



AALAS

Technician Certification Handbook



Your guide
to these
certification
levels:

Assistant Laboratory
Animal Technician

Laboratory
Animal Technician

Laboratory
Animal Technologist

AALAS Technician Certification Handbook

Introduction	2	Step 3: AALAS Processing of Your Application	24
History	2	Step 4: Scheduling Your Exam Appointment	25
The AALAS Technician Certification Team	2	Step 5: Taking the Exam	26
Levels of AALAS Technician Certification	3	Step 6: Receiving Exam Results	26
About the Examination	3	Step 7: Reapplying for the Certification Exam	26
Exam Format	3	Rescheduling, Cancelling, and No-Shows	27
Exam Content	3	Procedure	27
Qualifications for Technician Certification Examinations	4	Policies	27
Eligibility Requirements	4	Overview of the Exam Day Process	29
Education and Work Experience Requirements	4	Identification Requirements	29
Documentation	4	On the Day of the Test	29
Work Experience Criteria	4	Test Center Regulations	30
Definition of a “Laboratory Animal Facility”	5	Grounds for Dismissal	30
Preparing for Your Examination	6	Technician Certification Pencil-and-Paper Exams	31
Certification Reference List	7	National Meeting Paper-and-Pencil Exam	31
Exam Content Outlines	9	Group Paper-and-Pencil Exams	31
ALAT	9	Changing to a Different Exam Format	32
LAT	11	Rules for Selecting Proctors of Pencil-and-Paper Examinations	32
LATG	14	Rules for Test Day for Pencil-and-Paper Examinations	32
Sample Exam Questions	17	Revocation of Certification	33
Requests for Exceptions and the Appeals Process	19	The AALAS Technician Certification Registry	34
Fees	20	Technician Certification Exam FAQ	35
Refund Policy	21	Registry FAQ	38
Exam Fee Reimbursement for Veterans	21	Example CEU Activity List	40
Candidates with Disabilities	21	Technician Certification Application Form	41
Introduction to Computerized Testing	22	Final Checklist for Application	43
About the Tutorial	22	Verification of Work Experience	44
About Taking the Exam	22	CEU Submission Form	45
Exam Results Reporting	22		
Official Exam Report	22		
AALAS Computer-Based Certification Exam Process	24		
Step 1: Completing an AALAS Technician Certification Application Form	24		
Step 2: Submitting Your Application	24		

Introduction

The AALAS Technician Certification Program sets professional standards for the advancement of laboratory animal science. This program was developed to recognize professional achievement and provide an authoritative endorsement of a technician's level of competence in laboratory animal technology. The certification program is the responsibility of the Certification and Registry Board (CRB).

History

During its history, the AALAS Technician Certification Program has changed in both form and substance. The one constant has been the intent of both the AALAS Board of Trustees and the CRB that the program be a professional, authoritative endorsement of an individual's level of knowledge in laboratory animal science.

The first AALAS certification exam was given in 1961 by the Metropolitan New York Branch of AALAS. At that time, the local branches developed, administered, scored, and sent the examination results to the AALAS office for record keeping. In 1973 uniform, nationwide standardized exams for all three levels of certification were adopted and were graded locally by Regional Examining Boards (REBs). In 1981, exams were being hand-graded by the Chair of the CRB, and by 1986 exams were being given in four distinct examination windows per year and were scored electronically by a professional grading service. In 1991 the AALAS Board of Trustees authorized the CRB to begin working with a national testing service to develop and conduct computerized examinations. In March of 1994, the first computerized exam was given through the Professional Examination Service. In 1997, AALAS joined with The Chauncey Group International (now Prometric) to offer the most professional certification program yet.

Today, with thousands of animal care technicians being certified, AALAS continues to lead the way in the certification arena with computer-based testing. The AALAS Technician Certification Program provides a framework for learning, a source of self-confidence, and professional recognition for animal technicians.

The AALAS Technician Certification Team

The CRB has the responsibility within AALAS for the Technician Certification Program. The CRB establishes program policies and procedures, develops examination questions, establishes eligibility requirements, and evaluates the exam quality. Successful candidates are certified by the CRB in the name of AALAS.

