

**KENYA VETERINARY BOARD**

**GUIDELINES FOR ACCREDITATION OF CONTINUOUS PROFESSIONAL  
DEVELOPMENT (CPD) PROVIDERS AND REGISTRATION OF CPD ACTIVITIES AND /  
OR PROGRAMS FOR VETERINARY SURGEONS AND VETERINARY PARA-  
PROFESSIONALS IN KENYA**

**2013**

**(1<sup>st</sup> Revision in February 2014, 2<sup>nd</sup> Revision in July, 2019)**

## TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
PREAMBLE.....	3
ACKNOWLEDGEMENT.....	3
DEFINITIONS.....	4
ROLE OF KVB IN CPD .....	5
ACCREDITATION OF CPD PROVIDERS.....	6
Criteria of CPD Provider Accreditation.....	6
Application For Accreditation.....	6
REGISTRATION OF A CPD ACTIVITY / PROGRAM .....	6
Criteria for registration of A CPD Activity/Program.....	6
Application for Registration of an Activity / Program.....	6
Activity / Program Evaluation .....	6
Awarding of Certificates .....	7
PRINCIPLES OF POINTS ALLOCATION.....	7
Point Requirements.....	7
The Point System .....	7
Waivers .....	8
Recording of CPD Points.....	9
APPENDICES.....	10
Appendix I.....	10
Appendix II.....	10
Appendix III.....	10
Appendix IV.....	11
Appendix V.....	12
Appendix VI.....	13

## **PREAMBLE**

Continuous Professional Development (CPD) activities aim to enhance and maintain the knowledge, skills and professional competence of all Veterinary Surgeons (VS) and Veterinary Para-professionals (VP). These activities should meet an educational and developmental need; and provide an effective learning experience for the participants. Such processes and/or activities are critical as they enhance the competence of the veterinary professionals.

The Kenya Veterinary Board (KVB), realizing the need to professionally manage CPD activities and / or programs, developed these guidelines as envisioned in Section 6 (2) (h) of The Veterinary Surgeons and Veterinary Para-professionals (VSVP) Act, 2011.

These guidelines shall be reviewed from time to time when necessary.

## **ACKNOWLEDGEMENT**

KVB acknowledges the contribution of the following members of CPD Committee for the research and compilation of this document:

- a) Prof. Peter Gathumbi
- b) Prof. Charles Mulei
- c) Dr. Vijay Varma (Chairman)
- d) Dr. Mary-Theresa Agutu
- e) Dr. Maina Ngotho
- f) Dr. Joyce Thaiya
- g) Dr. Derick Chibeu (Vice-Chairman)
- h) Dr. Abraham Sangula

## DEFINITIONS

For the purposes of these guidelines:

‘Continuous Professional Development’ (CPD) is any activity or program that provides added value to the capability of the VS and VP through the increase in knowledge, skills and personal qualities necessary for the appropriate execution of veterinary professional and technical duties.

‘CPD Provider’ is any person(s) or institution that is on the KVB register to offer CPD activities/programs.

‘Credit Point’ (CP) is a rating issued to a registered CPD activity and /or program as prescribed by KVB.

‘CPD Activity’ is a session that meets an educational and developmental need; and provides an effective learning experience for the participants lasting 45 - 60 minutes (1CPD hour).

‘CPD Program’ is series of CPD activities.

‘Credit Worth’ is the total value of CP an activity / program is allocated.

‘CPD Year’ is a 12 – month period commencing on 1<sup>st</sup> January to 31<sup>st</sup> December.

‘Accreditation’ is the act/process of granting recognition to a CPD provider that meets and maintains the KVB criteria.

‘Register’ means the list of CPD Providers (Form 18) kept by the Chief Executive Officer under section 19 (1) (h) of the VS & VP Act.

‘Registration’ is the procedure for approval and CP allocation of a CPD activity and / or program by KVB

## **ROLE OF KVB IN CPD**

- Raise the awareness for the need for CPD activities within the Veterinary Profession.
- Identify areas critical to VS and VP in which CPD activities and/or programs should be organized
- Set guidelines for accreditation of CPD Providers
- Set guidelines for registration of CPD activities and/or programs.
- Receive and evaluate applications for accreditation of CPD providers.
- Receive and evaluate applications for registration of CPD activities and/or programs.
- Determine Credit worth for CPD activities and/or programs..
- Evaluate requests for waiver from compliance with the CPD requirements from VS and VP and make appropriate recommendations.
- Liaise with various local, regional and international CPD Providers in developing, coordinating, mounting and evaluating CPD activities and/or programs.
- Maintain a register of all accredited CPD providers annually.
- Develop and circulate to the VS and VP a list of all registered CPD activities and/or programs
- Compile and maintain a list of all VS and VP attending CPD and CP awarded during a CPD year.
- Act on the VS and/or VP who do not meet CPD requirement.

