Policies and Procedures of the Council for Certified Professional Institutional Animal Care and Use Committee (IACUC) Administrators (CCPIA)

I. COUNCIL

1.0 Name of the Council

The name of the council is the Council for Certified Professional IACUC Administrators (CCPIA).

2.0 Governance

The Council for Certified Professional IACUC Administrators (CCPIA) oversees a credentialing program of Public Responsibility in Medicine and Research (PRIM&R) known as Certified Professional IACUC Administrators (CPIA). CCPIA reports to the Board of Directors through the Board’s Certification Committee.

3.0 Charge

CCPIA’s charge is to provide certification for IACUC professionals through a credentialing process. The purpose of said certification process is to promote the professional administration of IACUCs and to thereby advance the quality of animal care and use programs via the certification of qualified IACUC professionals. CCPIA accomplishes this charge by:

3.1 Developing, administering, and evaluating an examination process for the certification of eligible and qualified IACUC professionals as “Certified Professional IACUC Administrators” (CPIAs).

3.2 Promoting the ongoing education and professional development of its certificate holders.

4.0 Managing Policies and Procedures
The Policies and Procedures of the CCPIA ("Policies and Procedures") shall be drafted and adopted by the CCPIA, as specified in Section II, par. 4.5. All policies must be finalized or amended by a majority vote of the CCPIA. Proposed amendments must be disseminated to the CCPIA membership in advance. No provisions and/or amendments will be considered final, though, without first being reviewed and approved by the PRIM&R Certification Committee. Any Policies and Procedures of the Council for Certified Professional IACUC Administrators must be consistent with the mission of PRIM&R.

5.0  Written Notice

Any time written notice is required to be given under these Policies and Procedures, notice may be sent by mail, bonded courier or electronic transmission, that is, by first class mail, express mail or equivalent, e-mail, fax, other electronic delivery, or any other method approved by the Council that will assure notice to the members of CCPIA.

6.0  Non-Discrimination

It is the policy of CCPIA, as with PRIM&R in general, not to discriminate in the application of its certification program on the basis of age, sex, race, religion, ethnic or national origin, disabilities, veteran status, sexual orientation or marital status.

II. GOVERNANCE

1.0  Council Membership

CCPIA shall have no fewer than seven (7) and no more than twelve (12) appointed members. Members are appointed based on expertise.

1.1  CCPIA Member Status:

1.1.1 The majority of Council members must be certified IACUC professionals (CPIAs) in good standing.
1.1.2 Non-CPIA eligible members may be appointed who have unique expertise in relevant areas.

1.2  Leadership Committee: The Chair, Vice Chair, and at least one other member appointed by CCPIA, will guide the Council and carry out the following functions:

1.2.1 Facilitate CCPIA meetings; (See Section 4.2)
1.2.2 Call special meetings as necessary;
1.2.3 Act as the duly authorized representative of the CCPIA when necessary
and appropriate;

1.2.4. Ensure that CCPIA maintains and implements the examination process;

1.2.5. Ensure that appropriate reports are prepared and distributed to the Council, PRIM&R Certification Committee and the PRIM&R Board as necessary;

1.2.6. Ensure that appropriate documentation of CCPIA activities, including minutes of CCPIA meetings, is prepared and maintained. Copies of all necessary and appropriate CCPIA materials shall be contemporaneously sent to the Certification Committee and appropriate PRIM&R staff;

1.2.7. Act as a liaison with the management of the examination service provider;

1.2.8. Act as a liaison to the PRIM&R Board, PRIM&R Board Certification Committee and PRIM&R staff.

1.2.9. Oversee financial arrangements; and

1.2.10. Appoint sub-committees as needed.

1.2.11. Perform other duties as necessary.

1.3 Term and Election of CCPIA Leadership: The Council elects the Chair and Vice Chair who shall each serve for a three (3) year term. The Chair(s) may be re-elected for one additional consecutive term in the position. The limitation on the term of Council membership in Section II, par. 2.2 shall not apply during the period an individual is serving as Chair.
2.0 **Council Member: Appointment, Terms, Removal**

2.1 **Member Selection and Appointment:** It is the intent of the CCPIA to maintain a membership that is diverse in terms of professional expertise, gender, race and ethnicity, professional setting/work environment, and geographic distribution. When a vacancy occurs, the Council shall consider the expertise, diversity, and representational capacity required before filling the vacancy. Council members shall consult with experts in the field to identify persons who hold the CPIA certification and/or possess other relevant expertise, and satisfy the criteria established by the Council for the vacancy. The Council may also solicit nominations from CPIA holders more broadly for Council membership. The qualifications and experience of eligible candidates shall be provided to Council members for their consideration. Selection of new members shall be by vote at a convened meeting, conference call, or videoconference as provided in Section II, par. 4.4 with a majority of the members participating and shall require a two-third (2/3) majority of the participating members to approve a new member. Notice of appointment shall be provided to the new member and to the PRIM&R Certification Committee, in writing, by the Chair of CCPIA.

