Everything You Wanted to Know about the CPIA® Credential

PRIM&R's
IACUC Virtual Conference
June 16-17, 2020

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Hannah Hemingway Freundlich, MS, CPIA

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Disclosure: Tanise L. Jackson, DVM, DACLAM, CPIA

I have no relevant personal/professional/financial relationship(s) with respect to this educational activity

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Disclosure: Hannah Hemingway Freundlich, MS, CPIA

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Presenter Bio/Photo

Hannah Hemingway Freundlich, MS, CPIA is the IACUC Administrator for Massachusetts Eye and Ear, a research and teaching hospital in Boston, MA.

Her previous position at Appalachian State University consisted of coordinating the IACUC, and IBC. During this time, Hannah was completing her master thesis with zebrafish and assisting with the vivarium's mice and rat breeding program.

She earned two BS degrees from NC State University in Animal Science and Poultry Science. She assisted with research involving various species, primarily swine, while there. When not at work, Hannah enjoys spending time with her dog Bunny, and volunteering with a local industrial revolution museum.

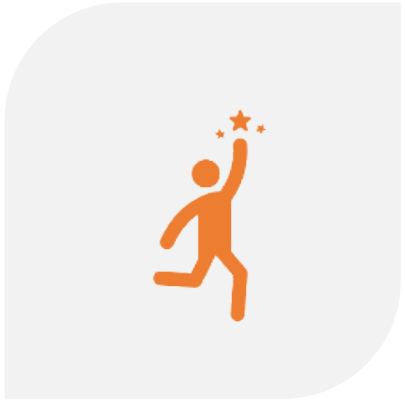
Learning Objectives

1. Discuss the CPIA program and its value
2. Go over exam preparation techniques and what to expect on exam day
3. Review the path to recertification
4. Share first-hand advice from a recently certified individual

The CPIA Program…

- Promotes ethical practices and advanced knowledge of IACUC administration
- Strengthens IACUCs and animal care and use programs
- Establishes a body of relevant knowledge and national standards of practice

2020 Updates



EXTENDED FALL 2020 TESTING PERIOD

MODIFIED RECERTIFICATION GUIDELINES

NEW CONTINUING EDUCATION TRACKER

primr.org/cpia

PRIM&R PUBLIC RESPONSIBILITY IN MEDICINE AND RESEARCH

Why Become Certified?

- Validate experience and knowledge base
- Meet requirements for hiring, job retention, or advancement

Eligibility Requirements

Bachelor's Degree + 2 years of relevant, full-time experience within the past seven years

