



**ATSAQ**

Association  
des Techniciens  
en Santé Animale  
du Québec

# **Continuing education credits guidelines**

Updated effective January 18, 2023



## REQUIREMENTS TO MAINTAIN THE REGISTRATION STATUS

To maintain your registration status, the certified AHT (CAHT) member of ATSAQ must collect at least 20 credits every 2 calendar years (01/01 to 31/12).

All the proof of continuing education (CE) must comply with all the existing mandatory information requirements. This means that all the certificates must include **ALL** of the following information **ON** the certificate.

It is possible to add the missing information as an addition in the file or to write it before scanning the certificates.

Only files in **PDF, WORD (.doc) or .JPEG** format will be accepted.

### Mandatory informations:

- **Date of attendance**
- **Topic and/or title of the CE session/series**
- **Duration of the session (or the number of credits)**
- **Location of the session**
- **Name of the CAHT who attended the CE session**
- **ATSAQ member number of the CAHT who attended the CE session**
- **Logo and/or name of the organization or company organizing the CE session**
- **Name(s) of the speaker(s)**

The CE session must have been previously approved by ATSAQ by submitting the session's information at [info@atsaq.org](mailto:info@atsaq.org). It is the responsibility of the organizing party to complete the approval process.

The following tables indicate how to collect continuing education credits. Tables are presented by fields of activities:

- [Type of session completed](#)
- [Type of session given](#)
- [Social or professional implication](#)
- [Professional certification and diploma](#)
- [Articles and scientific content](#)

## EXEMPTION REQUEST TO THE REGISTRATION MAINTENANCE REQUIREMENTS

To make such a request, the CAHT must comply with one of the following in order to maintain their registration:

- To be on a leave of absence for a duration of more than 6 months.
- Provide a doctor report presenting why the CAHT is incapable to work.
- Remain a member in good standing of ATSAQ throughout the duration of the leave.

In the event of the criteria being met, the candidate will have the appropriate extension to complete their 20 CE credits. Requests are assessed individually through an objective process and the requests must be sent in writing at [info@atsaq.org](mailto:info@atsaq.org).

<b>Category: Sessions taken</b>	
<b>Conference, seminar or symposium of interest for AHT</b>	<b>1 credit/hour</b>
<ul style="list-style-type: none"> <li>Any conference, seminar or symposium, approved by an organization or an association (national or provincial) related to the AHT, veterinary profession or an approved company.</li> </ul>	
<b>Workshop, Master class or wet lab of interest for AHT</b>	<b>2 credits/hour</b>
<ul style="list-style-type: none"> <li>Any workshop approved by an organization or an association (national or provincial) related to the AHT, veterinary profession or an approved company.</li> </ul>	
<b>Presentation by a company in the workplace</b>	<b>1 credit/hour</b>
<ul style="list-style-type: none"> <li>The presentation must be given to a small group by a speaker from an approved company and must have a minimum duration of an hour per group.</li> </ul>	
<b>Online session or webinar</b>	<b>Depends on the organization</b>
<ul style="list-style-type: none"> <li>ATSAQ will enter every session that has an “approved by ATSAQ” and the credits for RACE (<i>Registry of Approved Continuing Education</i>) approved sessions.</li> </ul>	

<b>Category: Sessions given</b>	
<b>Give a lecture on a topic of interest for AHT</b>	<b>3 credits/hour Max : 6 per session</b>
<ul style="list-style-type: none"> <li>Any session given during an approved conference an organization or an association (national or provincial) related to the AHT, veterinary profession or an approved company</li> <li>Applies to lectures/sessions given in a workplace</li> <li>Session must be at least 1 hour</li> <li>Notes and documentation related to the conference must be given to all the attendees and the speaker must keep a copy as well</li> <li>A session approval request must be submitted to ATSAQ by the organizing party</li> <li>A session that is given multiple time can only be submitted and registered once a year</li> </ul>	