2.2 **Terms:** The term of Council membership appointments shall be three (3) years. Appointments shall be made effective January 1, except when an unexpected vacancy occurs. One renewal for a total of two terms (six years) is permitted. Upon completing six (6) years on the Council, a member must leave the Council for at least one year before being eligible for consideration for another term on the Council.

Once appointed as Chair a member may serve additional terms in that capacity as provided in Section II, par. 1.3.

2.3 **Unexpected Vacancy:** In the event of a vacancy, CCPIA may replace the member at any time, or, the position may remain vacant at the discretion of CCPIA unless such vacancy/vacancies reduce the CCPIA membership to fewer than seven (7) members. Vacancies shall be filled in accordance with the provisions of Section II, par. 2.1 above.

2.4 **Resignation:** Any CCPIA member or leader may resign at any time by giving written notice of resignation to the Chair or Vice Chair. In such case the CCPIA should notify the PRIM&R Certification Committee and staff of the resignation.

2.5 **Removal:** Any CCPIA member or officer may be removed by a three fourths majority vote of the CCPIA obtained in accordance with Section II, paragraph
4.4. The Chair, or two or more members, may initiate consideration of removal of a member by providing written notice of the reason for calling the vote at least three (3) weeks before the requested vote. Reasons for removal may include, but are not limited to, (1) violation of the CPIA Code of Ethics, (2) excessive or unexcused absences from official CCPIA meetings, or (3) failure to fulfill the reasonable duties and responsibilities of a CCPIA member. The CCPIA member subject to removal is entitled to challenge the removal either orally or in writing. All proceedings related to removal of a member will be held in the strictest of confidence by CCPIA and its members.

2.6 **Conflict of Interest:** Council members must sign the Conflict of Interest policy of PRIM&R.

In addition, Council members must disclose to CCPIA any situations that may involve a real or perceived conflict of interest. Conflicts of interest are general in nature and not limited to financial conflicts of interest. CCPIA shall determine appropriate steps to address the potential conflict up to and including recusal of the member on a matter before the Council or removal from CCPIA.

2.7 **Compensation:** Council members shall be reimbursed for reasonable expenses related to carrying out their Council responsibilities. Expenses will be reimbursed in accordance with the PRIM&R travel policy.

### 3.0 Responsibilities of the CCPIA Members

3.1 Act in the best interests of the Council so as to facilitate the execution of its charge, as well as of the PRIM&R mission more broadly.

3.2 Act in the best interests of the program so as to protect the quality and integrity of the CPIA credentialing process.

3.3 Participate fully in CCPIA meetings, examination preparation activities, and item review sessions, as needed.

3.4 Participate fully in all other activities of the Council, including test item writing and solicitation.

3.5 Conduct themselves in accordance with the CPIA Code of Ethics, as well as with PRIM&R’s Core Values.
4.0 Meetings

4.1 Frequency: The Council shall convene at least once a year to conduct its business and to review examination information. Additional meetings and special meetings may be called by the Chair(s) or at the request of any two (2) Council members for the purpose of conducting appropriate business. These additional meetings may be held via conference call or videoconference.

Dates and location of the meetings shall be established by CCPIA based on examination preparation requirements and other relevant factors.

4.2 Notice: Notice of any Council meeting shall specify date, place, and time of the meeting and shall be sent to Council members within a reasonable period of time before the proposed meeting. Notice of all CCPIA meetings shall simultaneously be sent to the PRIM&R Certification Committee Chair and to the PRIM&R Executive Director.

4.3 Quorum: A simple majority of the total Council membership is required to hold a meeting and conduct business.

4.4 Voting: Unless specified otherwise in these Policies and Procedures, a simple majority of the quorum is necessary for passage of a vote. To be counted for purposes of establishing a quorum and to vote at a meeting, a Council member must be physically present, or may participate via telephonic, electronic or other similar methods provided, however, that the alternate method must make it possible for the member to participate fully in the discussion and vote.