OR

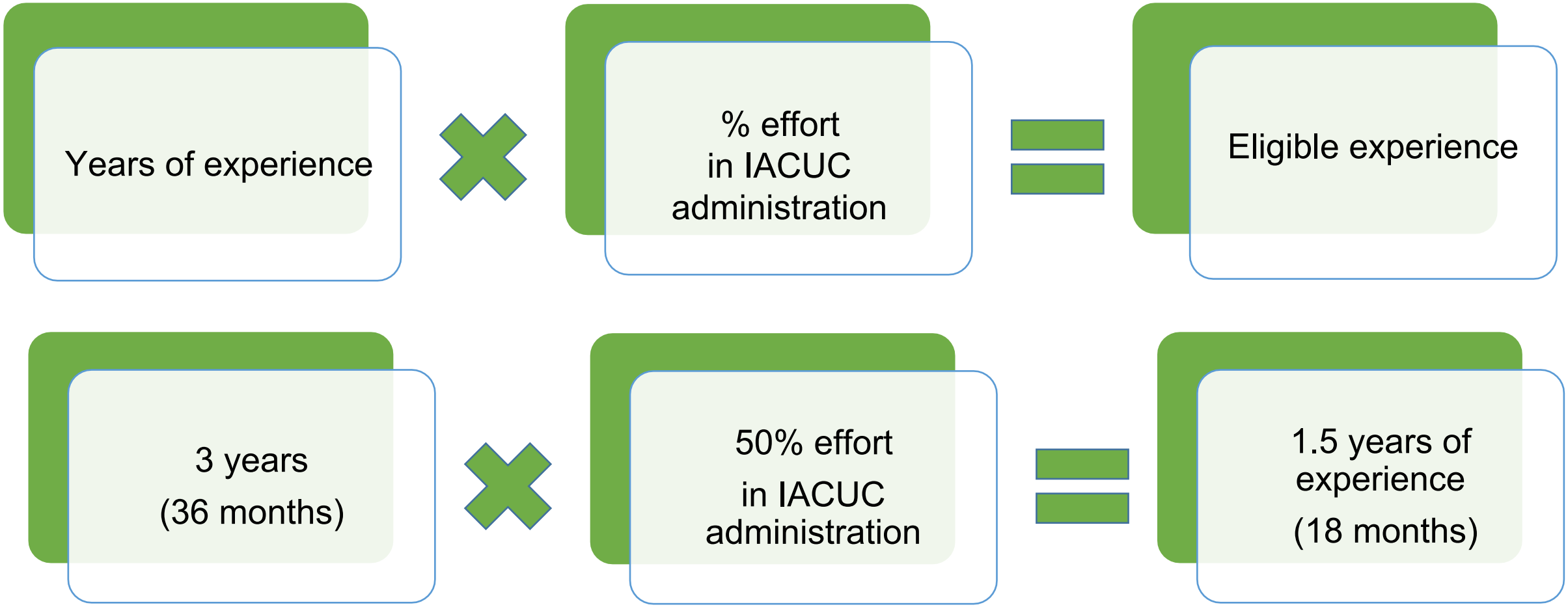
No educational requirement + 4 years of relevant, full-time experience within the past seven years

Eligibility Requirements

The following roles alone do not meet the primary eligibility requirements for performance of IACUC administrative functions:

- IACUC member
- Veterinary professional or paraprofessional
- Institutional official
- Investigators/research staff
- Laboratory animal facility management and staff

Part Time Experience Formula



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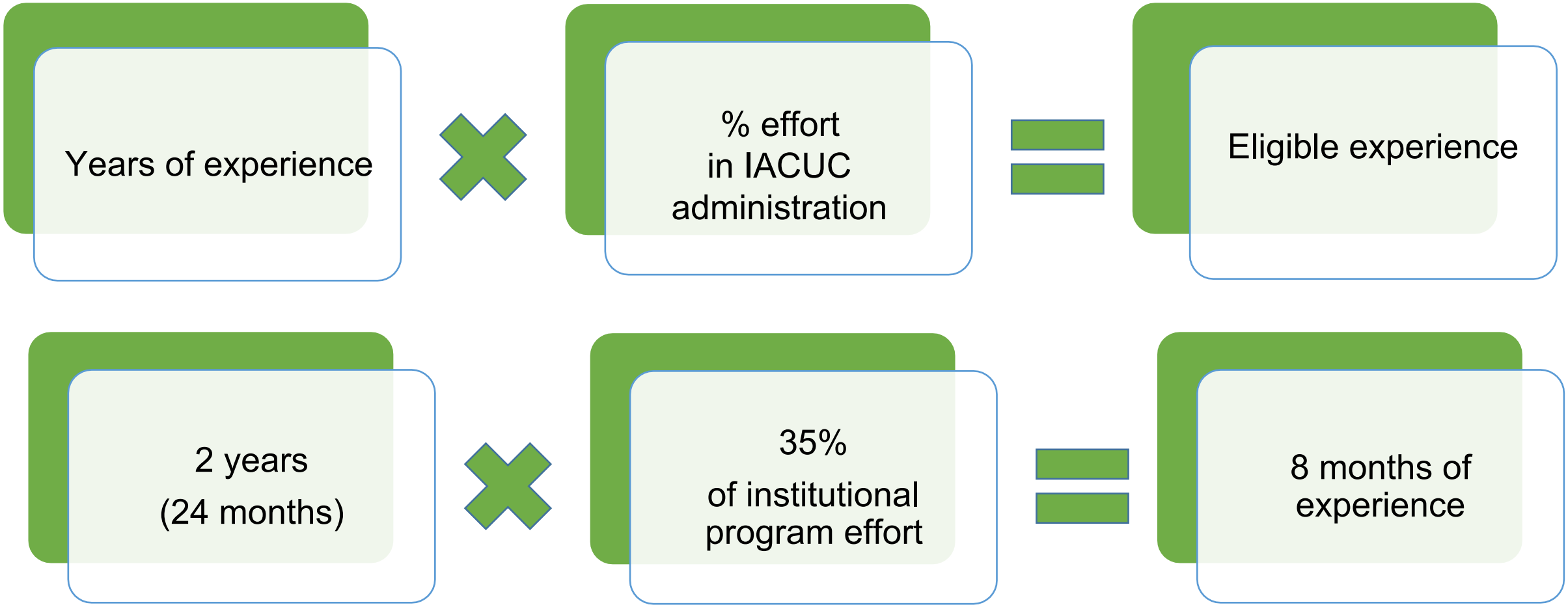
Organizations with Less than 1 IACUC Admin FTE



