

**ARTICLE 1.1. PROFESSIONAL COMPETENCE**

**Rule 1. Veterinarians**

**888 IAC 1.1-1-1 Professional competence**

Authority: IC 15-5-1.1-8  
Affected: IC 15-5-1.1-8; IC 15-5-1.1-20.2

Sec. 1. A licensed veterinarian is professionally competent if, in the practice of veterinary medicine, he exercises the reasonable care and diligence ordinarily exercised by members of his profession in similar cases under like conditions. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-1-1; filed Dec 1, 1983, 3:40 pm: 7 IR 387; readopted filed Jul 18, 2001, 10:20 a.m.: 24 IR 4238*)

**Rule 2. Registered Veterinary Technicians**

**888 IAC 1.1-2-1 Professional competence**

Authority: IC 15-5-1.1-8  
Affected: IC 15-5-1.1-8; IC 15-5-1.1-20.2

Sec. 1. A registered veterinary technician is professionally competent if, in the performance of his assigned duties, he exercises the reasonable care and diligence ordinarily exercised by members of his profession in similar cases under like conditions. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-2-1; filed Dec 1, 1983, 3:40 pm: 7 IR 387; readopted filed Jul 18, 2001, 10:20 a.m.: 24 IR 4238*)

**Rule 3. Fees**

**888 IAC 1.1-3-1 Fees (Repealed)**

Sec. 1. (*Repealed by Indiana Board of Veterinary Medical Examiners; filed Nov 14, 1985, 9:38 am: 9 IR 778*)

**888 IAC 1.1-3-2 Licensed veterinarians; fees**

Authority: IC 15-5-1.1-8; IC 15-5-1.1-20.2; IC 25-1-8-2  
Affected: IC 25-1-8-1

Sec. 2. The following fees shall apply to licensed veterinarians:

Application for licensure/issuance	\$150
Application by examination/issuance	\$150
License renewal (October 15 of each odd-numbered year)	\$100 biennially
Endorsement-reciprocity out	\$10
Duplicate license	\$10

(*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-3-2; filed Nov 14, 1985, 9:38 a.m.: 9 IR 778; filed Feb 26, 1987, 2:45 p.m.: 10 IR 1392; filed Jul 6, 1988, 2:20 p.m.: 11 IR 3919; filed Mar 15, 1989, 2:55 p.m.: 12 IR 1635; filed May 20, 1993, 5:00 p.m.: 16 IR 2424; filed May 20, 1996, 3:00 p.m.: 19 IR 2882; filed Aug 7, 2000, 2:19 p.m.: 24 IR 24; readopted filed Dec 2, 2001, 12:35 p.m.: 25 IR 1346*)

**888 IAC 1.1-3-3 Registered veterinary technicians; fees**

Authority: IC 15-5-1.1-8; IC 15-5-1.1-20.2; IC 25-1-8-2  
Affected: IC 25-1-8-1

Sec. 3. The following fees shall apply to registered veterinary technicians:

Application for registration-issuance	\$30
Examination	

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Administrative fee payable to the health professions bureau	\$15, plus cost of veterinary technology examination payable to PES
Renewal of registration	\$15 biennially (January 1 of each even-numbered year)
Reinstatement of registration	\$10 plus current biennial renewal fee
Endorsement-reciprocity out	\$10
Duplicate registration	\$10

*(Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-3-3; filed Nov 14, 1985, 9:38 a.m.: 9 IR 778; filed Feb 26, 1987, 2:45 p.m.: 10 IR 1393; filed Jul 6, 1988, 2:20 p.m.: 11 IR 3919; filed May 1, 1990, 10:45 a.m.: 13 IR 1721; filed May 20, 1993, 5:00 p.m.: 16 IR 2424; filed May 20, 1996, 3:00 p.m.: 19 IR 2882; errata filed Jul 3, 1996, 5:00 p.m.: 19 IR 3114; readopted filed Dec 4, 2001, 10:17 a.m.: 25 IR 1733)*

**Rule 4. Veterinary Practice Facilities**

**888 IAC 1.1-4-1 Fixed practice facilities; standards**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1-8

Sec. 1. For the purposes of 888 IAC 1.1-4-1, “fixed practice facility” means a stationary facility established to provide examination, diagnosis, and health maintenance to animals. Practitioners maintaining a fixed veterinary practice facility shall comply with the following standards:

- (a) If medical treatment is provided to animals, appropriate areas for such treatment shall be available within the facility, as well as housing for treatment and convalescence.
- (b) If aseptic surgery is performed within the facility, the facility shall contain and use:
  - (1) an area designated for surgery;
  - (2) adequate sterilization for instruments, gloves, and drapes;
  - (3) sterile instruments, gloves, and drapes;
  - (4) adequate lighting;
  - (5) adequate drugs and equipment readily available to handle surgical emergencies, including but not limited to endotracheal catheters, and oxygen or respiratory facilities.
- (c) The facility shall provide adequate heating and ventilation for the comfort of animals treated and housed within.
- (d) The facility shall be equipped with proper lighting in order that all parts thereof are clearly visible.
- (e) The facility shall comply with all applicable state and local ordinances, including but not limited to:
  - (1) hot and cold running water from a source approved by the appropriate authorities;
  - (2) adequate clean and orderly toilets and lavatories for personnel and clients;
  - (3) sanitary and esthetic disposal of dead animals.
- (f) All supplies, including food and bedding, shall be stored in facilities which adequately protect against infestation, contamination, or deterioration. Refrigeration shall be provided for all supplies that are of perishable nature, including food, drugs, and biologicals.
- (g) Excrement shall be promptly removed and disposed of in an appropriate manner.
- (h) The exterior of the facility shall be clean and in good repair, and surrounding grounds must be clean and well-maintained.
- (i) Appropriate exterior identification shall be posted to clearly indicate that the location is a veterinary practice facility.
- (j) All interior areas of the facility, including the entrance, reception area, office, dispensing area, and examination rooms shall be clean, orderly and free from hazards.
- (k) If grooming services are performed within the facility, the grooming area shall be clean and orderly.
- (l) The animal housing area shall be clean, orderly, and well-lighted.
- (m) Exercise runs, if provided, shall be clean, secure, and free of hazards.
- (n) The following equipment shall be available within the facility:
  - (1) lined waste receptacle;
  - (2) sink;
  - (3) disposable towels;

- (4) adequate table with impervious surface, capable of being disinfected after each examination;
- (5) stethoscope;
- (6) thermometer;
- (7) refrigerator;
- (8) other equipment appropriate to the type of practice.
- (o) Laboratory equipment shall be available within the facility or shall be readily accessible.
- (p) If radiological services are provided within the facility, the following equipment shall be contained therein:
  - (1) x-ray machine;
  - (2) developing tanks.

If radiological services are not provided within the facility, appropriate arrangements shall be made to provide these services outside the facility. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-4-1; filed Apr 26, 1988, 2:10 pm: 11 IR 3045; readopted filed Jul 18, 2001, 10:20 a.m.: 24 IR 4238*)

**888 IAC 1.1-4-2 Mobile practice facilities; standards**

Authority: IC 15-5-1.1-8  
Affected: IC 15-5-1.1-8

Sec. 2. For the purposes of 888 IAC 1.1-4-2, “mobile practice facility” means a practice established to provide examination, diagnosis, and health maintenance to animals conducted from a vehicle with special medical or surgical facilities or from a vehicle suitable only for making house or farm calls. Practitioners maintaining a mobile practice facility shall comply with the following standards:

- (a) Regardless of mode of transportation, the practice shall have a permanent base of operations with a published address and telephone facilities for making appointments or responding to emergency situations.
- (b) All records shall be maintained at the permanent facility and the information contained therein shall be readily accessible.
- (c) The vehicle and equipment shall be clean, neat, and in good repair.
- (d) Clean coveralls or other outer garment shall be available for each call.
- (e) Footwear capable of being disinfected shall be available on each professional call.
- (f) If surgical procedures are performed within the mobile facility, the facility shall meet requirements of 888 IAC 1.1-4-1(b). (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-4-2; filed Apr 26, 1988, 2:10 pm: 11 IR 3046; readopted filed Jul 18, 2001, 10:20 a.m.: 24 IR 4238*)

**Rule 5. Standards of Practice**

**888 IAC 1.1-5-1 Standards of practice**

Authority: IC 15-5-1.1-8  
Affected: IC 25-1-9

Sec. 1. A veterinarian may be found guilty of the incompetent practice of veterinary medicine and may be disciplined under IC 25-1-9 if the veterinarian does any of the following:

- (1) Fails to maintain written animal health records as defined by section 2 of this rule.
- (2) Dispenses or prescribes drugs or therapy unless a veterinarian-client-patient relationship has been established. As used in this subdivision, “veterinarian-client-patient relationship” means the following:
  - (A) The veterinarian has assumed the responsibility for making clinical judgments regarding the health of the animal and the need for medical treatment, and the client has agreed to follow the veterinarian’s instructions.
  - (B) The veterinarian has sufficient knowledge of the animal to initiate at least a general or preliminary diagnosis of the medical condition of the animal. This means that the veterinarian has recently seen and is personally acquainted with the keeping and care of the animal by virtue of an examination of the animal, or by medically appropriate and timely visits to the premises where the animal is kept.
  - (C) The veterinarian is readily available or has arranged for emergency coverage, for follow-up evaluation in the event of adverse reactions, or the failure of the treatment regimen.
- (3) Knowingly provides prescription drugs or access to prescription drugs for use other than in the proper course of veterinary

diagnosis or treatment.

(4) Performs a treatment or procedure that is beyond the skill or knowledge of the practitioner.

(5) Permits, delegates, or requires an employed veterinarian to improperly perform the duties of an accredited veterinarian.

(6) Permits, delegates, or requires an employed veterinarian to perform services that would constitute a violation of standards provided by this section.

*(Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-5-1; filed Apr 26, 1988, 2:10 p.m.: 11 IR 3046; filed Aug 11, 1989, 1:35 p.m.: 13 IR 86; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1003; filed May 2, 2001, 10:05 a.m.: 24 IR 2707)*

**888 IAC 1.1-5-2 Animal health records**

Authority: IC 15-5-1.1-8

Affected: IC 25-1-9

Sec. 2. (a) For purposes of section 1 of this rule, written animal health records shall include, but not be limited to, the following information:

(1) Name, address, and telephone number of the owner.

(2) Name, number, or other identification of the animal or group.

(3) Species, breed, age, sex, and color of the animal.

(4) Immunization record.

(5) Beginning and ending dates of custody of the animal.

(6) A short history of the animal's condition as it pertains to its medical status.

(7) Physical examination findings and laboratory data.

(8) Provisional or final diagnosis.

(9) Treatment and medication administered, prescribed, or dispensed.

(10) Surgery and anesthesia.

(11) Progress of the case.

(b) Animal health records for companion animals shall be maintained for each animal.

(c) Animal health records for economic animals may be maintained on a group or client basis.

(d) Animal health records shall be retained and shall be readily retrievable for a period of three (3) years following the last treatment or examination. *(Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-5-2; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1004; readopted filed Jul 18, 2001, 10:20 a.m.: 24 IR 4238)*

**888 IAC 1.1-5-3 Reporting of substance abuse or psychiatric impairment**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1

Sec. 3. (a) For purposes of this section, "practitioner" is *[sic.]* means a:

(1) veterinarian who is licensed to practice veterinary medicine; or

(2) veterinary technician who is registered to work under the direct supervision of a licensed veterinarian;

in accordance with IC 15-5-1.1.

(b) Any practitioner who has personal knowledge based upon a reasonable belief that another practitioner has a:

(1) severe dependency upon alcohol or other drugs or controlled substances; or

(2) psychiatric impairment;

shall promptly report the conduct to the board unless the practitioner with the substance abuse problem or psychiatric impairment would be exempt from reporting himself or herself under subsection (c).

(c) A practitioner who voluntarily submits himself or herself to, or is otherwise undergoing, a course of treatment for:

(1) addiction;

(2) severe dependency upon alcohol or other drugs or controlled substances; or

(3) psychiatric impairment;

where the treatment is sponsored or supervised by professional healthcare or substance abuse treatment providers shall be exempt from reporting to the board for so long as the practitioner is complying with the course of recommended treatment and making satisfactory progress.