# ACCREDITATION OF CPD PROVIDERS

## Criteria of CPD Provider Accreditation

CPD Providers seeking accreditation shall be required to provide the profiles of the resource persons and facilities.

Individuals / institutions / organizations that may be accredited to provide CPD activities / programs include:

- Universities, Colleges and Research Institutions recognized by KVB
- Professional Bodies / International Organizations
- Health care facilities (governmental and nongovernmental)
- Referral Centers / Leading Professional Experts/Consultants
- Web – based Institutions
- Pharmaceutical and Medical companies

## Application For Accreditation

- A CPD Provider shall submit an application form (Form 28) with a prescribed application fee.
- KVB acknowledges receipt of the application (Appendix I).
- KVB confirms accreditation and issues an accreditation number (Form 29)
- Update information into Form 18

## REGISTRATION OF A CPD ACTIVITY / PROGRAM

### Criteria for registration of A CPD Activity/Program

CPD providers seeking registration of CPD activities and / or programs must meet the following criteria:

- Define and state the expected learning objectives for the proposed activity. The objectives should be clear, measurable and specific to the proposed learning activity.
- Provide an outline of the proposed activity which lists the knowledge, skills and attitudes to be acquired including appropriate learning resources.
- Presenters / facilitators should have the expertise in educational techniques and command the necessary skills and knowledge to teach / present the subject matter.
- The venue for conducting the CPD activity is physically adequate to meet stated objectives

### Application for Registration of an Activity / Program

- CPD Providers who wish to offer CPD activities and/or program are required to fill an application form for registration (Form 30) of the activity and/or program and submit it to KVB at least **6 weeks** before the scheduled events together with the prescribed application fee.
- KVB acknowledges receipt of the application form (Appendix II) and allocates the activity/program an application number
- KVB evaluates; determines and assigns a credit worth to the activity / program depending on its category.
- KVB issues a confirmation of registration of the activity/program (Appendix III) and allocates a registration number.

*The CPD Provider will remit to the KVB 10% of the gross revenue accrued from participants' registration for the activity/program. In cases where no participation fee is charged, the CPD provider shall bear the cost of KVB supervision of the event.*

### Activity / Program Evaluation

The following documents should be submitted to KVB after the activity / program by the CPD Provider:

- A register of participants per activity, indicating their KVB registration numbers

- A filled out evaluation form (based on but not limited to Appendix IV) from at least 30% of the participants

*A member of KVB shall attend and carry out an independent evaluation of the activity /program (Appendix V).*

### **Awarding of Certificates**

The CPD Provider shall award a certificate of attendance to each participant. The certificate of attendance issued by the CPD provider *MUST* include:

- Logo and Accreditation number of the CPD provider
- Registration number, title and date of Activity / Program
- Name of the participant
- KVB registration number of the participant
- Signatures of the authorized CPD provider official(s).

*The allocation of CP to each participant will be based on attendance records and supervisor's report.*

## **PRINCIPLES OF POINTS ALLOCATION**

### **Point Requirements**

The allocation of CP is based on the following principles which are applicable to all categories of CPD activities and/or programs

- Every VS must obtain a minimum of twenty (20) CP per CPD year to retain their names in the KVB's register of VS.
- Every VP must obtain a minimum of fourteen (14) CP per CPD year in order to retain their names in the KVB's register of VP.
- A minimum of fifty percent (50%) of the CP in any CPD year *MUST* be accumulated from activities and/or programs that are veterinary - oriented.
- The maximum number of CPD hours that can be accredited for a one (1) day is eight (8) hours.

### **The Point System**

The following points will be allocated for the activities listed under each category.

#### **Category 1: Formal Study for Additional Qualifications**

- Any course of assessed study leading to a qualification that is relevant to any area of veterinary – oriented specialization and/or professional interest shall earn the VS / VP CP.
- Completed Masters and Doctoral degree courses qualify for 100% of the required CPD points for the stipulated duration of the study. Diploma and Certificate courses will qualify for 100% CP for the duration of the course provided they are of duration of not less than nine (9) months.

#### **Note:**

- *Post graduate students are required to submit proof of admission to the university for the course and an annual registration, in order to qualify for the 100% point award during that period.*
- *Institutions offering the courses should be recognized by KVB.*

#### **Category 2: Short Training & Organizational Activities**

- These activities include but are not restricted to the following: Conferences, Congresses, Lectures, Seminars, Refresher courses, Symposia, Exhibitions, In-house training, Workshops and On-line training.
- Such activities of duration less than nine (9) months will be organized by accredited academic institutions, professional associations, other regulatory bodies and private CPD providers.