Prometric (formerly The Chauncey Group International) is partnered with AALAS for the development and administration of certification exams in the U.S.

Levels of AALAS Technician Certification

The CRB certifies three levels of technician competence. Use the attached application to apply for one of the following exams: Assistant Laboratory Animal Technician (ALAT); Laboratory Animal Technician (LAT); and Laboratory Animal Technologist (LATG).

About the Examination

Exam Format

All three examination levels consist of multiple-choice questions with a single correct answer and three incorrect answers (distracters). The number of questions and time limit of each exam depends on the exam level. Prior to each computer-based exam, you will have the opportunity to complete a computer tutorial. Upon completing the exam, you will be asked to complete a brief exit evaluation.

Stats for 2006 showed that 80% of candidates taking the ALAT exam passed the first time, while 72% of LAT and 76% of LATG candidates passed the exams on the first try.

AALAS certification examinations are available *in English only* through computer-based testing at more than 250 Prometric Testing Centers nationwide, once a year as a pencil-and-paper exam at the AALAS National Meeting, and by special arrangement for groups of candidates.

Exam Content

The blueprint for the examinations is based on the results of a job analysis study conducted on behalf of the CRB. This study is used to develop the Exam Content Outlines (ECOs). The ECOs list the knowledge, skills, and abilities an AALAS-certified technician is expected to have at each level of certification. The ECOs are divided into three performance domains, or principal areas, of work related responsibility: (1) Animal Husbandry, (2) Facility Management, and (3) Animal Health and Welfare. The percentages from each domain that will appear on the examination are in the table below.

	ALAT	LAT	LATG
Number of questions	120	155	180
Time Limit	2 hrs	2.5 hrs	3 hrs
Animal Husbandry, Health, and Welfare	60–70%	45–55%	30–40%
Facility Administration and Management	7–13%	17–23%	35–45%
General Knowledge	22–30%	26–34%	23–28%

Qualifications for Technician Certification Exams

You may take any one of the exams when you are eligible. You must include with your application all the necessary documentation that proves your eligibility for the exam you want.

Eligibility Requirements

The table below specifies the combination of education and work experience requirements for each certification exam. For the exam you wish to take, find your education level in the table, then read across the row for the work experience necessary to meet the exam requirements at your education level.

Education and Work Experience Requirements

Below are the minimum eligibility requirements for each exam. To be eligible for the exam you wish to take, you must meet *one* of the combinations of education and work experience.

ALAT Exam	<input type="checkbox"/> No high school diploma or GED plus 2 years laboratory animal science experience
	<input type="checkbox"/> HS diploma or GED plus 1 year laboratory animal science experience
	<input type="checkbox"/> Any college degree of 2 or more years duration plus 0.5 years laboratory animal science experience
LAT Exam	<input type="checkbox"/> HS diploma or GED plus 3 years laboratory animal science experience
	<input type="checkbox"/> Any AA/AS degree plus 2 years laboratory animal science experience
	<input type="checkbox"/> Any BA/BS or higher degree plus 1 year laboratory animal science experience
	<input type="checkbox"/> ALAT certification plus HS diploma, GED, or college degree plus 0.5 year laboratory animal science experience <i>after</i> receiving ALAT certification
LATG Exam	<input type="checkbox"/> ALAT certification without HS diploma/GED or any college degree plus 2 years laboratory animal science experience <i>after</i> receiving ALAT certification.
	<input type="checkbox"/> HS diploma or GED plus 5 years laboratory animal science experience
	<input type="checkbox"/> Any AA/AS degree plus 4 years laboratory animal science experience
	<input type="checkbox"/> Any BA/BS or higher degree plus 3 years laboratory animal science experience
LATG Exam	<input type="checkbox"/> LAT certification plus HS diploma/GED or college degree plus 0.5 year laboratory animal science experience <i>after</i> receiving LAT certification

Documentation

Documentation must be provided for all diplomas/degrees. Acceptable documentation includes a photocopy/fax of diploma, a copy of school transcripts or an official letter from the educational institution that states a graduation date and level of degree. *Until the proper documentation and fees are received, your application will not be processed.* All foreign diplomas/degrees must be translated into English and notarized. Non-U.S. diplomas/degrees will be evaluated for equivalency and may be referred to the CRB.