- (d) This section shall not, in any manner whatsoever directly or indirectly, be deemed or construed to:
- (1) prohibit;
  - (2) restrict;
  - (3) limit; or
  - (4) otherwise preclude;

the board from taking any action it deems appropriate or as may otherwise be provided by law. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-5-3; filed Mar 10, 2006, 8:46 a.m.: 29 IR 2201*)

## **Rule 6. Application for License as a Veterinarian**

### **888 IAC 1.1-6-1 Application content; examination applicant; application deadline**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1-11; IC 15-5-1.1-12

Sec. 1. (a) An applicant for license by examination shall submit the following information:

- (1) Official transcripts or a letter from the dean, certified by the school or college, recording the degree earned in a school or college of veterinary medicine accredited under IC 15-5-1.1-11(a) or a notarized copy of the applicant's diploma.
- (2) Official score report of the applicant's National Board Examination (NBE) and the Clinical Competency Test (CCT) or the North American Veterinary Licensing Examination (NAVLE) approved under IC 15-5-1.1-12(b) if the applicant is not applying to take these examinations in Indiana.
- (3) Two (2) unmounted, duplicate, passport-quality photographs taken not earlier than eight (8) weeks prior to the date of application, dated and signed across the back in the applicant's handwriting, "I certify that this is a true photograph of me."
- (4) A statement from the appropriate agency in each state where the applicant has been licensed, verifying the date the applicant's license was originally issued and certifying whether or not disciplinary proceedings have ever been initiated or are presently pending against the applicant.
- (5) The fee required by 888 IAC 1.1-3-2.

(b) An applicant who has not graduated from an accredited school of veterinary medicine and who submits satisfactory proof that he or she is enrolled in the Educational Commission for Foreign Veterinary Graduates (ECFVG) program of the American Veterinary Medical Association and has completed ECFVG Step 2 (English proficiency) may be approved to take the NAVLE. The applicant is not eligible for licensure until he or she submits satisfactory proof that he or she holds an ECFVG certificate issued by the American Veterinary Medical Association.

(c) All applications for the NAVLE must be received by the board at least ninety-five (95) days prior to the administration of the NAVLE in which the applicant desires to participate. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-6-1; filed Jan 22, 1991, 4:50 p.m.: 14 IR 1284; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1004; filed Aug 7, 2000, 2:19 p.m.: 24 IR 24; readopted filed Jul 18, 2001, 10:20 a.m.: 24 IR 4238; filed Dec 20, 2002, 12:31 p.m.: 26 IR 1563; filed Sep 16, 2004, 9:20 a.m.: 28 IR 606; filed Oct 6, 2004, 5:15 p.m.: 28 IR 607*)

### **888 IAC 1.1-6-2 Practical examination content (Repealed)**

Sec. 2. (*Repealed by Indiana Board of Veterinary Medical Examiners; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1006*)

### **888 IAC 1.1-6-3 Examination scores**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1

Sec. 3. (a) An applicant for licensure is required to attain a passing score on the National Board Examination (NBE) and the Clinical Competency Test (CCT) or the North American Veterinary Licensing Examination (NAVLE).

(b) An applicant is required to attain a score of seventy-five (75) or above on a written examination on jurisprudence.

(c) An applicant who attains a score of seventy-five (75) or above on the written examination on jurisprudence and a passing score on the CCT and the NBE or the NAVLE shall pass the examination.

(d) An applicant who has taken the NBE and CCT or the NAVLE in another state is not required to retake those examinations,

provided the applicant has attained a passing score on the examinations.

(e) An applicant who attains a score below seventy-five (75) on the written examination on jurisprudence or a score below passing on the NBE, CCT, or NAVLE shall fail the examination and must repeat the examination on which a passing score was not attained.

(f) The applicable fee shall be charged for each examination or reexamination. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-6-3; filed Jan 22, 1991, 4:50 p.m.: 14 IR 1284; filed Apr 12, 1993, 11:00 a.m.: 16 IR 2188; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1005; filed Aug 7, 2000, 2:19 p.m.: 24 IR 25; readopted filed Jul 18, 2001, 10:20 a.m.: 24 IR 4238*)

## **Rule 7. Application for Veterinary License; Endorsement**

### **888 IAC 1.1-7-1 Application for license by endorsement**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1

Sec. 1. (a) An applicant for license by endorsement shall submit the following information:

(1) Official transcripts or a letter from the dean, certified by the school or college, recording the degree earned in a school or college of veterinary medicine accredited under IC 15-5-1.1-11(a), a notarized copy of diploma, or a certificate issued by the Educational Commission for Foreign Veterinary Graduates program of the American Veterinary Medical Association.

(2) One (1) passport-quality photograph taken not earlier than eight (8) weeks prior to the date of application, dated and signed across the back in the applicant's handwriting, "I certify that this is a true photograph of me."

(3) Official score report of the applicant's National Board Examination (NBE) and the Clinical Competency Test (CCT) or the North American Veterinary Licensing Examination (NAVLE) approved under IC 15-5-1.1-12(b).