- Activities presented in foreign countries or by other professional groups which are not accredited by KVB will be accepted so long as the participating individual provides the CPD committee with the course content; facilitator's details & qualifications, in order to enable the CPD committee assess the CPD value of such an activity.
- Registered activities must cover a minimum of one (1) CPD hour and will earn the participating individual one (1) CP per CPD hour. Two (2) CP will be allocated for the preparation and presentation. Points can only be allocated for one item in a CPD activity and/or program, that is, CP can only be allocated for presenting or attending a CPD activity and/or program but not for both.
- Unregistered activities will earn a participant a maximum of five (5) CP for period not exceeding one month. Thereafter, one (1) CP will be earned for every additional month up to a maximum of eight months.

### **Category 3: Author / Editor**

- Peer Reviewed Journals: The author(s) will be awarded five (5) CP.
- Non-peer Reviewed Journals: The author(s) will be awarded three (3) CP.
- Book chapters: The author(s) will be awarded ten (10) CP.
- Editor / Reviewer of peer-reviewed journals will be awarded three (3) CP.
- Book: The author of a book will be awarded 20 CP of the year of publication.

### **Category 4: Mentoring**

- One (1) CP will be allocated to a VS / VP instructing or supervising a trainee on attachment or internship provided proof of attachment or internship are recorded up to a maximum of eight(8) per CPD year.
- Eight (8) CP for supervision of a Doctoral degree eight (8) CP and four (4) CP on supervision of Masters' degree up to a maximum of eight (8) CP per CPD year.
- Examiner for PhD four (4) CP and MSc two (2) CP up to maximum eight (8) CP per CPD year.
- Board member panel for MSc/PhD Thesis examination one (1) CP per Board of Examiners.

### **Category 5: Non-veterinary Related Courses**

Any course attended to improve personal and managerial skills that will assist in providing better service in the VS / VP's related field of work is eligible for CP. Examples of such courses are computer skills, financial management, labor relations and labor law courses. Half (1/2) CP is allocated for each hour of formal lectures and/or practical demonstrations with a maximum of 5 CP in any CPD year.

### **Category 6: Community Involvement**

- Extension activities, field days, development of educational materials etc: one (1) CP per activity up to a maximum of four (4) CP per CPD year.
- Participation in designated veterinary days shall earn 2 CP
- One (1) CP for any award from the Veterinary fraternity or Government recognizing excellence in community service.

***The following items shall not be considered for CP allocation:***

***registration, opening and closing remarks, inauguration, introduction, CPD head speech, unscheduled poster viewing, summary and conclusion, exams, coffee and lunch breaks, commercial presentations, dinners, cocktails, and attendance of Annual / Special General Meetings.***

### **Waivers/ Exemptions**

Waiver from compliance with the CPD requirements will only be granted by the KVB on application and submission of adequate reasons for such request. Exemptions will be awarded

- In instances of further studies, such requests should reach the board not later than two (2) months after commencement of study.



- Special duties such as CEO's of State Corporations, Principal Secretaries, Cabinet Ministers and Governors
- Medical conditions such as debilitating disease

### **Recording of CPD Points**

- VS and VP shall be required to provide proof of participation in CPD activities.
- A summary of all CPD activities attended is to be submitted on an annual basis to the KVB on Form 27. For purposes of verification, Form 27 should be submitted by 30<sup>th</sup> November of the year in consideration.

# APPENDICES

## Appendix I

### Acknowledgement of receipt of an application for accreditation as a CPD provider by the KVB

The KVB hereby acknowledges receipt of your application for accreditation to be a CPD provider.

You have been allocated application number ....., which should be quoted in all correspondence with the KVB.

Your application will be assessed by the committee and you will be informed of the outcome in due course. Please note that final approval and accreditation will only be granted subject to fulfillment of the accreditation procedure rules.

Yours sincerely

Signature.....

Date.....

## Appendix II

### Acknowledgement of receipt of an application for registration of a CPD activity / program by the KVB

The KVB hereby acknowledges receipt of your application for registration.

Your application has been allocated the following number ....., which should be quoted in all correspondence with the KVB. The application will be assessed by the committee and you will be informed of the outcome in due course. Please note that final approval of the activity will only be granted subject to fulfillment of the registration procedure rules.

Yours sincerely

Signature.....

## Appendix III

### Confirmation of Registration of a CPD activity / program by the KVB

The KVB hereby confirms registration of your CPD activity / program entitled ..... with registration number..... The entire event as registered for CPD is worth .....CPD points. The registration number should appear on the certificate issued to attendants/participants in the event.

Yours sincerely

Signature.....

Date.....