Work Experience Criteria

Work experience must be directly related to the maintenance of the health and well-being of laboratory animals. Acceptable work experience include the procurement, care, use, handling, and/or treatment of laboratory animals, surgical or necropsy activities, cage wash operations, clinical pathology laboratory duties, quality assurance and IACUC functions

that relate to laboratory animal science, or the direct supervision or training of personnel engaged in these same activities. Experience gained as part of an externship, internship, preceptorship, and fellowship in a “laboratory animal facility” will be counted hour for hour against experience requirements. However, experience gained as a volunteer or as a student in a classroom or laboratory course setting does not count as work experience.

Work experience in a “laboratory animal facility” that does not affect the health and well-being of laboratory animals will not be counted. Examples include (but are not limited to) accounting functions, driving delivery vehicles, selling equipment, performing maintenance, and fabricating cages.

Veterinary clinics, zoos, pet stores, or other similar businesses or organizations do not meet the definition of a “laboratory animal facility.” However, the CRB recognizes that experienced gained with animals outside a laboratory setting has value. The CRB allows for experience in non-laboratory animal environment (up to 3 years) to be applied to the required work experience using the following equation:

0.5 years in a non-lab animal environment = 1 month of lab animal experience

A work year is 1,950 hours regardless of how many facilities a person has worked in. You may combine work experience from more than one facility to meet the experience requirements for your desired level of certification. Verifiable overtime or work weeks in excess of 40 hours per week may allow you to complete a work year in less than 12 months.

Sick leave and vacation times are earned hours and, as such, may be counted. Extended leave of greater than one month should be deducted when calculating hours worked.

Work experience must be verified on your AALAS Technician Certification Application Form by the supervisor(s) in charge where the work was performed.

Definition of a “Laboratory Animal Facility”

The CRB defines a laboratory animal facility as any institution or organization that:

- Uses or supplies live animals for research, testing or for educational purposes; or
- Produces, purchases, or transports live laboratory animals in commerce; or
- Receives funds under a grant, award, loan, or contract from private industry, benevolent organizations, or from a department, agency or instrumentality of the United States for the purpose of carrying out research, tests, or education.

Status as a “laboratory animal facility” will be determined by the CRB in accordance with this definition. Verification of any of the following will automatically be considered as proof of meeting this definition:

- Registration as a “Research Facility” or license as a dealer by the USDA; or
- Standing as a State or Federal Agency that files annual reports for the use of laboratory animals with the USDA; or

- Accreditation with the Association for Assessment and Accreditation of Laboratory Animal Care, International (AAALAC); or
- Assurance number on file with the National Institutes of Health (NIH), Office of Laboratory Animal Welfare (OLAW).

Preparing for Your Examination

To prepare for your exam, you should have the following resources:

1. AALAS Technician Certification Handbook.
2. AALAS technician training manuals (paper or on the AALAS Learning Library).
3. AALAS certification Resource Kits.
4. AALAS Exam Content Outlines (ECOs).
5. AALAS training manual workbooks or online courses/exams on the AALAS Learning Library.

In addition, AALAS offers many resources that may aid you in your exam preparations: training manuals, workbooks, interactive software, and web-based courses. The exam questions are derived directly from the training manuals and Resource Kits. You will need to choose a study method that best suits your work, your family schedule, and your preferred learning style. You may prefer to study with a group of co-workers, by yourself, or a combination of the two. A brief description and ordering instructions on all study aids provided by AALAS are in the AALAS Bookstore, which can be accessed at www.aalas.org/bookstore or by calling AALAS at 901-754-8620.

Be sure you are prepared to take your exam before beginning the application process. The 90 days for exam authorization is not long enough to prepare for an exam at any level.

