

# CPIA

CERTIFIED PROFESSIONAL  
IACUC ADMINISTRATOR

## **CERTIFICATION EXAMINATION FOR PROFESSIONAL IACUC ADMINISTRATORS**

### *Handbook for Candidates*

#### **FALL 2011 TESTING PERIOD**

Application Deadline: Thursday, September 1, 2011

First Day of Testing: Thursday, October 15, 2011

Last Day of Testing: Thursday, October 29, 2011

#### **SPRING 2012 TESTING PERIOD**

Application Deadline: Thursday, March 1, 2012

First Day of Testing: Wednesday, April 7, 2012

Last Day of Testing: Wednesday, April 21, 2012

# PRIM&R

PUBLIC RESPONSIBILITY IN  
MEDICINE AND RESEARCH

## Table of Contents

Code of Ethics.....	3
Certification .....	3
Purposes of Certification.....	3
Eligibility Requirements.....	4
Administration .....	4
Attainment of Certification and Recertification.....	4
Revocation of Certification .....	4
Application Procedure .....	5
Completion of Application .....	5
Fees .....	5
Refunds/Rescheduling.....	5
Examination Administration .....	6
Scheduling Your Examination Appointment .....	6
Special Needs.....	6
Changing Your Examination Appointment.....	6
Rules for the Examination.....	6
Report of Results .....	7
Reexamination .....	7
Confidentiality.....	7
Content of Examination.....	7
Content Outline .....	7
Sample Examination Questions.....	9
Key References and Study Resources.....	10
Acronyms .....	11

## **CODE OF ETHICS**

### ***Certified Professional IACUC Administrator***

The following code of ethics was developed in recognition of the vital role that Certified Professional IACUC Administrators play in the ethical conduct of Institutional Animal Care and Use Committee (IACUC) activities. It is the responsibility of each Certified Professional IACUC Administrator to aspire to the highest possible standards of conduct in order to enhance the humane care and use of animals in research, testing and teaching activities.

As a Certified Professional IACUC Administrator, I will:

- Conduct myself personally and professionally with honesty and integrity at all times to inspire trust and confidence in my actions;
- Give primary consideration to the welfare of animals, and consistently apply ethical standards pertaining to their care and use in a research, testing and/or teaching environment;
- Guide the IACUC, the investigators, and the institution to ensure that all activities are conducted within the spirit of the U.S. Government Principles for the humane care and use of animals;
- Know and adhere to applicable federal, state and local laws and regulations, as well as institutional policies and guidelines pertaining to the care and use of animals;
- Fully disclose or avoid all potential conflicts of interest when rendering professional services, judgments and assessments;
- Avoid using proprietary knowledge or private information for personal gain;
- Ensure that all confidential and private information that comes into my possession is protected;
- Pursue ongoing education, network with colleagues and consult with others to develop and maintain the highest possible level of current knowledge and understanding in my field;
- Facilitate and encourage open communication among all parties, recognizing the shared responsibility for the ethical conduct of research, teaching, and testing based on animal models.

Effective Date: May 2007

All questions about this code of ethics should be addressed to the Council for Certified Professional IACUC Administrators.

## **CERTIFICATION**

The Council for Certified Professional IACUC Administrators (CCPIA), an affiliate of Public Responsibility in Medicine and Research (PRIM&R), endorses the concept of voluntary, periodic certification by examination for all Institutional Animal Care and Use Committee (IACUC) professionals, and has therefore established a certification program for IACUC professionals known as Certification for Professional IACUC Administrators (CPIA). Certification focuses specifically on the individual and is an indication of current knowledge in a specialized area of practice. Certification for professional IACUC administrators provides formal recognition of knowledge of IACUC functions and oversight of animal care and use programs.

## **PURPOSES OF CERTIFICATION**

To advance the quality and consistency of animal care and use programs through effective IACUC administration.

1. Recognizing formally those individuals who meet the eligibility requirements established for the program and pass the Certification Examination for Professional IACUC Administrators;
2. Encouraging continued personal and professional growth in the oversight of animal care and use programs;
3. Establishing and measuring the level of knowledge required for certification in IACUC administration;
4. Demonstrating a standard level of knowledge about management of IACUCs under United States rules and regulations to those involved in animal care and use, the institution, and the public.

