Veterinary Continuous Education in Europe

VETCEE Programme Accreditation

Guidelines - Application for VETCEE validation of education programme

Applicants are referred to the VETCEE standards and dossier of competencies for details of the standards to be met by a VETCEE accredited programme.

Application documentation
Applications must be made on the official application form which when completed must be sent with all relevant supporting documentation to the secretariat of VETCEE:

To the attention of the VETCEE Board
Validation Application

VETCEE Secretariat
Avenue de Tervueren 12
1040 Brussels - Belgium

E-mail :despoina@fve.org

The original signed application form should be submitted as hard copy, however a copy of the application form and all supporting documentation must also be submitted in electronic format.

The whole application dossier, namely the completed application form and all relevant documentation referred to as Appendixes, must be submitted electronically in one pdf file with numbered pages.

Application fee:
The fee for validation is €5,000 which must be paid at the time of application to the following account:

KBC bank:
IBAN: BE97 7360 1157 0649 - BIC: KREDBEBB
Account holder: VETCEE

Validation panel
The VETCEE board appoints a validation panel of independent experts to evaluate each application. The validation panel submits a report on each application, to include its recommendations on accreditation, to the VETCEE Board. The final decision on approval is made by the VETCEE Board.

Evaluation meeting

The validation panel will review the application and supporting documentation. Additional information may be requested.

The applicant programme provider is invited to attend an evaluation interview with the validation panel normally held at the FVE office in Brussels. The programme provider will be invited to make a short presentation to the panel outlining the programme. This will be followed by an interview with the panel. The programme provider may send up to three people to attend this meeting. The time and expected duration of the meeting will be advised well in advance. The programme provider will cover the cost of those who attend the meeting on its behalf.

In most cases a decision will be made based upon the written application and the evaluation meeting, however in some cases a site visit may be deemed necessary. When a site visit is deemed necessary the programme provider will be liable to cover all the costs associated with the panel's visit.

A final decision will be issued within six weeks of the evaluation meeting. The validation panel may at its discretion provide some feedback to the programme provider at the conclusion of the evaluation meeting.