Certification Reference List

This is a list of publications referenced in the AALAS test item data bank for each exam level. The test item data bank contains all test questions for the AALAS technician certification examinations. This list is published by the CRB to assist those who are preparing to take a technician certification test as well as those with teaching and training responsibilities.

1. The Certification Reference List may be altered and expanded by the CRB at any time without notice. The certification test item data bank is not static; new questions are added on a continual basis and this list is adjusted as needed. The AALAS web site should be checked often for the newest listings.
 2. The Certification Reference List is divided by certification level. Each higher level incorporates the references of the lower level(s). The LAT level includes the material found in the ALAT and the LAT lists, and the LATG level includes the material found in the ALAT, LAT, and LATG lists.
 3. References are not listed in order of importance.
 4. Familiarity with the publications listed does not guarantee that an individual will pass an AALAS certification exam.
 5. To obtain any of the publications in this list contact your bookstore, the publisher or the AALAS office. Resources may be located by the ISBN number listed at the end of each reference. Government publications can be located online.
 6. Additional suggested readings are listed in the AALAS manuals (ALAT, LAT, LATG) and in the AALAS "Additional Readings for Professional Development" list. These publications should be consulted and used as sources of information and for continued education.
- Comments concerning this list should be forwarded to the Department of Professional Development and Education at the AALAS office (901-754-8620 or email: certification@aalas.org).

Assistant Laboratory Animal Technician (ALAT) Level Reference List.

- *ALAT Training Manual*. American Association for Laboratory Animal Science, Cordova, TN. 1998
- Animal Welfare Regulations. Code of Federal Regulations, Title 9, Subchapter A, Parts 1-3 (9CFR 1-3), <http://www.nal.usda.gov/awic/legislat/usdalegl.htm>
- *Guide for the Care and Use of Laboratory Animals*. National Research Council. Institute for Laboratory Animal Resources. National Academy Press, Washington, D.C. 1996. ISBN 0-3090-5377-3; <http://www.nap.edu/readingroom/books/labrats/>

Laboratory Animal Technician (LAT) Level Reference List. *Note: The LAT level list includes materials found on both the ALAT and LAT levels.*

- *LAT Training Manual*. American Association for Laboratory Animal Science. Cordova, TN. 1999
- *Public Health Service Policy on Humane Care and Use of Laboratory Animals*. Public Health Service, U.S. Department of Health and Human Services. Bethesda National Institutes of Health, Office of Laboratory Animal Welfare, MD. 2000, <http://grants.nih.gov/grants/olaw/references/phspol.htm>
- *Good Laboratory Practices for Nonclinical Laboratory Studies*. CFR 21, Part 58, Subparts A-K., <http://vm.cfsan.fda.gov/~dms/opa-pt58.htm>; Code of Federal Regulations EPA 40 CFR

- Part 160: http://www.access.gpo.gov/nara/efr/naisidx_03/40cfr160_03.html; and 40 CFR Part 792: http://www.access.gpo.gov/nara/cfr/naisidx_02/40cfr792_02.html.
- *2000 Report of the AVMA Panel on Euthanasia*. Journal of the American Veterinary Medical Association. 218:669-696, 2001, <http://www.avma.org/resources/euthanasia.pdf>
 - *Clinical Laboratory Animal Medicine. An Introduction*. Hrapkiewicz, K, Medina, L, Holmes, DD. Iowa State University Press, Ames, IA. 3rd ed. 2007. ISBN 0-8138-2966-6

Laboratory Animal Technologist (LATG) Level Reference List. *Note: The LATG level list includes references found on the ALAT, LAT, and LATG lists.*

- *LATG Training Manual*. American Association for Laboratory Animal Science. Cordova, TN. 2000
- *Biosafety in Microbiological and Biomedical Laboratories*. 93-8395 Superintendent of Documents, U.S. Government Printing Office, 4th ed. 1999 ISBN 0-1704-0547-4; <http://www.cdc.gov/od/ohs/biosfty/bmbl4/bmbl4toc.htm>
- *Occupational Health and Safety in the Care and Use of Research Animals*. National Research Council, Institute for Laboratory Animal Resources. National Academy Press, Washington, DC, 1997. ISBN 0-3090-5299-8; <http://www.nap.edu/books/0309052998/html/index.html>
- *Cost Analysis and Rate Setting Manual for Animal Research Facilities*. National Center for Research Resources, National Institutes of Health. NIH Publication No. 00-2006. 2000 Edition. http://www.ncrr.nih.gov/publications/comparative_medicine/CARS.pdf