Members, including the Chair and Vice Chair, shall each have one vote. The numbers voting for, against, and abstaining for each vote shall be recorded in the minutes or by an acceptable alternate method of documentation.

4.5 Changes to the Policies and Procedures: Approval of all amendments and additions to the Policies and Procedures shall be determined by vote at a convened meeting or by using mail, e-mail, telephone conference or other similar methods as provided in Section II, par. 4.4. A vote in favor by at least a two-third (2/3) majority of CCPIA members is required to adopt any such amendment. A record of the vote shall be maintained in the minutes or by an acceptable alternate method of documentation of CCPIA.

4.6 Proxy: Voting by proxy is prohibited.

4.7 Item Review Meeting: CCPIA shall conduct at least one item review session
every other year or as determined by the Council. Item review sessions shall be conducted in locations chosen by CCPIA to permit input by CPIAs or CPIA eligible individuals in different geographic areas. Financial practicability shall be a factor to consider when determining the location of and number of attendees to an item review meeting.

4.8 Operating Guidelines: Meetings of CCPIA may proceed informally unless a majority of those members participating request that Roberts Rules of Order, as amended, be followed.

5.0 CCPIA Member Certification

5.1 Individuals who are eligible for the CPIA credential must be certified to serve on the CCPIA.

5.2 CCPIA Members who are certified and who participate in CPIA examination review meetings, shall have their CPIA certification extended for a five (5) year period starting from the date of the last review meeting.

5.3 Once a former CCPIA members’ certification expires, they are subject to the same recertification requirements of other CPIAs.

III. OPERATIONS

1.0 CCPIA Committees

1.1 Leadership Committee

The CCPIA Leadership Committee shall consist of at least the Chair, Vice Chair and at least one other member appointed by CCPIA. The CCPIA Leadership Committee shall be advisory to the Council and accountable to the PRIM&R Board via the PRIM&R Certification Committee.

1.2 Recertification Committee

The Recertification Committee shall consist of volunteers appointed by the Council Chair. The Recertification Committee shall include at least three members who will be responsible for implementing the recertification program.

2.0 Working Groups

The Chair, or the Council, may appoint working groups to carry out specific assignments.
3.0 Test Management Services

3.1 In order to operate the program in a professional, competent, and objective manner, a professional contractor, hereinafter referred to as the “Test Management Service,” shall be contracted to provide testing services. These services may include but are not limited to: test development, administration, scoring and statistical analysis; processing of candidate applications and fees; preparation and maintenance of a roster of certified individuals; providing financial services related to the administration of examinations and re-certifications.

3.2 PRIM&R shall select a reliable Test Management Service acceptable to CCPIA that meets or exceeds industry standards for test preparation and management. The terms and conditions of the contract between the Test Management Service and PRIM&R shall be developed by PRIM&R in consultation with CCPIA and shall require compliance with the Policies and Procedures of CCPIA, PRIM&R Bylaws, applicable laws and regulations, and accepted industry standards for examination preparation, documentation, management and security.

4.0 Responsibilities of PRIM&R staff

4.1 Administrative Oversight and Support
   4.1.1 Work with CCPIA, PRIM&R Certification Committee, and PRIM&R Board to ensure that communication and implementation of policy initiatives are conducted in accordance with PRIM&R’s Bylaws and/or relevant policies and procedures pursuant to its organizational structure.

4.2 Communication
   4.2.1 Assist in the coordination of CCPIA conference calls
   4.2.2 Draft and maintain the minutes of council meetings
   4.2.3 Coordinate conference calls between PRIM&R staff and CCPIA representatives,
   4.2.4 Update and maintain contracts with Test Management Service, in consultation with CCPIA

4.3 Marketing
   4.3.1 Update and maintain CPIA section of the PRIM&R website with content verified by CCPIA.
   4.3.2 Assist CCPIA in the development and execution of a marketing plan to promote the credential
4.3.2.1 Market the examination and credential through a variety of means, including soliciting, editing, and publishing articles in the PRIM&R Newsletter about CPIA.
4.3.2.2 Assist CCPIA in the development of publicity and outreach materials to promote and market the examination and credential.
4.3.2.3 Distribute publicity and outreach materials.
4.3.2.4 Monitor and promote CPIA to the members of other organizations that may have members who are interested in IACUC certification.