## **ELIGIBILITY REQUIREMENTS**

The certification program is for individuals participating in and overseeing the daily activities associated with an IACUC, although other individuals involved in IACUC activities who meet the following eligibility requirements are also eligible to take the examination.

1. A bachelor's degree plus two (2) years of relevant IACUC experience within the past seven years\*,  
OR  
Four (4) years of relevant IACUC experience within the past ten years\*;
2. Completion and filing of an Application for the Certification Examination for Professional IACUC Administrators;
3. Payment of required fee.

\*Relevant IACUC experience must have been substantial and ongoing, represented by a commitment to the area of animal subjects protection. Qualifying experience requires performance of IACUC functions including facility and program review; applying regulations to the review of activities; supporting and/or serving as a resource during IACUC meetings; preparing IACUC correspondence and/or documentation; managing the office that provides support of the IACUC; training investigators, staff, and IACUC members; serving as an advisor to investigators, staff, and IACUC members; developing IACUC policies and procedures; and/or overseeing others in the performance of these activities. IACUC chairs and organizational officials who perform these functions may be appropriate candidates for certification. Service as an IACUC member may not, in and of itself, be sufficient to fulfill the requirements for experience.

## **ADMINISTRATION**

The Certification Program is sponsored by the Council for Certified Professional IACUC Administrators (CCPIA), an affiliate of PRIM&R. The Certification Examination for Professional IACUC Administrators is administered by the Professional Testing Corporation (PTC), 1350 Broadway - 17th Floor, New York, New York 10018, 212.356.0660, [www.ptcny.com](http://www.ptcny.com). Questions concerning the examination should be referred to PTC.

## **ATTAINMENT OF CERTIFICATION AND RECERTIFICATION**

Candidates who pass the Certification Examination for Professional IACUC Administrators are eligible to use the registered designation CPIA after their names and will receive certificates from the CCPIA. A registry of Certified Professional IACUC Administrators will be maintained by the CCPIA and may be reported in its publications.

Certification is recognized for a period of five years at which time the candidate must retake and pass the current Certification Examination for Professional IACUC Administrators or meet such alternative requirements that demonstrate continuing professional growth and education as set forth in the CPIA Recertification Guidelines (<http://www.primr.org/Certification.aspx?id=7427>). **CCPIA highly recommends that certified individuals be aware of their credential expiration date. PTC routinely sends two certification expiration reminders to CPIAs. However, it is the credentialed individual's responsibility to ensure their contact information with PTC is up to date and to initiate the recertification process.**

## **REVOCAION OF CERTIFICATION**

Certification will be revoked for any of the following reasons:

1. Falsification of an Application.
2. Misrepresentation of certification status.
3. Violation of CPIA Code of Ethics.

The Appeals Committee of the CCPIA provides the appeal mechanism for challenging revocation of certification. It is the responsibility of the concerned individual to initiate this process.

**APPLICATION PROCEDURE**

Obtain the Handbook for Candidates and an Application for the Certification Examination for Professional IACUC Administrators from the **Professional Testing Corporation, 1350 Broadway - 17th Floor, New York, New York 10018, 212.356.0660, www.ptcny.com.**

Read and follow the directions on the Application and in this handbook.

**COMPLETION OF APPLICATION**

Complete or fill in as appropriate ALL information requested on the Application. Mark only one response unless otherwise indicated.

**CANDIDATE INFORMATION:** Starting at the top of the Application, print your name, address, daytime phone number, evening phone number, email address, and examination date for which you are applying in the appropriate row of empty boxes.

**ELIGIBILITY AND BACKGROUND INFORMATION:** All questions must be answered. Mark only one response unless otherwise indicated. Note that training and experience requirements must be completed before submitting your application. Do not submit an application if you have not met the eligibility requirements.

**OPTIONAL INFORMATION:** These questions are optional. The information requested is to assist in complying with equal opportunity guidelines and will be used only in statistical summaries. Such information will in no way affect your test results.

**CANDIDATE SIGNATURE:** When you have completed all required information, sign and date the Application in the space provided.

