Everything You Wanted to Know about the CPIA® Credential

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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
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

Years of experience: 3 years (36 months)

50% effort in IACUC administration

Eligible experience: 1.5 years of experience (18 months)
Organizations with Less than 1 IACUC Admin FTE

Years of experience: 2 years (24 months)

% effort in IACUC administration: 35%

% effort in institutional program effort: 8 months of experience

Eligible experience:
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 semiannual program review and facility inspection process.
Candidates must be responsible for the development, management, implementation, oversight, and administration of the IACUC policies, procedures, and guidelines.
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
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
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
Study prep

- When did I start studying?
  - Casual way:
    - 1 year
  - 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
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
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 Questions
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
September 4

Testing Period
October 5-
November 5

PRIM&R Members $350 | Nonmembers $475

primr.org/cpia
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Questions?
Thank You