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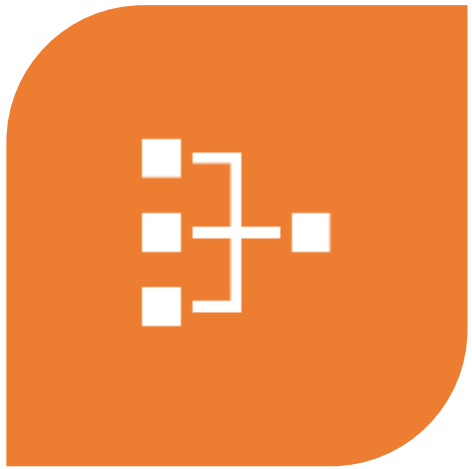
Eligible Job Functions

Candidates must be responsible for the development, management, implementation, oversight, and administration of the



IACUC protocol review process,

from submission to approval

Eligible Job Functions

Candidates must be responsible for the development, management, implementation, oversight, and administration of the

Eligible Job Functions

Candidates must be responsible for the development, management, implementation, oversight, and administration of the

IACUC policies, procedures, and guidelines

Eligible Job Functions

Candidates must be responsible for the development, management, implementation, oversight, and administration of

Regulatory/accreditation documents

(e.g., AAALAC, DOD, OLAW/PHS, USDA, VA)

Eligible Job Functions

Candidates must be responsible for the development, management, implementation, oversight, and administration of the

Continuing IACUC oversight of animal activities and the investigation of animal welfare concerns and/or noncompliance

Eligible Job Functions

Candidates must be responsible for the development, management, implementation, oversight, and administration of the

Support for

IACUC committee functions

Eligible Job Functions

Candidates must be responsible for the development, management, implementation, oversight, and administration of the

Training programs regarding IACUC functions and animal care and use regulations/guidance

Exam Application Components

Exam Application

Supplemental Signature Form

CV/Resume

Note: CV/Resume must clearly detail IACUC administration-related experience.

Exam Application

PRIM&R PUBLIC RESPONSIBILITY IN MEDICINE AND RESEARCH

Certified Professionals in IACUC Administration (CPIA®) CPIA

EXAMINATION APPLICATION

You must complete all sections of this form. Please include credit card information or enclose a company check, cashier's check or money order payable to PSI Services Inc. for the appropriate amount. Mail the application and fee to:

CPIA Examination, PSI, 18000 W. 105th St., Olathe, KS 66061-7543.
For further information, call Candidate Services at 888-519-9901.

PERSONAL INFORMATION *(please print using black or blue ink)*

Name: _____
(Last, First, Middle)

Date of Birth: _____

Daytime Telephone Number: _____ Evening Telephone Number: _____

Email Address: _____

Street Address: _____

_____

City: _____ State: _____

Zip Code/Postal Code: _____ Country: _____

ELIGIBILITY REQUIREMENTS

Please indicate which of the following eligibility requirements qualifies you for the examination:

- ☐ Bachelor's degree plus two (2) years of qualifying, relevant IACUC experience within the past seven years.
- ☐ Four (4) years of relevant IACUC experience within the past seven years.