Fold the completed Application and mail with the appropriate fee (see FEES below) in time to be received by the deadline shown on the cover of this handbook to:

**CPIA EXAMINATION  
PROFESSIONAL TESTING CORPORATION  
1350 Broadway – 17<sup>th</sup> Floor  
New York, New York 10018**

**NOTE: All applications are subject to audit and request for supporting documentation.**

**FEES**

Application fee for Certification Examination for Professional IACUC Administrators:  
PRIM&R Members ..... \$335.00  
Non-PRIM&R Members ..... \$435.00  
Rescheduling fee to next window ... \$200.00

MAKE CHECK OR MONEY ORDER PAYABLE TO: **CPIA EXAMINATION**

DO NOT SEND CASH.

Visa, MasterCard, and American Express are also accepted. Please complete the credit card payment form on the application.

## ***REFUNDS/RESCHEDULING***

**There will be no refund of fees.** You may reschedule to a different testing period within one year of the initial application by paying an additional **\$200** rescheduling fee.

Fees will not be transferred from one individual to another.

## ***EXAMINATION ADMINISTRATION***

The Certification Examination for Professional IACUC Administrators is administered during an established two-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States, as well as other countries. Scheduling is done on a first-come, first-serve basis. To find a testing center near you visit <http://www.ptcny.com/cbt/sites.htm> or call PSI at 800.211.2754. Please note: Hours and days of availability vary at different centers. You will not be able to schedule your examination appointment until you have received an Eligibility Notice from PTC.

## ***SCHEDULING YOUR EXAMINATION APPOINTMENT***

Once your application has been received and processed, and your eligibility verified, you will be mailed an Eligibility Notice. The Eligibility Notice plus photo identification must be presented in order to gain admission to the testing center. **A candidate not receiving an Eligibility Notice or other correspondence at least two weeks before the beginning of the two-week testing period should contact PTC by telephone at 212.356.0660.**

The Eligibility Notice will indicate where to call to schedule your examination appointment as well as the dates for which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Eligibility Notice in order to maximize your chance of testing at your preferred location and on your preferred date.

## ***SPECIAL NEEDS***

Special testing arrangements may be made for special needs individuals submitting the Application, examination fee, and a letter describing the nature of the disability and the special accommodations needed for testing. Requests for special testing needs individuals must be received at least EIGHT weeks before the testing period begins. The test is administered only in English.

## ***CHANGING YOUR EXAMINATION APPOINTMENT***

If you need to change your examination appointment to a different date **within** the two-week testing period you must contact PSI at 800.211.2754 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment. No additional fees will be incurred.

If you fail to arrive for your appointment or cancel without giving the required notice, you will forfeit your testing fee. You will be charged the **\$200** rescheduling fee mentioned above to reschedule your exam for another testing period within one year of the initial application.

## ***RULES FOR THE EXAMINATION***

1. No signaling devices, including cellular phones, pagers, and alarms, may be operative during the examination.
2. No books or other reference materials may be taken into the examination room.
3. No test materials, documents, or memoranda of any sort are to be taken from the examination room.
4. No questions concerning content of the examination may be asked during the testing period. The candidate should read carefully the directions provided on screen at the beginning of the

examination session.

### **REPORT OF RESULTS**

Candidates will be notified in writing by PTC within four weeks of the close of the testing period whether they have passed or failed the examination. Scores on the major areas of the examination and on the total examination will be reported. Successful candidates will also receive certificates from the CCPIA.

### **REEXAMINATION**

The Certification Examination for Professional IACUC Administrators may be taken as often as desired upon filing of a new Application and fee. There is no limit to the number of times the examination may be repeated.

### **CONFIDENTIALITY**

1. The CCPIA will release the individual test scores ONLY in writing to the individual candidate.
2. Any questions concerning test results should be referred to PTC.