4.4 Finances
4.4.1 Develop and maintain the budget, and other financial documentation related to the CPIA program.
4.4.2 Manage accounting activities including the processing of reimbursements, and the preparation of quarterly financial reports.
4.4.3 Prepare for the relevant portion of the PRIM&R annual audit.
4.4.4 Provide an annual financial report to CCPIA.

4.5 PRIM&R Conferences, Meetings and Outreach Events
4.5.1 Manage logistics related to CPIA sessions at the Annual IACUC Conference and other appropriate PRIM&R meetings and events.
4.5.2 Work with CCPIA to organize and promote a CPIA networking event at the Annual IACUC Conference and other appropriate PRIM&R meetings and other research administration events.
4.5.3 Order and provide CPIA ribbons/stickers at conferences, meetings and other appropriate events.

4.6 Meeting Planning
4.6.1 Establish contracts with hotels in consultation with CCPIA.
4.6.2 Assist with coordination of CCPIA item review sessions, Council Meetings, etc.

4.7 Administration
4.7.1 Answer telephone inquiries concerning CCPIA and refer questions to CCPIA or Test Management Service as appropriate.
4.7.2 Provide administrative and operational support as needed.
4.7.3 Update CPIA Handbook as necessary.

5.0 Consultants
CCPIA may seek advice from consultants and advisors as necessary to support its certification program and operations.
6.0 Insurance

**Liability Insurance:** PRIM&R shall maintain active and adequate liability insurance to cover CCPIA members acting in their good-faith capacity as CCPIA members. A brief summary of the material elements of the policy shall be provided annually to the Council and to the PRIM&R Certification Committee.

7.0 Trademark CPIA

7.1 PRIM&R holds and will maintain the trademark on the CPIA designation.

7.2 PRIM&R shall seek input from CCPIA before making any changes or alterations to the CPIA trademark.

8. Logo

The logo may be amended from time to time.

IV. CERTIFICATION AND DATA

1.0 Responsibilities and Authority of Council

1.1 Standards for Eligibility

1.1.1 **CCPIA Code of Ethics:** The Council shall ensure that its Code of Ethics is prominently displayed in the CPIA Candidate Handbook. Compliance with the Code of Ethics shall be a requirement of both initial and ongoing certification.

1.1.2 The Test Management Service shall determine if a candidate meets eligibility criteria for initial certification based upon information submitted by the candidate and the criteria developed by CCPIA and documented in the Candidate Handbook. In the event of a question about a candidate's eligibility, the application must be referred to the
CCPIA Chair(s) or Leadership Committee for a final determination.

1.2  **Body of Knowledge, Examination Content and Passing Score**

The Body of Knowledge, question style, examination content, accuracy, relevancy, validity, test dates, method of administration, test site location and passing score shall be determined by CCPIA.

1.2.1  CCPIA is committed to ensuring that its testing program is based on the highest quality test development, security and management standards and procedures.

1.2.2  CCPIA shall maintain a written record of the procedures and the persons who participate in item development, examination development, translations, setting the passing score, and the statistical analyses of the test items as well as of the full examination.

1.2.3  All questions on the examination are presented in a multiple-choice format and are based on regulatory requirements and/or established practices in the field. Sample questions can be found in the Handbook for Candidates.

1.2.4  CCPIA shall ensure that all content areas are assessed in a reliable manner and that the validity of the examination is preserved. CCPIA shall maintain evidence of equivalence with other examination forms.

1.3  **Initial and Recertification**

CCPIA shall set eligibility requirements and standards and shall provide this information to candidates in the CPIA Candidate Handbook.

1.4  **Appeals and Revocation of Certification**

Certification may be revoked by CCPIA as described in the CCPIA Candidate Handbook. A person whose certification has been revoked may appeal the decision to the CCPIA within 30 days of receipt of the notice of revocation. The CCPIA Leadership Committee serves as the Appeals Committee, and shall make a recommendation to the CCPIA. Final determination of an appeal shall be made by a vote of the CCPIA in accordance with the provisions of Section II, par. 4.4. The person filing the appeal shall be notified, in writing, of the final decision of the CCPIA.
1.5 **Examination Preparation:** CCPIA members shall not participate as presenters or in planning the content of educational programs directly intended as preparation for the CPIA examination, except to provide general information about the Certification Program, including demographic information about the group of persons already holding the certification, eligibility criteria and application procedures. Members may participate in more general educational programs that are not targeted for CPIA candidates but are instead intended to provide more general knowledge which may or may not facilitate preparation for the test.

