



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

Handbook for Candidates

SPRING 2010 TESTING PERIOD

Application Deadline: Monday, March 1, 2010
First Day of Testing: Saturday, April 10, 2010
Last Day of Testing: Saturday, April 24, 2010

FALL 2010 TESTING PERIOD

Application Deadline: Wednesday, September 1, 2010
First Day of Testing: **Saturday, October 16, 2010**
Last Day of Testing: **Saturday, October 30, 2010**



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 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 the 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 IACUC (Institutional Animal Care and Use Committee) 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. 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 (insert link to PRIM&R webpage).

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 a 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 for Candidates.

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, e-mail 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. Mail the Application 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 – 17th 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 LaserGrade Computer Testing, Inc. LaserGrade 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 www.lasergrade.com or call LaserGrade at (800) 211-2754. Please note: Hours and days of availability vary at different centers. Do **NOT** attempt 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 the Professional Testing Corporation by telephone at (212) 356-0660.**

The Eligibility Notice will indicate where to call to schedule your examination appointment as well as the dates in 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 LaserGrade 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 Professional Testing Corporation.

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 the Professional Testing Corporation, 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 (USDA)
 2. Public Health Service (PHS)/Office of Laboratory Animal Welfare (OLAW)
 3. Food and Drug Administration (FDA)
 4. Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC)
 5. Department of Veterans Affairs (VA)
 6. Department of Defense (DOD)
 7. Department of the Interior (DOI)
 8. State and Local Agencies
 9. Other
- D. Resources
 1. Animal Welfare Act
 2. Animal Welfare Act/USDA Regulations
 3. USDA Animal Care Policies
 4. Health Research Extension Act
 5. PHS Policy on Humane Care and Use of Laboratory Animals

6. The Guide for the Care and Use of Laboratory Animals
 7. Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching
 8. AVMA Guidelines on Euthanasia
 9. ARENA/OLAW Institutional Animal Care and Use Committee Guidebook
 10. Other Regulatory Resources
 11. Online Resources
 12. Other Guidance
- E. Scientific Concepts
1. Genetically Modified Animals
 2. Cloning and Stem Cells
 3. Xenotransplantation
 4. Study Design

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

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

REFERENCES

The Council for Certified Professional IACUC Administrators (CCPIA) has prepared a suggested reference list to assist in preparing for the Certification Examination for Professional IACUC Administrators. These references contain journals and textbooks which include information of significance to animal research protection programs practice. 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.

American Association for Laboratory Animal Science (AALAS) Learning Library, Regulatory and IACUC Compliance.

<https://www.aalaslearninglibrary.org/demo/series.asp?strKeyID=8CF30C12-4808-420A-A031-518B6DE57A09-0&Library=10&Track=5>

American Association for Laboratory Animal Science (AALAS): 50 Years of Laboratory Animal Science. http://www.aalas.org/pdf/50_yrs/ch20.pdf; http://www.aalas.org/pdf/50_yrs/ch21.pdf, <http://www.aalas.org/association/history.aspx>

ARENA/OLAW Institutional Animal Care and Use Committee Guidebook, 2nd Edition, 2002.

<http://grants.nih.gov/grants/OLAW/GuideBook.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

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=357>

Guide for the Care and Use of Laboratory Animals. National Research Council, 1996.

<http://www.aaalac.org/resources/theguide.cfm>

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

Nuremberg Code.

<http://ohsr.od.nih.gov/guidelines/nuremberg.html>

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

OLAW Resources, including [PHS Policy Report on Humane Care and Use of Laboratory Animals; Guide for the Care and Use of Laboratory Animals](#), 1996; [AVMA Guidelines on Euthanasia, 2007; Guidelines \(FAQs, Notices\)](#); and more. <http://grants.nih.gov/grants/olaw/olaw.htm>

[Report of the American College of Laboratory Animal Medicine on Adequate Veterinary Care in Research, Testing and Teaching. 1996.](#)

U.S. Department of Agriculture Animal Welfare Act; Animal Welfare Regulations: 9 CFR Subchapter A Part 1 Definitions, and Part 2 Regulations, as published in 1989 and 1991; and [USDA APHIS Animal Care Policies](#).

[U.S. Public Health Service Policy on Humane Care and Use of Laboratory Animals, to include the Health Research Extension Act and the U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Teaching, Research, and Training.](#)

ACRONYMS

AAALAC Association for Assessment and Accreditation of Laboratory Animal Care International

AALAS American Association for Laboratory Animal Science

AC Animal Care, APHIS, USDA

ACLAM American College of Laboratory Animal Medicine

APHIS Animal and Plant Health Inspection Service (USDA)

AVMA American Veterinary Medical Association

AWA Animal Welfare Act

AWIC Animal Welfare Information Center

CDC Centers for Disease Control and Prevention

CEO Chief Executive Officer

DHHS Department of Health and Human Services

DOD Department of Defense

DOI Department of the Interior

EPA Environmental Protection Agency

FDA Food and Drug Administration

GLP Good Laboratory Practice (GLP) Regulations

IACUC Institutional Animal Care and Use Committee

ILAR Institute for Laboratory Animal Research

IO Institutional Official

IRAC Interagency Research Animal Committee

NIH National Institutes of Health

NRC National Research Council

NSF National Science Foundation

OHSP Occupational Health and Safety Program

OLAW Office of Laboratory Animal Welfare, NIH

OSHA Occupational Safety and Health Administration

PhRMA Pharmaceutical Research and Manufacturers of America

PHS Public Health Service

PI Principal Investigator

PRIM&R Public Responsibility in Medicine and Research

USDA U.S. Department of Agriculture

VA Department of Veterans Affairs

VMO Veterinary Medical Officer

WHO World Health Organization