(4) A statement from the appropriate agency in each state where the applicant is or has been licensed, verifying the date the applicant's license was originally issued and certifying whether or not disciplinary proceedings have ever been initiated or are presently pending against the applicant.

(5) The fee required by 888 IAC 1.1-3-2.

(6) Any other documentation the board may require to demonstrate compliance with IC 15-5-1.1-13.

(b) An applicant is required to attain a score of seventy-five (75) or above on a written jurisprudence examination. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-7-1; filed May 8, 1992, 5:00 p.m.: 15 IR 1962; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1005; filed Aug 7, 2000, 2:19 p.m.: 24 IR 25; readopted filed Jul 18, 2001, 10:20 a.m.: 24 IR 4238*)

## **Rule 8. Application for Registration as a Veterinary Technician; Examination**

### **888 IAC 1.1-8-1 Application content**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1-15

Sec. 1. An applicant for registration as a veterinary technician shall submit the following information:

(1) Official transcripts, certified by the school or college, recording degree earned in a program of veterinary technology approved under IC 15-5-1.1-15.

(2) Official score reports from the Professional Examination Service showing a passing score on the examination in veterinary technology, if the applicant is not applying to take this examination in Indiana.

(3) Two (2) unmounted, duplicate, passport-quality photographs taken not earlier than one (1) year prior to the date of application, dated and signed across the back in the applicant's handwriting, "I certify that this is a true photograph of me."

(4) Statement from the appropriate agency in each state where the applicant has been registered, verifying the date the applicant's registration was originally issued and certifying whether or not disciplinary proceedings have ever been initiated or are presently pending against the applicant.

(5) Fee required under 888 IAC 1.1-3-3.

(*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-8-1; filed May 8, 1992, 5:00 p.m.: 15 IR 1962; readopted filed Jul 18, 2001, 10:20 a.m.: 24 IR 4238*)

**888 IAC 1.1-8-2 Practical examination content (Repealed)**

Sec. 2. *(Repealed by Indiana Board of Veterinary Medical Examiners; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1006)*

**888 IAC 1.1-8-3 Examination scores**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1-12

Sec. 3. (a) An applicant is required to attain a criterion-referenced passing point of 425 on the veterinary technology examination given by the Professional Examination Service (PES).

(b) An applicant is required to attain a minimum score of seventy-five (75) on a written jurisprudence examination.

(c) An applicant who attains a score of seventy-five (75) or above on the written jurisprudence examination and a criterion-referenced passing point of 425 or above on the PES written examination in veterinary technology shall pass the examination.

(d) An applicant who has taken the PES written examination in another state is not required to retake that examination, provided the applicant has attained a criterion-referenced passing point of 425 on the examination.

(e) An applicant who attains a score below seventy-five (75) on the written jurisprudence examination or a criterion-referenced passing point of 425 on the PES written examination shall fail the examination and must repeat the examination on which a passing score was not attained.

(f) The applicable fee shall be charged for each examination or reexamination. *(Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-8-3; filed May 8, 1992, 5:00 p.m.: 15 IR 1963; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1005; readopted filed Jul 18, 2001, 10:20 a.m.: 24 IR 4238; filed Jun 27, 2005, 10:00 a.m.: 28 IR 3581)*

**Rule 9. Application for Registration as a Veterinary Technician; Endorsement**

**888 IAC 1.1-9-1 Application for registration by endorsement**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1-15; IC 15-5-1.1-15.4

Sec. 1. (a) An applicant for registration by endorsement shall submit the following information:

(1) Official transcripts, certified by the school or college, recording the degree earned in a veterinary technology program approved under IC 15-5-1.1-15.

(2) One (1) passport-quality photograph taken not earlier than one (1) year prior to the date of application, dated and signed across the back in the applicant's handwriting, "I certify that this is a true photograph of me."

(3) A statement from the appropriate agency in each state where the applicant is or has been registered, verifying the date the applicant's registration was originally issued and certifying whether or not disciplinary proceedings have ever been initiated or are presently pending against the applicant.

(4) The fee required by 888 IAC 1.1-3-3.

(5) Any other documentation the board may require to demonstrate compliance with IC 15-5-1.1-15.4.