**Appendix IV**  
**CPD Activity/ Program Evaluation Form**

Title of CPD Activity:	Date:
Duration (contact hours):	Venue:

1. Learning/Training objective (tick against one response)

Fully Met                       Partially Met                       Not Met

2. Please rate the following aspects of this CPD activity (circle your response):

ITEM/RATING	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT
Educational Contents	1	2	3	4	5
Overall Quality of Facilitator(s)	1	2	3	4	5
Questions & Answers Feedback, Discussion Sessions	1	2	3	4	5
Relevance To Profession	1	2	3	4	5
Practical Session(s), if any	1	2	3	4	5
Quality of Audiovisual Illustrations	1	2	3	4	5
Overall Quality of Activity	1	2	3	4	5

3. Please rate the following facilitation aspects of this CPD activity (circle your response):

ITEM/RATING	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT
Venue suitability	1	2	3	4	5
Catering facilities	1	2	3	4	5
Adherence to published Program	1	2	3	4	5
Proceedings' learning materials	1	2	3	4	5

4. Suggestions for Improvement:

---



---

5. Suggestions for future topics:

---



---

## Appendix V

### KVB CPD Activity/ Program Evaluation Form

Title of CPD Activity:	Date:
Duration (contact hours):	Venue:

2. Learning/Training objective (tick against one response)

Fully Met                       Partially Met                       Not Met

2. Please rate the following aspects of this CPD activity (circle your response):

ITEM/RATING	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT
Educational Contents	1	2	3	4	5
Overall Quality of Facilitator(s)	1	2	3	4	5
Questions & Answers Feedback, Discussion Sessions	1	2	3	4	5
Relevance To Profession	1	2	3	4	5
Practical Session(s) (if any)	1	2	3	4	5
Quality of Audiovisual Illustrations	1	2	3	4	5
Overall Quality of Activity	1	2	3	4	5

3. Please rate the following facilitation aspects of this CPD activity (circle your response):

ITEM/RATING	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT
Venue suitability	1	2	3	4	5
Catering facilities	1	2	3	4	5
Adherence to published Program	1	2	3	4	5
Proceedings' learning materials	1	2	3	4	5

4 Evaluator's comments:

- a) Attendance (numbers, consistency of session attendance)
  
- b) Adherence to published program
  
- c) Facilitators
  
- d) Registration ( 'early-bird', normal, and late)

e) Venue

f) General Comments

## Appendix VI

### STANDARD OPERATING PROCEDURES

#### Accreditation of CPD Providers

- i) Complete Form 28 which may be picked from the KVB office or downloaded from the KVB website.
- ii) Submit the duly filled form and the prescribed application fee.
- iii) KVB acknowledges receipt of application (Appendix I).
- iv) The CPD committee considers the application and upon approval, confirms accreditation (Form 29).
- v) Upon rejection the reasons for rejection will be communicated to the applicant.
- vi) The successful applicant will be registered as CPD providers (Form 18).

#### Registration of CPD Activities / Programs

- i) A registered CPD provider will apply to register a CPD Activity/Program by submitting an application form (Form 30) with the program and prescribed fee at least six (6) weeks before the scheduled event.
- ii) KVB will acknowledge receipt of application (Appendix II)
- iii) The KVB evaluates Form 30.
- iv) Upon approval, the activity will be registered, a maximum credit worth assigned, and a confirmation of registration issued (Appendix III)
- v) KVB shall develop and circulate to the VS and VP a list of all registered CPD activities and/or programs
- vi) The provider can then advertise the activity / program and state its credit worth.
- vii) The provider should endeavour to adhere strictly to the program as presented to the KVB.
- viii) After the activity / program, the provider will be expected to file returns which include:
  - Register of participants indicating KVB registration numbers
  - Filled out evaluation forms by no less than 30% of participants (based on Appendix IV)
  - A copy of the program with any amendments
  - The signed certificates for the participants by the authorized official of the CPD provider
  - Remit 10% of the gross revenue accrued from the participants' registration for the activity/program. In case no participation fee is charged, the provider shall meet the full cost of KVB supervision of the event.

#### The Certificate

Shall bear;

- Logo and accreditation no. of the CPD provider
- Registration no., title and date of the activity/program
- Name of the participant as it is in the KVB register
- KVB registration number of the participant
- The signature of the authorized official of the CPD provider

#### ***NB: The certificate shall not bear the credit worth awarded***

- ix) The KVB will supervise the activity. The representative will fill an independent evaluation form (Appendix V).

#### Awarding Credit Points:

- (i) On registration of an activity, credit Points are awarded per category and program provided
- (ii) Principles of point allocated are as stipulated in the CPD guidelines
- (iii) After supervision of activity, summary of CPs awarded to participants per session is submitted with the report

- (iv) For unregistered activities attended, formal application for award of CP will be required
- (v) The VS and VP completes Form 27 and presents it to KVB by 3<sup>0th</sup> November of each CPD Year.
- (vi) Credit Points awarded are uploaded onto the KVB register

### **Waivers**

Waivers may be granted on request upon submission of sufficient evidence e.g registration document following admission. In instances of further studies, such requests should reach the Board not later than two (2) months after commencement of study and annually in case of continuing studies until completion.