Exam Content Outlines

These Exam Content Outlines (ECOs) are designed as both a teaching guide for instructors and a study guide for exam candidates. The percentages in parentheses to the right of each section heading indicate the percentage of questions included within each of the three domains of the certification exam.

Instructors and exam candidates are reminded that formal classroom study is not sufficient preparation for taking the certification exam. Work experience in an animal facility is also necessary for exam preparation, and in fact, work experience is one of the exam eligibility requirements. Ideally, work experience should include rotation through all areas of the animal facility to give the most opportunity for developing skills and knowledge related to a variety of species and work functions.

In the outlines below, reference to species-specific information requires knowledge about the animal species listed by the CRB, which are: amphibians, birds, cats, cattle, dogs, ferrets, fish, gerbils, guinea pigs, hamsters, horses, invertebrates, mice, nonhuman primates, rabbits, rats, reptiles, sheep/goats, swine, and other less commonly used laboratory animal species. Refer to the *ALAT Training Manual* for information on these species.

Assistant Laboratory Animal Technician (ALAT)

I. Animal Husbandry, Health, and Welfare (60%–70%)

A. Identification of Animals (3%)

1. Species recognition
2. Strain identification
3. Line identification
4. Sex differentiation
5. Identification techniques
6. Identification systems

B. Breeding (5%)

1. Housing and environmental requirements during breeding
2. Breeding behavior specifics
3. Basic breeding techniques
4. Control of microorganisms and stress during breeding
5. Pregnancy recognition, including palpation, diagnostic tests, and visual signs
6. Gestational, parturition, post-parturition, and neonatal care

C. Nutrition (6%–8%)

1. Food characteristics
2. Handling of food and water
3. Quality control of food and water
4. Animal feeding behaviors and requirements
5. Food supplements
6. Species-specific nutritional requirements
7. Research-specific dietary requirements
8. Water quality and delivery systems

- D. Husbandry Practices (18%–21%)
 - 1. Environmental monitoring and control—macroenvironment and microenvironment
 - 2. Caging types
 - 3. Caging/housing materials
 - 4. Species-specific housing requirements
 - 5. Minimum space requirements
 - 6. Bedding
 - 7. Special housing areas
 - 8. Handling and restraint
 - 9. Transport
- E. Sanitation, Disease Prevention and Control, and Animal Health (17%–20%)
 - 1. Sanitization agents
 - 2. Decontamination methods and procedures
 - 3. Sterilization techniques
 - 4. Pest/vermin control
 - 5. Personal hygiene
 - 6. Aseptic technique
 - 7. Containment and barrier techniques and facilities
 - 8. Protective equipment and clothing
 - 9. Animal health considerations
 - 10. Species-specific zoonotic risks and diseases
- F. Clinical, Health, and Research Procedures (3%)
 - 1. Medical/veterinary/scientific terminology
 - 2. Treatment techniques—routes of administration
 - 3. Pharmacology—types of drugs and dosages
 - 4. Anesthesia and analgesia
 - 5. Research techniques—administration of test compounds
- G. Animal Welfare (8%–10%)
 - 1. Ethical treatment of animals
 - 2. Federal, state, and local regulations
 - 3. Institutional policies
 - 4. Environmental and enrichment needs
 - 5. Public awareness
- II. Facility Administration and Management (7%–13%)
 - A. Documentation and Record Maintenance (2%–4%)
 - 1. Institutional Animal Care and Use Committee (IACUC) records
 - 2. Animal health records
 - 3. Regulatory records
 - 4. Breeding records
 - 5. Monitoring logs
 - B. Data Collection, Analysis, and Interpretation (1%–3%)
 - 1. Data entry procedures
 - 2. Recordkeeping requirements