EXAMINATION INFORMATION

I am including a Special Accommodations Request:

- ☐ No
- ☐ Yes *(Complete the form included in this handbook.)*

I am a:

MEMBERSHIP STATUS

If you are a current member of PRIM&R, you are eligible for the reduced CPIA Examination fee. *Please provide your membership number below.*

Membership Number: _____

EXAMINATION FEE

Payment may be made by credit card, company check, cashier's check or money order payable to PSI Services Inc.

Candidates testing within the United States

- ☐ Member of PRIM&R $335
- ☐ Non-Member. $450

Candidates testing in U.S. territories or internationally

PRIM&R PUBLIC RESPONSIBILITY IN MEDICINE AND RESEARCH

CPIA CERTIFIED PROFESSIONAL IN IACUC ADMINISTRATION

CPIA® Examination Work Experience Verification Supplemental Form

This form is to be completely filled out by the applicant, and included with their CPIA Certification Exam Application and CV/resume'.

Candidate Name

Job Title

Organization

Start Date End Date

Position Type ☐ Full-Time ☐ Part-Time *Percentage of effort dedicated to IACUC administration-related duties*_____

Please check the IACUC administration-related duties for which you are responsible, and include the corresponding information in the spaces below:

☐ Describe how you manage the workflow for the IACUC protocol review process, from submission to approval, or communicate the IACUC's review of the protocol

☐ Describe how you manage the facility inspection and program review processes

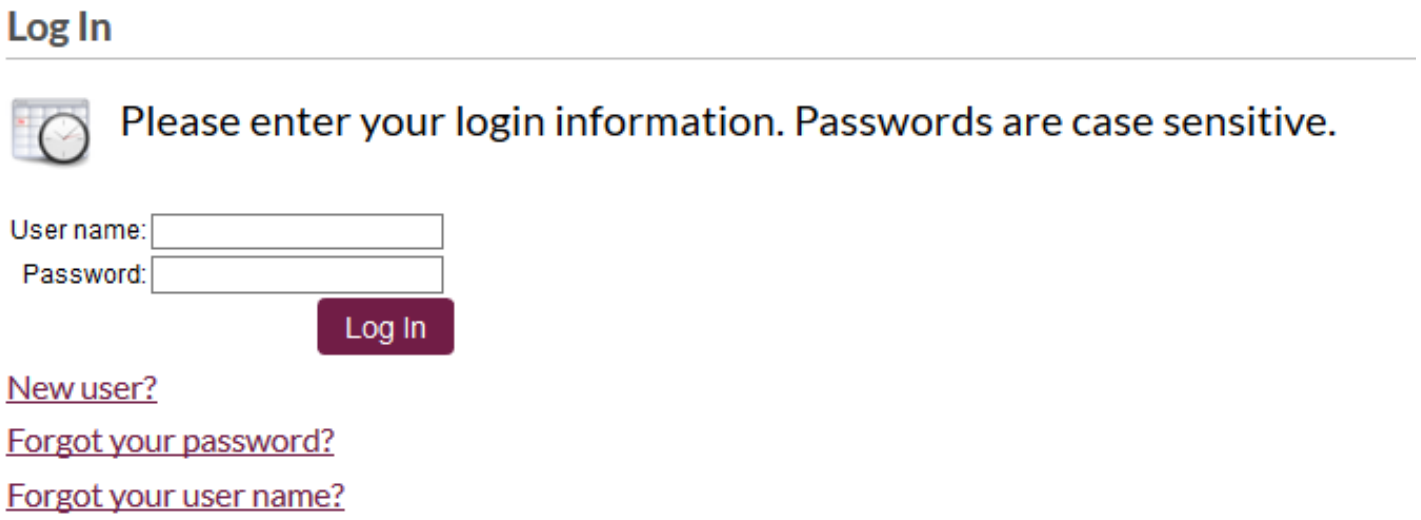
☐ Describe your responsibility in the development, management, and implementation of IACUC policies, procedures, and guidelines

☐ Describe your responsibilities with regard to the regulatory/accreditation processes (e.g., AAALAC, DOD, OLAW/PHS, USDA, VA)