(b) An applicant is required to attain a minimum score of seventy-five (75) on a written jurisprudence examination. *(Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-9-1; filed May 8, 1992, 5:00 p.m.: 15 IR 1963; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1006; readopted filed Jul 18, 2001, 10:20 a.m.: 24 IR 4238)*

**Rule 10. Continuing Education**

**888 IAC 1.1-10-1 Continuing education requirements for veterinarians and veterinary technicians**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1

Sec. 1. (a) A veterinarian licensed in Indiana is required to complete forty (40) clock hours of continuing education in the area of veterinary medicine for biennial license renewal on October 15 of each odd-numbered year.

(b) A registered veterinary technician is required to complete sixteen (16) clock hours of continuing education in the area of

veterinary medicine for renewal of a registration on January 1 of each even-numbered year.

(c) A licensed veterinarian or registered veterinary technician is not required to complete continuing education requirements for the year in which the initial license or registration is issued.

(d) Continuing education clock hours must be obtained within the biennial renewal period and may not be carried over from one (1) renewal period to another. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-10-1; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3374; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946*)

**888 IAC 1.1-10-2 Continuing education reporting**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1

Sec. 2. (a) A licensed veterinarian and a registered veterinary technician must certify completion of continuing education required by section 1 of this rule at the time of license or registration renewal on a form provided by the health professions bureau.

(b) A licensed veterinarian and a registered veterinary technician must retain a record of continuing education required by section 1 of this rule for four (4) years following the end of the biennium.

(c) It is the responsibility of the veterinarian or registered veterinary technician to verify that courses attended have been approved by the board. Without approval, as provided in section 3 of this rule, credit will not be given.

(d) The board will not renew a license of a veterinarian or a registration of a veterinary technician who fails to comply with this rule.

(e) Continuing education clock hours used to satisfy continuing education requirements of another state may be applied toward the fulfillment of the continuing education clock hours required in Indiana. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-10-2; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3374; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946*)

**888 IAC 1.1-10-3 Application for approval**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1

Sec. 3. (a) The sponsoring organization must file an application provided by the bureau. The application must contain the following information:

(1) Name of lecturer.

(2) Academic and professional background of lecturer.

(3) Brief summary of content of program.

(4) Date and location of program.

(5) Number of clock hours of continuing education requested.

(6) Name of the person who will monitor attendance and the manner in which attendance will be monitored.

(7) Any other pertinent information required by the board.

(b) As a condition to approval of programs, the sponsoring organization must agree to provide participants with a record of attendance and to retain records of attendance by participants for four (4) years from the date of the program. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-10-3; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3374; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946*)

**888 IAC 1.1-10-4 Standards for approval**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1

Sec. 4. (a) The board will approve a course if it determines that the course will make a significant contribution to the professional competency of veterinarians and veterinary technicians who enroll. In determining if a course meets this standard, the board will consider whether the following requirements are met:

(1) The course has substantial content.

(2) The course content directly relates to the professional practice of veterinary medicine.

(3) 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.

(4) High quality written materials, including notes and outlines, are available to all veterinarians and veterinary technicians who enroll at or prior to the time the course is offered.

(5) 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.

(6) Appropriate educational methodology is used, including, but not limited to, the following:

(A) Prepared library packages.

(B) Courses of programmed instruction.

(C) Active participation and demonstration.

(D) Audio-visual materials.

(7) An adequate number of instructors is 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.

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

(1) The content must pertain to the practice of veterinary medicine.

(2) Credit is limited to ten (10) hours per biennial renewal period for veterinarians and four (4) hours per biennial renewal period for veterinary technicians.

(3) Self-study methods of presentation must include a written examination or postevaluation.

(c) Notwithstanding subsection (a), continuing education programs for veterinarians and registered veterinary technicians sponsored by the following organizations shall be deemed approved and no approval by the board shall be required:

(1) American Veterinary Medical Association or any of its constituent organizations.

(2) Indiana Veterinary Medical Association, local veterinary associations, or any other state or provincial veterinary medical association.

(3) American Animal Hospital Association or any other veterinary specialty organization.

(4) Indiana Veterinary Technicians Association.

(5) Purdue University School of Veterinary Medicine or any other accredited veterinary school in the United States.

(6) American Association of Laboratory Animal Sciences.

*(Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-10-4; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3374; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946)*

## **Rule 11. Inactive Status of Licenses**

### **888 IAC 1.1-11-1 Inactive status for veterinarians**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1-18; IC 15-5-1.1-19

Sec. 1. (a) The board may place a veterinary license on inactive status if the applicant makes the request in writing under IC 15-5-1.1-19.