- 3. Data collection techniques
- 4. Data analysis techniques
- C. Fiscal Management—Condition of Received Items (0%–1%)
- D. Facility Operations and Management (0%–1%)
 - 1. Equipment maintenance
 - 2. Traffic patterns
 - 3. Procedures for reporting abnormal environmental parameters within a facility
 - 4. Inventory systems
 - 5. Rotation policies
 - 6. Controlled substances handling and storage procedures
 - 7. Waste disposal—procedures and regulations
 - 8. Security—strategies, procedures, and security systems
- E. Occupational Health and Safety (2%–4%)
 - 1. Personal protective equipment
 - 2. Safety equipment and procedures for operation
 - 3. Personnel health surveillance/maintenance
 - 4. Handling, storage, and disposal of hazardous waste
 - 5. Environmental hazards, including hazard warning signs
 - 6. Emergency procedures
- F. Employee Management and Training (0%–1%)
 - 1. Organizational structure
 - 2. Employee training programs—implementation and evaluation
- III. General Knowledge (22%–30%)
 - A. Formulas and Calculations (3%–5%)
 - 1. Temperature conversions—Fahrenheit, Celsius
 - 2. Weights and measures
 - 3. Dosage calculations
 - 4. Dilution calculations
 - B. Species Specifics (15%–23%)
 - 1. Anatomy and physiology
 - 2. Natural habitats/environment
 - 3. Taxonomy
 - 4. Behavior
 - 5. Euthanasia
 - C. Interpersonal Relations (3%–4%)
 - 1. Communications—verbal, written
 - 2. Negotiations
 - 3. Mentoring

Laboratory Animal Technician (LAT) *Note: The LAT exam includes subject matter from the ALAT ECO.*

- I. Animal Husbandry, Health, and Welfare (45%–55%)
 - A. Identification of Animals (2%)
 - 1. Species recognition

2. Strain identification
 3. Line identification
 4. Sex differentiation
 5. Identification techniques
 6. Identification systems
- B. Breeding (5%–6%)
1. Housing and environmental requirements during breeding
 2. Breeding behavior specifics
 3. Basic breeding techniques
 4. Control of microorganisms and stress during breeding
 5. Pregnancy recognition, including palpation, diagnostic tests, and visual signs
 6. Gestational, parturition, post-parturition, and neonatal care
 7. Genetics
- C. Nutrition (5%–7%)
1. Food characteristics
 2. Handling of food and water
 3. Quality control of food and water
 4. Animal feeding behaviors and requirements
 5. Food supplements
 6. Species-specific nutritional requirements
 7. Research-specific dietary requirements
 8. Water quality and delivery systems
- D. Husbandry Practices (9%–11%)
1. Environmental monitoring and control—macroenvironment and microenvironment
 2. Caging types
 3. Caging/housing materials
 4. Species-specific housing requirements
 5. Minimum space requirements
 6. Bedding
 7. Special housing areas
 8. Handling and restraint
 9. Transport
- E. Sanitation, Disease Prevention and Control, and Animal Health (7%–9%)
1. Sanitization agents
 2. Decontamination methods and procedures
 3. Sterilization techniques
 4. Pest/vermin control
 5. Personal hygiene
 6. Aseptic technique
 7. Containment and barrier techniques and facilities
 8. Protective equipment and clothing
 9. Animal health considerations
 10. Species-specific zoonotic risks and diseases

