

Continuing Professional Education Framework

All veterinarians licensed by the Animal & Veterinary Service (AVS), a cluster under National Parks Board (NParks), are required to obtain a **minimum of 50 CPE points across the 2 consecutive years** of licensure, of which, **at least 16 points must be from structured** CPE activities (refer to points allocation below).

In general, CPE are recognised either structured or unstructured. Structured CPE refer to activities which are taught AND can be externally validated through supporting documents. Unstructured CPE refer to informal activities which are not taught OR cannot be externally validated through supporting documents. Note that **at least 16 points must be from structured** CPE activities.

CPE points will be allocated strictly based on the framework on pages 2-3. In other words, CPE points are not allocated based on what is stated on the certificate issued (e.g. RACE credits).

As part of licence renewal, veterinarians will need to log their CPE using the CPE record card template (Annex A). The completed record card alongside supporting documents will need to be submitted for AVS's verification of the CPE activities logged. The record card can also be found in the email reminders for licence renewal. Veterinarians who do not meet the aforementioned CPE requirements will not be able to renew their licence.

Please retain all supporting documents for at least 2 years for auditing purposes.

For questions relating to CPE, please contact Ms Cheryl Germono (Cheryl_Germono@nparks.gov.sg).

Allocation of CPE points

ACTIVITY CATEGORY	POINTS ALLOCATION	SUPPORTING DOCUMENT(S) (FOR AUDIT)
1. Structured [Note: A minimum of 16 points/2 years must be gained from structured activities.]		
S1. Participation/Attendance in conferences/seminars: (a) <u>In-person/hybrid</u>; or (b) <u>Online (with assessment)</u>	1 point per hour of participation/attendance	One or more of the following: <ul style="list-style-type: none"> • Certificate of participation/attendance • Registration confirmation
S2. <u>Online (without assessment)</u> participation/attendance in conferences/seminars	1 point per hour of participation/attendance (capped at max 5 points/year)	One or more of the following: <ul style="list-style-type: none"> • Certificate of participation/attendance • Registration confirmation
S3. Formal presentation or scientific poster display	10 points per session	One or more of the following: <ul style="list-style-type: none"> • Invitation as speaker • Copy of presentation/poster • Or equivalent
S4. Postgraduate studies In veterinary or veterinary-related field	25 points per year of study	One or more of the following: <ul style="list-style-type: none"> • Confirmation of enrolment • Or equivalent
S5. Journal publication – <u>main author</u>	15 points per paper	<ul style="list-style-type: none"> • Copy of paper
S6. Journal publication – <u>subsidiary author</u>	5 points per paper	<ul style="list-style-type: none"> • Copy of paper
S7. Refereeing peer-reviewed journal	5 points per paper	<ul style="list-style-type: none"> • Copy of letter from editor
S8. External appointment(s) As an office-holder in veterinary-associated bodies outside of licensee's official employment	5 points per position per year	<ul style="list-style-type: none"> • Evidence of appointment
S9. Veterinary licence briefing Organised by NParks/AVS	5 points per attendance per year	<ul style="list-style-type: none"> • Email confirmation of attendance
S10. AVS initiatives/programmes e.g. working groups	To be awarded on an individual programme basis	<ul style="list-style-type: none"> • Evidence of participation/contribution
S11. SVA-organised CPE	To follow point allocation based on SA1-4, unless otherwise stated by SVA ¹	One or more of the following: <ul style="list-style-type: none"> • Certificate of participation/attendance • Registration confirmation

¹ Certain SVA organised CPE activities may have different CPE points allocation if endorsed by AVS e.g. joint SVA-AVS workshops

ACTIVITY CATEGORY	CREDIT POINTS	SUPPORTING DOCUMENT(S) (FOR AUDIT)
2. Unstructured		
U1. Private study/reading Reading of journals, textbooks	1 point per reading (capped at max 20 points/2 years)	<ul style="list-style-type: none"> List of private readings done (e.g. bibliography)
U2. Mentoring undergraduate students As part of vet student's placement/EMS requirements	1 point per week (capped at max 20 points/2 years)	<ul style="list-style-type: none"> Acknowledgement by student – to include duration, broad areas/topics covered, name of mentor/vet and clinic
U3. Mentoring postgraduate/ specialist candidates or interns In veterinary or veterinary-related field	1 point per day (capped at max 20 points/2 years)	<ul style="list-style-type: none"> Acknowledgement by candidate/intern – to include duration, broad areas/topics covered, name of mentor/vet and clinic
U4. Being mentored As part of internship or equivalent	3 – 7 days – 10 points per mentorship ≥ 1 week – 20 points per mentorship	<ul style="list-style-type: none"> Signed testament by mentor

**RECORD CARD:
CONTINUING PROFESSIONAL EDUCATION FOR VETERINARIANS**

Name of Veterinarian: _____

NParks/AVS Licence No: _____

Tel no: _____ (Office) _____ (Mobile) _____

Email: _____

Record period: From ___ / ___ / ___ to ___ / ___ / ___

Date	Activity Category (e.g. S1, U2)	Activity name/description	No. of hours/sessions/papers, etc.	Credit points entitled	
				Structured	Unstructured
			Subtotal		

Declaration

I, _____ (name), hereby declare that all information given in this record is to my best knowledge, true and correct.

Electronic Signature/Date