### **CONTENT OF EXAMINATION**

1. The Certification Examination for Professional IACUC Administrators is a written examination composed of a maximum of 250 multiple-choice, objective questions with a total testing time of four (4) hours.
2. The content for the examination is described in the Content Outline below.
3. The questions for the examination are obtained from individuals with expertise in the oversight of animal care and use programs and are reviewed for construction, accuracy, and appropriateness by the CCPIA.
4. The CCPIA, with the advice and assistance of PTC, prepares the examination.
5. The Certification Examination for Professional IACUC Administrators will be weighted in approximately the following manner:

I.	Foundations and Concepts	20%
II.	Program Management, Administration, and Responsibilities	30%
III.	IACUC Functions: Content and Process	42%
IV.	Education and Training	8%

### **CONTENT OUTLINE**

#### **I. FOUNDATIONS AND CONCEPTS**

- A. History
  1. Nuremberg Code
  2. Agencies and Regulations
- B. Ethical Principles
  1. U.S. Government Principles
  2. Risk/Benefit Analysis
- C. Agency Oversight and Applicability
  1. United States Department of Agriculture
  2. Public Health Service/NIH/Office of Laboratory Animal Welfare
  3. Food and Drug Administration
  4. Association for Assessment and Accreditation of Laboratory Animal Care
  5. Department of Veterans Affairs
  6. Department of Defense
  7. Department of the Interior

- 8. State and Local Agencies
- 9. Other
- D. Resources
  1. Animal Welfare Act
  2. Animal Welfare Act/USDA Regulations
  3. ARENA/OLAW Institutional Animal Care and Use Committee Guidebook
  4. AVMA Guidelines on Euthanasia
  5. Guide for the Care and Use of Agricultural Animals in Research and Teaching
  6. Guide for the Care and Use of Laboratory Animals, 8<sup>th</sup> Edition
  7. Health Research Extension Act
  8. OLAW Guidance (FAQs, Notices, etc.) found on the OLAW website (<http://grants.nih.gov/grants/olaw/olaw.ht>)

- m)
- 9. PHS Policy on Humane Care and Use of Laboratory Animals
- 10. USDA Animal Care Resource Guide Policies
- 11. US Government Principles
- 12. Other Regulatory Resources
- 13. Online Resources
- 14. Other Guidance
- E. Scientific Concepts
  - 1. Cloning and Stem Cells
  - 2. Genetically Modified Animals
  - 3. Study Design
  - 4. Xenotransplantation
- II. PROGRAM MANAGEMENT, ADMINISTRATION, AND RESPONSIBILITIES**
- A. Organizational Structure
  - 1. Components
  - 2. Reporting Lines
- B. Institutional Official/Chief Executive Officer
  - 1. Authority and Responsibilities
  - 2. Reporting Requirements
- C. IACUC
  - 1. Composition
  - 2. Meeting
    - a. Quorum
    - b. Format
    - c. Documentation
    - d. Follow-up
  - 3. Recordkeeping
    - a. Types of Records
    - b. Retention
    - c. Information Protection and Confidentiality
    - d. Accessibility
- D. IACUC Administrator
  - 1. Knowledge and Dissemination of Program Requirements
  - 2. Management of IACUC Functions
  - 3. Assistance with Assessment of Program
  - 4. Documentation
  - 5. Office Management
  - 6. Facilitation of External Reviews (e.g. AAALAC, USDA, OLAW)
  - 7. Information Management
- E. Attending Veterinarian
  - 1. Authority and Responsibility
  - 2. Veterinary Care Program
- F. Principal Investigator
  - 1. Authority and Responsibility
  - 2. Conduct, Design, and Implementation of Activities
- G. Other Institutional Responsibilities
  - 1. Collaborative Research

- 2. Conflicts of Interest
- 3. Disaster Planning
- 4. Grant/Protocol Congruency
- 5. Internal and External Communications
- 6. Licensing and Permitting
- 7. Occupational Health and Safety
- 8. Security
- 9. Transportation