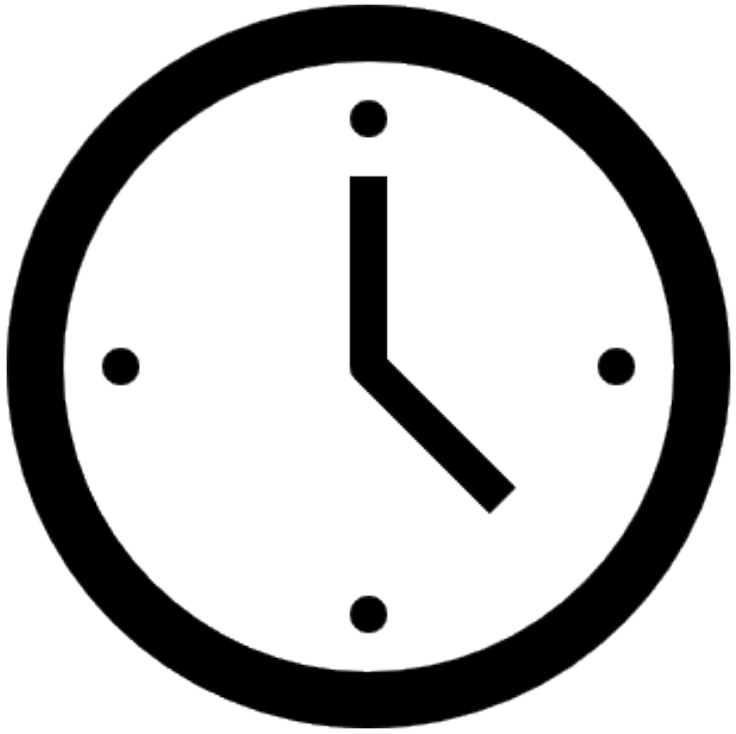
☐ Describe your role in the management of continuing IACUC oversight of animal activities and the investigation of animal welfare concerns and/or noncompliance

Exam Application Tips

- **Online applications have the fastest turn-around period**
- **Daytime phone number**
- **Email address**
- **Add @psionline.com and @goamp.com to your safe senders list**
- **Monitor your email!**
- **Use the Forgot your password? feature to look up your account**



A Note about Deadlines



- The application deadline date is the final day for applications to be submitted online or postmarked.
- It is **not** the final day for candidates to set up an exam appointment—the dates are structured to accommodate application review and exam scheduling for all applications received through the deadline date.

Content Outline

CPIA Body of Knowledge/Content Outline

I. Regulatory foundations, historical development, government oversight, and accreditation of laboratory animal care programs (23%)
   - A. Historical Development of Laboratory Animal Oversight
   - B. Agency Oversight, Documents, Regulations, and Requirements
     - a. USDA
     - b. HHS (Public Health Service/NIH)
     - c. AAALAC
     - d. DOD and VA
     - e. Other: Federal, State, Local Requirements

II. Program Management, Requirements, Administration, and Responsibilities: Roles and Responsibilities for Institutional Animal Care and Use Programs (25%)
   - A. Institutional Official/Chief Executive Officer
   - B. IACUC
   - C. IACUC Administrator and Staff
   - D. Attending Veterinarian
   - E. Principal Investigator
   - F. Institution

III. IACUC Functions, Content, and Process (34%)
   - A. Program Review
   - B. Facility Inspections
   - C. Reports to the Institutional Official
   - D. Review Concerns Involving the Care and Use of Animals
   - E. Make Recommendations to the Institutional Official
   - F. Protocol Review
   - G. Suspension of Activities

IV. Shared Oversight Responsibilities and Ancillary Program Components (18%)
   - A. Training and Education
   - B. Post-Approval Monitoring
   - C. Occupational Health and Safety Programs
   - D. Disaster Planning and Emergency Preparedness
   - E. Collaborations

Key References

- PHS Policy
- Animal Welfare Act Regulations
- Federal agency guidance and FAQs
- DOD and VA regulations
- *Guide*
- Ag Guide
- AVMA Guidelines for the Euthanasia of Animals
- ARENA/OLAW IACUC Guidebook
- History of the Public Health Service Policy
- AAALAC FAQs and Position Statements

