



2012 Licence Renewal INSTRUCTION GUIDE

Introduction

Renewal Package

It's time to renew your licence to practice veterinary medicine in Ontario and to update the information on file with the CVO about yourself and your professional practice. In addition to this Instruction Guide, your licence renewal package contains:

- a personalized Annual Licence Renewal Form;
- your invoice for the fee payable according to your licence type;
- a blank CPD Summary Sheet for 2011; and
- the CPD Cycle Guideline for reporting in 2011 (which is mandatory), and for using the tools in 2012.

Requirements

In order to maintain your right to practice in 2012, the following must be submitted:

1. Completed, signed Annual Licence Renewal form;
2. Completed, signed CPD Summary Sheet (*required for all licence types*); and
3. Full payment of the fees owing as printed on the invoice in your package.

Packages sent in with incomplete and/or unsigned forms and/or incorrect amounts paid will be returned to sender for correction and resubmission, and a late fee may apply.

Please take the time to complete the Annual Licence Renewal process accurately.

What's New for 2012?

- ✓ Questions about Professional Activities (which have remained the same for many years) have been reformatted to make it easier to read and complete the form.
- ✓ Instead of specifying how many hours you spend in clinical practice providing direct patient care, you are asked to indicate the percentage of time you spend in each role.
- ✓ Instead of ranking your practice areas in order of significance, you are asked to indicate with a checkmark only those areas that have a particular focus or interest for you, as appropriate.

Deadline: All required items must be received at the CVO office in Guelph (not postmarked) no later than **November 30, 2011, by 4:30 p.m.**

Instructions for Completing the Form

Contact Information

This section of the renewal form is pre-printed on the left-hand side with information—including practice name and address, and employment position—previously provided to the College. To confirm accuracy, leave the information as printed.

To make changes and/or corrections in the following sections, use the space beside the arrow provided on the right.



“CORRECTIONS GO HERE”

Primary Practice (Business) Address: This information is for public access as part of the official CVO Register, and appears on the CVO's website. If you practice in more than one location, you must select one site as your primary practice. Locums who frequently change places of employment or veterinarians who are not in active practice must provide an address for the public register (some use their home address, while others choose to supply a P.O. box address for this purpose).

Home Address: This information is required, but is for the CVO's use only unless there is no primary place of practice (see above) and no alternative to the home address is provided.

Other Address: Provision of this information is optional for most members, but is required if there is no primary address and the member does not want his/her home address to appear in the public Register and on CVO's website.

Contact Preferences

Preferred Mailing Address: You must advise the CVO at which address you would like to receive mail from the College. For the CVO's use only.

Preferred E-mail Address: For the CVO's use only, please provide an up-to-date e-mail address to which College communications (e-blasts, press releases, e-newsletters, policy consultation requests, etc.) should be sent.

Consent to include Primary Practice Fax # on the public Register: The CVO Directory is currently out of print due to the fact that information published therein changes so frequently. An e-version of the Directory of practice names and addresses will be available on CVO's website in the future. In the mean time, members are asked to indicate if they consent to the publication of a fax number with their primary practice address on the official CVO Register on the website.

Voting Constituency: Members (other than employees of the University of Guelph and the federal government) whose primary practice and home addresses are in different constituencies have a choice as to which voting district they wish to be assigned for election purposes. For the CVO's use only.

Other Practice Information

Members who practice in more than one location are required to provide the CVO with address and employment information for each location. (The requirement is the same whether a member works in clinical or non-clinical practice environments). This information must be updated throughout the year if/when it changes. The renewal form is pre-printed with the most recent information provided to the CVO. Historically, "Date started" has not been consistently provided to the CVO and so the pre-printed information may not be accurate; corrections are therefore requested and may be provided in the Date Started column. If a position pre-printed is no longer valid, please cross out the information and provide an "as of" date. For CVO's use only.

Professional Activities

Colleges of all self-regulated professions collect information from their members pertaining to the nature of their practices in order to enable them to meet their statutory mandates to protect the public interest. Answers to questions in this section of the licence renewal form (a) enable the CVO to maintain accurate and up-to-date statistical information on the composition of the profession, in general; (b) give the College the ability to contact members of specific demographic or practice-type categories for the purposes of, for instance, communicating about potential policy development, seeking external opinions, creating task forces or working groups, and similar initiatives; and (c) provides the public with information about the type of practice each member is engaged in when seeking the services of a veterinarian in Ontario.

Provision of this information will have absolutely no impact on the status of your licence with the CVO.

1. Employment

Functions: The renewal form has always asked members to identify what practice setting(s) they work in; this year, the settings are divided into Clinical and Non-Clinical categories.

- For clinicians, indicate that you work in a clinical practice setting with a check-mark, and assign an approximate percentage of time that you work in that setting (anywhere from 1 – 100%).
- For non-clinical practitioners, indicate what type of non-clinical practice you engage in with a check-mark, and assign an approximate percentage of time that you work in each setting (anywhere from 1 – 100%).

In this section, the total of all employment functions should = 100%.

Employer: Use a check mark to indicate which employment sector or sectors you work in.

2. Patient Type(s) or Animal Populations: Whether you work in a clinical or non-clinical setting, all veterinarians have at least one focus for their work in terms of animal category. Licence renewal forms in the past grouped animal categories (small animal/food animal/large animal/equine, etc.) with practice focus and specialty areas (surgery, ophthalmology, immunology, etc.); since last year, the CVO has rationalized the groupings into separate sections. For Patient Type(s) or Animal Populations, indicate with a check-mark which animal group or groups you focus on in your practice, and provide an approximate percentage of time that you spend working or focusing on each. In this section, the total of all animal identifications should = 100%.

3. Practice Areas: This section should be completed by clinical and non-clinical veterinarians who:

- a) are board certified in a specialty;
- b) focus their practice in one or more particular area; and/or
- c) wish to self-identify as having one or more specific areas of interest and/or expertise in veterinary medicine.

Those who do not indicate any of the above with a check-mark will be considered "general practitioners."

Educational Activities

Credentials: Information previously provided to the CVO is pre-printed for either confirmation or correction by members. Any new credentials earned in the past year must be specified in this section of the form.

Continuing Professional Development: Members are reminded that they must submit the **CPD Summary Sheet for 2011** that is included in the annual renewal package. There are no exceptions to this requirement.

Declarations (Yes or No)

Insurance: Unlike other self-regulated professions, CVO liability insurance is not a requirement for licensure. However the CVO continues to collect members' answers to this question in order to ensure that the public interest is protected.

Conduct: Members are required to notify the CVO of any court and statutory regulatory body findings.

Signature and Submission

Don't forget to sign and date the form and to include your payment and the 2011 CPD Summary Sheet. Return all 3 items to the CVO; they must be received no later than 4:30 pm on November 30, 2011.

Questions about your Licence Renewal?

Contact Karen Gamble, Registration Administrator, at 1-800-424-2856 ext. 2228.