### **III. IACUC FUNCTIONS: CONTENT AND PROCESS**

- A. Program Review
  - 1. Institutional Policies and Responsibilities
  - 2. Animal Environment, Housing, and Care
  - 3. Veterinary Medical Care
  - 4. Physical Plant
- B. Facility Inspection
- C. Semiannual Report to Institutional Official
- D. Concern about Care and Use of Animals
- E. Recommendations to Institutional Official
- F. Protocol Review
  - 1. Review Process
    - a. Requirements for Review
    - b. Methods of Review
    - c. Types of Reviews
    - d. Outcomes of Review Process
    - e. Documentation of Review Process
  - 2. Content (Federal Criteria)
    - a. Justification for Animals, Species, and Numbers
    - b. Complete Description of Proposed Use of Animals
    - c. Alternatives (including 3 Rs)
    - d. Methods of Euthanasia
    - e. Minimization of Pain and Distress
    - f. Appropriate Use of Analgesics and Anesthesia
    - g. Living Conditions of Animals
    - h. Adequate Medical Care
    - i. Personnel Qualifications
    - j. Veterinary Review and Consultation
    - k. Surgical Considerations
  - 3. Special Considerations
    - a. Instructional Use of Animals
    - b. Agricultural Research
    - c. Restraint
    - d. Food and Fluid Control
    - e. Transgenics
    - f. Breeding
    - g. Enrichment
  - 4. Post-Approval Monitoring
- G. Suspensions

#### IV. EDUCATION AND TRAINING

- A. Individuals Needing Training
  - 1. IACUC Members and Staff
  - 2. Investigators/Personnel Conducting Procedures
  - 3. Veterinarians/Animal Care Staff
  - 4. Institutional Officials and Upper Administration
  - 5. Others
- B. General Requirements
  - 1. Humane Methods of Animal Maintenance and Experimentation
- 2. Methods that Limit Use of Animals and Minimize Distress
- 3. Use of Anesthetics, Analgesics, and Tranquilizers
- 4. Methods for Reporting Deficiencies
- 5. Use of Information Services
- 6. IACUC Functions and Responsibilities
- 7. Occupational Health and Safety
- 8. Other
- C. Methods and Sources
- D. Documentation

#### SAMPLE EXAMINATION QUESTIONS

In the following questions, choose the one best answer.

- 1. Which of the following offers a voluntary accreditation program of institutional animal care and use programs?
  - A. PHS
  - B. USDA
  - C. OLAW
  - D. AAALAC
- 2. Which of the following is a required member of the IACUC?
  - A. Institutional Official
  - B. Laboratory animal technician
  - C. Individual not otherwise affiliated with the institution
  - D. Representative from a local animal advocacy organization
- 3. According to USDA Regulations, an IACUC may have no more than how many members from any one administrative unit?
  - A. 3
  - B. 4
  - C. 5
  - D. 6
- 4. Which of the following does NOT need to be maintained by the IACUC?
  - A. Copy of Assurance
  - B. Semiannual reports
  - C. Logs of laboratory records
  - D. Minutes from IACUC meetings
- 5. The IACUC may suspend an activity only after
  - A. a vote of a majority at a convened meeting.
  - B. a discussion with the Principal Investigator takes place.
  - C. the Institutional Official has been notified in writing of the event.
  - D. all fact finding of the event has been conducted and documented.
- 6. Training and instruction of personnel must include guidance in which of the following areas?
  - A. Effective writing of animal use proposals
  - B. Proper use of personal protective equipment
  - C. Appropriate communication with animal activist groups
  - D. Research or testing methods that limit the use of animals

Correct Answers to Sample Questions

1. D, 2.C, 3.A, 4.C, 5.A, 6.D

## **KEY REFERENCES AND STUDY RESOURCES**

The key references and study aids listed below may assist in preparing for the Certification Examination for Professional IACUC Administrators. These references and resources include information of significance to IACUC administrators and animal research protection programs. Inclusion of references on this list does not constitute an endorsement by the CCPIA or PRIM&R of specific professional literature which, if used, would guarantee candidates successful passing of the certification examination.

These publications are listed as general resources that include information relevant to the “Body of Knowledge” required for this certification. In preparing for the exam, applicants should focus on those sections of these materials that relate to IACUC administration and the Body of Knowledge outlined in this handbook.