2.0 **Certificates and Credential**

2.1 Certificates shall be mailed to candidates upon successful completion of the CPIA examination or recertification by continuing education. Certificates will be printed and carry a "CPIA" seal. The certificates shall carry the signature of the Chair(s) of CCPIA.

2.2 Candidates who pass the Exam are eligible to use the registered designation CPIA after their names and will receive certificates from the CCPIA.

2.3 An individual wishing to use the CPIA credential after his/her name must maintain a current certification. Certificants are responsible for maintaining their certification.

2.4 Individuals who fail to recertify within six months of their certification expiration date must cease to use the CPIA credential after their names.

3.0 **Databases**

3.1 The test question item bank shall be securely maintained and accessed only by CCPIA and the Test Management Service.

3.2 Databases of unsuccessful applicants and applicants who have not yet taken the examination will be used solely for examination management purposes and will not be used for marketing or other unrelated purposes.

3.3 Use of databases maintained by the Test Management Service, PRIM&R and/or CCPIA, containing information on CPIAs, for purposes other than those relating to administration of the initial and recertification processes, shall be subject to the approval by the CCPIA and generally limited to communications by CCPIA members and Test Management Service to CPIAs and verification of certification status.
V. EXAMINATION MANAGEMENT AND ADMINISTRATION

1.0 Re-examination

Candidates who do not achieve a passing score on a certification examination will be permitted to retake the examination by submitting a new application, supporting documentation, and examination fee(s). There is no limit to the number of times a candidate may take the examination. There are no waived or reduced fees for re-examination.

2.0 Confidentiality

2.1 CCPIA shall maintain the confidentiality of identifying information for all exam applicants including biographical data provided by candidates such as sex, grade or education level attained, date of birth, race/ethnic group, or years of experience. The CCPIA may, however, publish aggregate, non-identifying information based on such data.

2.2 CCPIA will release individual test scores ONLY to the individual candidate or to persons or organizations authorized by the candidate in writing to receive the score(s).

2.3 The CCPIA may release without limitation the names and effective dates of certification of successful candidates.

3.0 Examination Challenges

3.1 Candidates may question the reliability, validity, and/or fairness of a test and its questions by completing the Candidate Comment Form at the end of the examination. These forms can be submitted either to Test Management Service by the Test Administrator or submitted electronically to Test Management Service through the computerized process used to administer the examination.

3.2 A candidate may also send a letter describing the basis for the content challenge or administrative complaint to CCPIA at the Test Management Service address. All relevant information and areas of challenge should be included. The letter of challenge or complaint must be postmarked no later than fourteen (14) days from the date on which the complainant took the exam. CCPIA will NOT consider challenges or complaints sent after this deadline.

3.3 CCPIA will investigate the candidate’s Candidate Comment Form or other
written challenge or complaint and respond in writing to the candidate. A candidate may appeal the decision; CCPIA will only be required to reconsider its original determination if the candidate provides a rationale for his/her allegation/claim that the original disposition of the challenge or complaint by CCPIA was arbitrary or capricious.

3.4 If CCPIA determines that changes are merited by the comments, supporting information, and/or by its review of the relevant regulatory requirements and established regulatory guidance, then an amendment will be made to the answer key. The impact on passing scores will be assessed; if it is determined that a change would alter the outcome for an unsuccessful candidate, CCPIA shall either issue the certification or (if the candidate has already retaken and passed the exam) issue a refund of the examination fee.

3.5 Examination material is not available for review by candidates.

4.0 Appeals on Recertification

4.1 If a certificant is denied recertification due to improper or incomplete documentation, s/he may appeal that decision by writing a letter which shall be postmarked no later than thirty (30) days from the postmark date on the original notification letter sent from CCPIA or the Test Management Service. The letter shall be addressed to CCPIA at the Test Management Service address. The letter shall clearly list the reasons s/he believes the recertification was improperly denied, including any documentation available to support such claim.

4.2 The CCPIA Leadership Committee shall serve as the Appeals Committee, and shall make a recommendation to the full CCPIA. Final determination of an appeal shall be made by a vote of the CCPIA in accordance with the provisions of Section II, par. 4.4. The certificant shall be notified in writing of the final decision.