(b) The fee and continuing education requirements are waived when a request for inactive status is submitted to and approved by the board.

(c) The veterinarian will no longer receive renewal notices until the time the veterinarian submits a written request to reactivate the veterinarian's license. *(Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-11-1; filed Dec 20, 2002, 12:36 p.m.: 26 IR 1563)*

### **888 IAC 1.1-11-2 Reactivation of an inactive license to practice veterinary medicine; requirements**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1-18; IC 15-5-1.1-19

Sec. 2. (a) The following requirements apply to requests for reactivation of an inactive license to practice veterinary medicine:

(1) The veterinarian must submit an application for reactivation in the form and manner required by the board.

(2) The veterinarian must submit the current renewal fee as required in 888 IAC 1.1-3-2 at the time of applying to reactivate the applicant's license.

(3) If the veterinarian's license has been on inactive status two (2) years or less, the veterinarian must submit proof of the completion of the continuing education hours required by 888 IAC 1.1-10-1.

(4) If the veterinarian's license has been on inactive status for more than two (2) years up to and including three (3) years, the veterinarian must submit proof of completion of sixty (60) hours of the continuing education that meets the requirements of 888 IAC 1.1-10-1.

(5) If the veterinarian's license has been on inactive status more than three (3) years up to and including four (4) years, the veterinarian must submit proof of completion of eighty (80) hours of the continuing education that meets the requirements of 888 IAC 1.1-10-1.

(6) If the veterinarian's license has been inactive more than four (4) years, the board may require the veterinarian to make a personal appearance before the board and meet any additional conditions set by the board, including, but not limited to, completion of continuing education in an amount prescribed by the board. The veterinarian may be required to take and pass an examination as approved by the board.

(b) Documentation verifying the completion of the required continuing education hours must be submitted to the board with the license reactivation application. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-11-2; filed Dec 20, 2002, 12:36 p.m.: 26 IR 1563*)

**888 IAC 1.1-11-3      Inactive status for registered veterinary technicians**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1-18; IC 15-5-1.1-19

Sec. 3. (a) The board may place a registered veterinary technician on inactive status if the applicant makes the request in writing under IC 15-5-1.1-19.

(b) The fee and continuing education requirements are waived when a request for inactive status is submitted to and approved by the board.

(c) The registered veterinary technician will no longer receive renewal notices until the time the registered veterinary technician submits a written request to reactivate the veterinary technician's registration. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-11-3; filed Dec 20, 2002, 12:36 p.m.: 26 IR 1564*)

**888 IAC 1.1-11-4      Reactivation of an inactive veterinary technician registration**

Authority: IC 15-5-1.1-8

Affected: IC 15-5-1.1-18; IC 15-5-1.1-19

Sec. 4. (a) The following requirements apply to requests for reactivation of an inactive veterinary technician registration:

(1) The veterinary technician must submit an application for reactivation in the form and manner required by the board.

(2) The registered veterinary technician must submit the current renewal fee as required in 888 IAC 1.1-3-3 at the time of applying to reactivate the applicant's registration.

(3) If the registered veterinary technician's registration has been on inactive status two (2) years or less, the registered veterinary technician must submit proof of the completion of the continuing education hours required by 888 IAC 1.1-10-1.

(4) If the registered veterinary technician has been on inactive status more than two (2) years up to and including three (3) years, the registered veterinary technician must submit proof of completion of twenty-four (24) hours of the continuing education that meets the requirements of 888 IAC 1.1-10-1.

(5) If the registered veterinary technician has been on inactive status more than three (3) years up to and including four (4) years, the registered veterinary technician must submit proof of completion of thirty-two (32) hours of the continuing education that meets the requirements of 888 IAC 1.1-10-1.

(6) If the registered veterinary technician has been on inactive status more than four (4) years, the board may require the registered veterinary technician to make a personal appearance before the board and meet any additional conditions set by the board, including, but not limited to, the completion of continuing education in an amount prescribed by the board. The registered veterinary technician may be required to take and pass an examination as approved by the board.

(b) Documentation verifying the completion of the required continuing education hours must be submitted to the board with the registration reactivation application. (*Indiana Board of Veterinary Medical Examiners; 888 IAC 1.1-11-4; filed Dec 20, 2002, 12:36 p.m.: 26 IR 1564*)

PROFESSIONAL COMPETENCE

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