### **KEY REFERENCES**

American Association for Laboratory Animal Science (AALAS):

- The 50 Years of Laboratory Animal Science (<http://www.aalas.org/association/history.aspx>)
- The History of the Animal Welfare Act ([http://www.aalas.org/pdf/50\\_yrs/ch20.pdf](http://www.aalas.org/pdf/50_yrs/ch20.pdf))
- The History of the Public Health Service Policy on the Humane Care and Use of Laboratory Animals ([http://www.aalas.org/pdf/50\\_yrs/ch21.pdf](http://www.aalas.org/pdf/50_yrs/ch21.pdf))

ARENA/OLAW Institutional Animal Care and Use Committee Guidebook, 2nd Edition, 2002. (<http://grants.nih.gov/grants/OLAW/GuideBook.pdf>)

AVMA Guidelines on Euthanasia, 2007. ([http://www.avma.org/issues/animal\\_welfare/euthanasia.pdf](http://www.avma.org/issues/animal_welfare/euthanasia.pdf))

Department of Defense Directive: Use of Laboratory Animals in DOD Programs (<http://www.dtic.mil/whs/directives/corres/pdf/321601p.pdf>)

Department of Veterans Affairs. Handbook 1200.7, Use of Animals in Research. May 27, 2005. ([http://www1.va.gov/vhapublications/ViewPublication.asp?pub\\_ID=1268](http://www1.va.gov/vhapublications/ViewPublication.asp?pub_ID=1268))

Guide for the Care and Use of Agricultural Animals in Research and Teaching. Federation of Animal Science Societies, Third Edition, January 2010. (<http://www.fass.org/page.asp?pageID=216>)

Guide for the Care and Use of Laboratory Animals. National Research Council, 2011. ([http://www.nap.edu/catalog.php?record\\_id=12910](http://www.nap.edu/catalog.php?record_id=12910))

(Please note: Questions in the October 2011 CPIA exam and later exams will reference the 8<sup>th</sup> (final) edition of the *Guide*, as published in 2011, and not earlier [Guide](#) editions)

Nuremberg Code (<http://ohsr.od.nih.gov/guidelines/nuremberg.html>)

Office of Laboratory Animal Welfare (OLAW) Resources (<http://grants.nih.gov/grants/olaw/olaw.htm>)

- FAQs (<http://grants.nih.gov/grants/olaw/faqs.htm>)
- Notices (<http://grants.nih.gov/grants/olaw/references/notices.htm>)
- Articles By OLAW Staff and References ([http://grants.nih.gov/grants/olaw/articles\\_references.htm](http://grants.nih.gov/grants/olaw/articles_references.htm))
- Commentary (<http://grants.nih.gov/grants/olaw/references/commentary.htm>)

U.S. Department of Agriculture ([http://www.aphis.usda.gov/animal\\_welfare/publications\\_and\\_reports.shtml](http://www.aphis.usda.gov/animal_welfare/publications_and_reports.shtml))

- Animal Welfare Act;
- Animal Welfare Regulations: 9 CFR Subchapter A Part 1 Definitions, and Part 2 Regulations
- Animal Care Resource Guide Policies

U.S. Public Health Service (<http://grants.nih.gov/grants/olaw/references/phspol.htm>)

- Health Research Extension Act
- Policy on Humane Care and Use of Laboratory Animals
- U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Teaching, Research, and Training

## STUDY AIDS

American Association for Laboratory Animal Science (AALAS) Learning Library, Regulatory and IACUC Compliance Modules (<https://www.aalaslearninglibrary.org/demo/series.asp?strKeyID=8CF30C12-4808-420A-A031-518B6DE57A09-0&Library=10&Track=5>)

Collaborative Institutional Training Initiative (CITI) Regulatory Modules (<https://www.citiprogram.org/Default.asp?>)

Institutional Administrator's Manual for Laboratory Animal Care and Use. NIH Pub No. 88-2959. 1988. ([http://grants.nih.gov/grants/olaw/request\\_publications.pdf](http://grants.nih.gov/grants/olaw/request_publications.pdf))

Occupational Health and Safety in the Care and Use of Research Animals. National Research Council, National Academy of Sciences. 1997: ([http://books.nap.edu/openbook.php?record\\_id=4988&page=R1](http://books.nap.edu/openbook.php?record_id=4988&page=R1))

Report of the American College of Laboratory Animal Medicine on Adequate Veterinary Care ([http://www.aclam.org/Content/files/files/Public/Active/position\\_adeqvetcare.pdf](http://www.aclam.org/Content/files/files/Public/Active/position_adeqvetcare.pdf))

U.S. Department of Agriculture Animal Care Inspection Guide ([http://www.aphis.usda.gov/animal\\_welfare/publications\\_and\\_reports.shtml](http://www.aphis.usda.gov/animal_welfare/publications_and_reports.shtml))

