next renewal.

REQUIREMENTS FOR CONTINUING EDUCATION APPROVAL

- All continuing education programs, which do not have automatic approval, must be approved by the Institute's Alumni Board.
- It is the responsibility of the Applied Equine Podiatrist to verify the courses attended have been approved by the Board. Without approval, credit will not be given.
- Continuing education clock hours must be obtained within the annual renewal period and may not be carried over from one (1) renewal period to another.
- The Alumni Board will not renew the membership of a qualified Applied Equine Podiatrist who fails to comply with the requirement of continuing education.
- As a condition to approval of programs, the organization offering the CE must agree to provide participants with a record of attendance and to retain records of attendance by participants for (1) year from the date of the program.

CONTINUING EDUCATION DERIVED FROM SELF-STUDY

Continuing education derived from self-study will be accepted as renewal credit under the following conditions:

- The content must pertain to the practice of Applied Equine Podiatry.
- Self-study methods of presentation must include a written examination or post evaluation.
- Credit is limited to twenty (20) hours per annual renewal period.

AUTOMATIC APPROVAL

Continuing education programs for *Applied Equine Podiatry* sponsored by the following organization shall be deemed approved and no approval by the Alumni Board shall be required:

- IIEP, Inc. On Line Program (20) hours
- IIEP, Inc. Workshop and Course (40) hours

Automatic Approval

The following organizations shall be deemed approved for up to eight (8) hours of continuing education, and approval by the Alumni Board shall not be required:

- Guild of Professional Farriers Association or any of its constituent organization
- American Farrier Association or any of its constituent organization
- Worshipful Company of Farriers Association or any of its constituent organization
- American Veterinary Medical Association or any of its constituent organizations
- British Veterinary Medical Association, local veterinary associations, or any other provincial veterinary medical association

- American Animal Hospital Association or any another veterinary specialty organization
- American Holistic Veterinary Medical Assoc.
- Chi Institute of Chinese Medicine
- Equine Medical Center of Ocala

STANDARDS FOR APPROVAL

The Alumni Board will approve a course if it determines that the course will make a significant contribution to the professional competency of Applied Equine Podiatrist who enrolls. In determining if a course meets this standard, the board will consider whether the following requirements are met:

- The course has substantial content.
- The course content directly relates to the professional practice of Applied Equine Podiatry.
- Each faculty member or lecturer who has teaching responsibility in the course is qualified by academic work or practical experience to teach the assigned subject.
- High quality written materials, including notes and outlines, are available to all Applied Equine Podiatrist who enroll at or prior to the time the course is offered.
- The course is of sufficient length to provide a substantial educational experience. A course of less than one (1) hour will be carefully reviewed to determine if a substantial educational experience is provided.
- Appropriate educational methodology is used, including, but not limited to, the following:
 - A. Prepared printed handouts.
 - B. Courses of programmed instruction.
 - C. Active participation and demonstration.
 - D. Audio-visual materials.
- An adequate number of instructors are provided for the course. If audio-visual tapes are used as teaching materials, live presentations or discussion leaders must accompany the replaying of the tapes.

QUESTIONS If you have any questions regarding the approval of continuing education programs you may contact the Alumni Board at (410) 937-6610 or email us at alumni@equinepodiatry.net or FAX us at (352) 465-5165. You may also submit your questions to:

IIEP, Inc
 Attention: Alumni Board of CPD
 13755 SW61 Place Road
 Ocala, Florida 34481