PRIM&R PUBLIC RESPONSIBILITY IN MEDICINE AND RESEARCH

Exam Format

- Computer-based
- Closed-book
- 250 multiple choice questions
- Four-hour testing period
- Bookmarks
- Comments

Exam Question Format

- Scenarios that require candidates to apply the regulations
- Four plausible answer options
- No *all of the above* or *none of the above* answer options
- No *true/false* questions

Types of Questions

Direct Questions

Historical background, regulatory requirements, guidance

Application Questions

How to handle a situation

Types of Questions

Don’t overthink the question!

Don’t add additional assumptions that are not in the wording of the question

The exam is based on federal regulations and guidance, not organizations’ policies and procedures

Reviewing

- Why go for the CPIA credential?
- Study preparations
- Day of examination experience
- Taking the test with accommodations

Why did I go for the credential?

- More than a few letters after your name
  - Continuing your education
    - Know more than your program

Why did I go for the credential?

- Demonstrate knowledge
  - To current superiors
    - Earn promotion
  - To future superiors
    - Increase hirability

CPIA
CERTIFIED PROFESSIONAL IN IACUC ADMINISTRATION

Study prep

- When did I start studying?
  - Casual way:
    - 1year
  - Intensive way:
    - 4 months

Study prep

- How did I studying?
  - Read regulations
  - Wrote notes on regulations
    - Rewrote to compare different agencies
  - Made flashcards
  - Made a timeline
  - Looked for study guides
  - Made exam questions
    - Asked to quiz me

Study prep

- What did I study?
  - PRIMR wants success
    - Candidate Handbook
      - Deadlines
      - Application
      - Expectations
        - Ethics & results
      - Body of Knowledge/Content Outline
      - CPIA Exam References and Resource

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PUBLIC RESPONSIBILITY IN MEDICINE AND RESEARCH

Study prep

- What did I study?
  - PRIMR wants success
    - Body of Knowledge/Content Outline
      - These points across agencies*
        - Excel spreadsheet
        - *Agency requirements are changing
    - CPIA Exam References and Resource
      - Government references to review

Study prep

- What did I study?
  - Peers want success
    - Social media group
    - Exchange study materials
  - Note on legacy study materials
    - Regulations change.

Day of Examination Experience

Testing in General:

- Sleep is important.
- Eat well.
- Prepare for morning.
- Brain a break.
- Check alarm.
- Arrive alive
- With extra time

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Day of Examination Experience

- The test Format
  - On computer
  - Save for later
  - Don’t psych yourself out!

Taking the Test with Accommodations

- Americans with Disabilities Act
- Start the application early!
- Check documentation date
- Note earlier deadline
- Submit at least 45 days early

Example Exam Qustions

Question 1

Which of the following is authorized to appoint members to the IACUC?

A. IACUC Chair
B. IO
C. AV
D. CEO

Question 2

Records pertaining to which of the following are specifically required to be kept by research facilities under the Animal Welfare Act?

A. Care and use of dogs and cats
B. Care and use of all animals covered by the Act
C. Acquisition and previous ownership of dogs and cats
D. Acquisition and previous ownership of all animals covered by the Act

Question 3

According to the Guide, which of the following is responsible for review and investigation of any reported animal welfare concerns?

A. IO only
B. IO and IACUC only
C. IO, IACUC, and board of directors
D. IO, IACUC, and senior management

Question 4

To use the designated member review process, each IACUC member must be provided with which of the following prior to review?

Question 4

A. A list of the proposed activities or proposed significant changes
B. A complete copy of each proposed activity or proposed significant change
C. A copy of all funding listed on the proposed activity or proposed significant change
D. The title, species, and pain category assigned to the proposed activity or the proposed significant change

Fall 2020 Exam

Application Deadline	Testing Period
September 4	October 5-November 5

PRIM&R Members $350 | Nonmembers $475

primr.org/cpia
certification@primr.org.

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Questions?

Thank You

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