

## **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](mailto:Cheryl_Germono@nparks.gov.sg)).

## Allocation of CPE points

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

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

**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)	No. of hours/sessions/ papers, etc.	Credit points entitled	
			Structured	Unstructured
		<b>Subtotal</b>		
		<b>Total</b>		

**Declaration**

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

\_\_\_\_\_  
**Electronic Signature/Date**