## ACRONYMS

AAALAC	Association for Assessment and Accreditation of Laboratory Animal Care International	IACUC	Institutional Animal Care and Use Committee
AALAS	American Association for Laboratory Animal Science	ILAR	Institute for Laboratory Animal Research
AC	Animal Care, APHIS, USDA	IO	Institutional Official
ACLAM	American College of Laboratory Animal Medicine	IRAC	Interagency Research Animal Committee
APHIS	Animal and Plant Health Inspection Service (USDA)	NIH	National Institutes of Health
AVMA	American Veterinary Medical Association	NRC	National Research Council
AWA	Animal Welfare Act	NSF	National Science Foundation
AWAR/AWR	Animal Welfare Act Regulations	OHSP	Occupational Health and Safety Program
AWIC	Animal Welfare Information Center	OLAW	Office of Laboratory Animal Welfare, NIH
CDC	Centers for Disease Control and Prevention	OSHA	Occupational Safety and Health Administration
CEO	Chief Executive Officer	PHS	Public Health Service
DHHS	Department of Health and Human Services	PI	Principal Investigator
DOD	Department of Defense	PRIM&R	Public Responsibility in Medicine and Research
EPA	Environmental Protection Agency	USDA	U.S. Department of Agriculture
FDA	Food and Drug Administration	VA	Department of Veterans Affairs
GLP	Good Laboratory Practice	VMO	Veterinary Medical Officer

Please read the directions in the Handbook for Candidates carefully before completing this Application.

**MARKING INSTRUCTIONS:** This form will be scanned by computer, so please make your marks heavy and dark, filling the circles completely. Please print uppercase letters and avoid contact with the edge of the box. See example provided. →

A	B	C	D	E	F	1	2	3	4	5	6
---	---	---	---	---	---	---	---	---	---	---	---

**Candidate Information**

Mr. First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Mrs. \_\_\_\_\_  
 Ms. \_\_\_\_\_  
 Dr. \_\_\_\_\_

Last Name \_\_\_\_\_ Suffix (Jr., Sr., etc.) \_\_\_\_\_

Number and Street \_\_\_\_\_ Apartment Number \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Evening Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail Address \_\_\_\_\_

Examination Dates:  Spring  Fall

**Eligibility and Background Information**

Darken only one choice for each question unless otherwise directed.

- A. PERCENT OF WORKING TIME CURRENTLY SPENT IN IACUC ACTIVITIES:**
- Less than half-time  Full-time
  - More than half-time
- B. PRIMARY ROLE IN IACUC ACTIVITIES: (Darken only one response.)**
- IACUC Staff/Administrator/Manager
  - IACUC Chair with IACUC administrative responsibility
  - Organizational Official with direct IACUC admin. responsibility
  - Other (explain) \_\_\_\_\_
- C. EXPERIENCE IN IACUC ACTIVITIES:**
- 2 years  5 years  More than 10 years
  - 3 to 4 years  6 to 10 years
- D. PRIMARY EMPLOYER: (Darken only one response.)**
- Academic (non-medical)  Device Manufacturer
  - Academic (includes medical)  Government (federal, state, local)
  - Agricultural Organization/ Institution  Industrial/Corporate
  - Biotechnology Company  Research Institute/Foundation
  - Clinic/Hospital  VA or Military Medical
  - Contract Research Organization (CRO) or Site Management Organization (SMO)  Other \_\_\_\_\_

- E. HIGHEST ACADEMIC LEVEL:**
- High School Graduate  Master's Degree
  - Some College  Doctoral Degree
  - Associate Degree  Other (specify below) \_\_\_\_\_
  - Bachelor's Degree
- F. NUMBER OF FULL-TIME OR EQUIVALENT PEOPLE IN YOUR OFFICE SUPPORTING IACUC ACTIVITIES:**
- Less than 1.0  5.0 to 9.9
  - 1.0 to 2.9  More than 10
  - 3.0 to 4.9
- G. HAVE YOU TAKEN THIS EXAMINATION BEFORE?**
- No  Yes
- If yes, indicate month, year, and name under which the examination was taken.
- Date (month/year): \_\_\_\_\_
- Name: \_\_\_\_\_

(Complete Page 2)



