

Vermont Secretary of State  
Office of Professional Regulation  
BOARD OF PHARMACY  
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Montpelier, VT 05609-1101  
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[www.vtprofessionals.org](http://www.vtprofessionals.org)

**APPLICATION FOR APPROVAL OF  
PHARMACY CONTINUING EDUCATION PROGRAM**

<b>Name of person or organization requesting approval:</b>
<b>Mailing address:</b>
<b>City/State/Zip:</b>
<b>Phone #:</b>
<b>Fax #:</b>

**PROGRAM INFORMATION**

<b>Title of Program:</b>
<b>Date and Time Offered:</b>
<b>Location:</b>
<b>Length of Program:</b>
<b>Course Format:</b>
<b>Course Objectives:</b>
<b>Number of continuing education units or contact hours requested: Specify whether or not live (didactic).</b>
<b>Name of Speaker(s) (attach brief resume or Curriculum Vitae )</b>

Please attach additional information in support of this application

## **PART D. CONTINUING EDUCATION**

### **Section 1. Definitions**

- 1.1 ACPE: American Council on Pharmaceutical Education
- 1.2 AMA: American Medical Association
- 1.3 CEU: Continuing education unit; equivalent to 10 contact hours of participation in post-licensure education courses.
- 1.4 Live Programs (Didactic Sessions) : Covers all programs that provide for direct interaction between faculty and participants and may include lectures, symposia, live teleconferences, and workshops.

### **Section 2. Continuing Education Requirements**

- 2.1 The licensee must complete at least 1.5 CEUs (15 hours), of which 0.5 CEUs (5 hours) shall be obtained during participation in a live program (didactic session), for each full year since the date the applicant's latest license was issued for a total of 3.0 CEUs (30 hours) per renewal period. Continuing education participation must be reported every two-year renewal period. For newly-licensed pharmacists, see Rule 5.1 below.
- 2.2 CEUs may not be transferred or carried over from one renewal period to another.
- 2.3 A licensee who fails to fulfill the continuing education requirements of these rules may be required by the Board to develop and complete a specific corrective action plan within 90 days, prior to license renewal.
- 2.4 Upon a showing a hardship, the Board may waive the continuing education requirement. To apply for a waiver, the licensee must submit a written statement setting forth the conditions of hardship with specificity. After review, the Board shall send written notification of its decision, and the reasons therefore, to the licensee.
- 2.5 A licensee residing in another jurisdiction who has met the continuing education requirements for the current biennial renewal period in that jurisdiction will be deemed by the Board to have met the continuing education requirements for license renewal in Vermont.

### **Section 3. Topics and Formats of Study**

- 3.1 Topics and formats of study shall include subject matter designed to maintain the professional competence of pharmacists licensed to practice and to improve their professional skills in order to protect the public health and safety.
- 3.2 Documentation of continuing education in Board-approved programs is required for license renewal. All ACPE and AMA Category I approved programs and programs approved by pharmacy boards in other states are approved by this Board and do not require advance approval. Organizations or licensees may have a program approved by submitting, in advance, the program outline, including learning objectives, and the names and qualifications of the presenters. After review, the Board shall send written notification of its decision to the organization or licensee.

### **Section 4. Verification of Continuing Education**

- 4.1 Pharmacists shall provide the Board with verification of completion of the required continuing education programs by such means as designated by the Board. The Board may conduct random audits to verify completion of continuing education up to four years after a license is renewed. Upon request by the Board, the licensee shall submit certificates of completion for all programs listed in the licensee's renewal application.
- 4.2 All renewals of inactive or lapsed licenses shall be audited and shall be accompanied by documentation of continuing education. During each biennial renewal period, the Board may audit the continuing education activities of a random sample of pharmacists. Pharmacists shall submit for inspection the documents necessary to verify the reported continuing education.

### **Section 5. Newly Licensed Pharmacists**

- 5.1 For applicants granted an initial license to practice by the Board, accumulation of CEUs shall commence on the opening date of the first biennial renewal period following grant of initial licensure.