<b>Category: Social and professional implication</b>	
<b>Public relation and educational activities</b>	1 credit/hour Max: 2 credits
<ul style="list-style-type: none"> <li>• Getting involved with a public relation activity like a fair.</li> <li>• Public education (e.g. presentation in schools, to specialized groups, career day as an AHT, to breeders, etc.)</li> <li>• Session must be at least 1 hour</li> <li>• A continuing education recognition form must be submitted</li> </ul>	
<b>Annual general meeting (AGM)</b>	2 credits / meeting
<ul style="list-style-type: none"> <li>• Must sign up and attend the AGM</li> </ul>	
<b>Attendance and implication in the board of directors (directors and committee members)</b>	1 credit/meeting
<ul style="list-style-type: none"> <li>• Must attend at least 50 % of the meetings</li> </ul>	
<b>Volunteer as an ATSAQ committee member</b>	3 credits/year completed within a committee
<ul style="list-style-type: none"> <li>• Provide proof of being active within the committee</li> </ul>	
<b>Volunteer involved as a board member or ethics committee in relation with the profession</b>	1 credit/ year completed within a Board of Director
<ul style="list-style-type: none"> <li>• Provide supporting documents confirming the role of the attendee and of the organization</li> </ul>	
<b>Community work or volunteering related to your field of expertise</b>	Depends on the organization Max : 20 credits
<ul style="list-style-type: none"> <li>• Organization previously approved by ATSAQ</li> <li>• Must support a mission or vision that aligns with ATSAQ's effort or that promotes professional growth and awareness (e.g., microchipping clinic, spay and neuter community clinic, etc.)</li> <li>• Any paid work or activity is not eligible to provide CE credits</li> <li>• A continuing education recognition form must be submitted</li> </ul>	

<b>Category: Articles &amp; scientific content</b>	
<b>Continuing education Quiz</b>	<b>1 credit / CE quiz</b>
<ul style="list-style-type: none"> <li>• Successfully answer a quiz related to a published article about animal health (<i>Veterinary Technician</i>, <i>Vie de TSA</i> or other publications previously approved by ATSAQ) where an official review is provided</li> <li>• Must comply to the correction system specific to the publishing organization.</li> <li>• Must provide an official proof of completion: credit allotment slip, corrected question file, CE certificate, etc.</li> <li>• For the <i>Vie de TSA</i> (ATSAQ) quiz: the question page must be filled and return according to the directions on the question page of the publication.</li> </ul>	
<b>Article production and/or translation and/or review that is approved for publication</b>	<b>2 credits/500 words written</b>
<ul style="list-style-type: none"> <li>• Topic of interest for AHT in a renown journal, magazine or other approved publication</li> <li>• Must comply to the article's production guidelines</li> <li>• A continuing education recognition form must be submitted</li> </ul>	
<b>Writing and reviewing a chapter in a reference book</b>	<b>5 credits/chapter</b>
<ul style="list-style-type: none"> <li>• Topic of interest for AHT in a renown textbook or other published manual</li> <li>• Must comply to the textbook production guidelines</li> <li>• A continuing education recognition form must be submitted</li> </ul>	

<b>Category: Certification and professional diploma</b>	
College (cegep) and university developmental training related to the profession within a program leading to a recognized diploma	1 credit/unit Max: 10 credits
<ul style="list-style-type: none"> <li>• May be related to biology, instrument handling and management, general management, or other topics that may be required to support and complete an AHT's training in his/her work</li> <li>• Must provide the training curriculum</li> <li>• The course must be successfully completed (with proof of completion and report card)</li> </ul>	
Professional or unrelated to veterinary medicine developmental training (e.g.: finance, time management, coaching, etc.)	0.5 credit/unit Max: 5 credits
<ul style="list-style-type: none"> <li>• Must provide the training curriculum</li> <li>• The course must be successfully completed (with proof of completion and report card)</li> </ul>	
CALAS certification or other certification related to the veterinary field	20 credits
<ul style="list-style-type: none"> <li>• Must successfully complete the certification</li> <li>• Must provide the diploma after completion</li> </ul>	
Specialization	20 credits applicable for a 2-year CE period
<ul style="list-style-type: none"> <li>• Provided once after completion of a specialization program approved by NAVTA</li> </ul>	



*This stamp confirms that a training session has been registered and approved for continuing education credits*