- F. Clinical, Health, and Research Procedures (9%–11%)
 - 1. Medical/veterinary/scientific terminology
 - 2. Treatment techniques—routes of administration
 - 3. Pharmacology—types of drugs and dosages
 - 4. Anesthesia and analgesia
 - 5. Diagnostic procedures
 - 6. Surgical procedures
 - 7. Research techniques—preparation and administration of test compounds, surgical procedures
- G. Animal Welfare (8%–10%)
 - 1. Ethical treatment of animals
 - 2. Federal, state, and local regulations
 - 3. Institutional policies
 - 4. Environmental and enrichment needs
 - 5. Public awareness
- II. Facility Administration and Management (17%–23%)
 - A. Documentation and Record Maintenance (3%–5%)
 - 1. Institutional Animal Care and Use Committee (IACUC) records
 - 2. Animal health records
 - 3. Regulatory records
 - 4. Breeding records
 - 5. Monitoring logs
 - B. Data Collection, Analysis, and Interpretation (3%–5%)
 - 1. Data entry procedures
 - 2. Recordkeeping requirements
 - 3. Data collection techniques
 - 4. Data analysis techniques
 - 5. Data interpretation
 - C. Fiscal Management (1%)
 - 1. Purchasing supplies, animals, and equipment
 - 2. Receiving
 - D. Facility Operations and Management (3%–5%)
 - 1. Equipment maintenance
 - 2. Traffic patterns
 - 3. Procedures for reporting abnormal environmental parameters within a facility
 - 4. Inventory systems
 - 5. Rotation policies
 - 6. Controlled substances handling and storage procedures
 - 7. Waste disposal—procedures and regulations
 - 8. Security—strategies, procedures, and security systems
 - E. Occupational Health and Safety (3%–5%)
 - 1. Personal protective equipment
 - 2. Safety equipment and procedures for operation
 - 3. Personnel health surveillance/maintenance

4. Handling, storage, and disposal of hazardous waste
5. Environmental hazards, including hazard warning signs
6. Emergency procedures
- F. Employee Management and Training (3%)
 1. Management principles and techniques
 2. Organizational structure
 3. Employee training programs—development, implementation, and evaluation
- III. General Knowledge (26%–34%)
 - A. Formulas and Calculations (3%–5%)
 1. Temperature conversions—Fahrenheit, Celsius
 2. Weights and measures
 3. Dosage calculations
 4. Dilution calculations
 - B. Species Specifics (20%–28%)
 1. Anatomy and physiology
 2. Natural habitats/environment
 3. Taxonomy
 4. Behavior
 5. Euthanasia
 - C. Interpersonal Relations (2%)
 1. Communications—verbal, written
 2. Negotiations
 3. Mentoring

Laboratory Animal Technologist (LATG) *Note: The LATG exam includes subject matter from the ALAT and LAT ECOs.*

- I. Animal Husbandry, Health, and Welfare (30%–40%)
 - A. Identification of Animals (1%)
 1. Species recognition
 2. Strain identification
 3. Line identification
 4. Sex differentiation
 5. Identification techniques
 6. Identification systems
 - B. Breeding (5%–7%)
 1. Housing and environmental requirements during breeding
 2. Breeding behavior specifics
 3. Basic breeding techniques
 4. Advanced breeding techniques
 5. Technical reproductive procedures
 6. Control of microorganisms and stress during breeding
 7. Pregnancy recognition, including palpation, diagnostic tests, and visual signs
 8. Gestational, parturition, post-parturition, and neonatal care
 9. Genetics

- C. Nutrition (2%–3%)
 - 1. Food characteristics
 - 2. Handling of food and water
 - 3. Quality control of food and water
 - 4. Animal feeding behaviors and requirements
 - 5. Food supplements
 - 6. Species-specific nutritional requirements
 - 7. Research-specific dietary requirements
 - 8. Water quality and delivery systems
- D. Husbandry Practices (2%)
 - 1. Environmental monitoring and control—macroenvironment and microenvironment
 - 2. Caging types
 - 3. Caging/housing materials
 - 4. Species-specific housing requirements
 - 5. Minimum space requirements
 - 6. Bedding
 - 7. Special housing areas
 - 8. Handling and restraint
 - 9. Transport
- E. Sanitation, Disease Prevention and Control, and Animal Health (6%–8%)
 - 1. Sanitization agents
 - 2. Decontamination methods and procedures
 - 3. Sterilization techniques
 - 4. Pest/vermin control
 - 5. Personal hygiene
 - 6. Aseptic technique
 - 7. Containment and barrier techniques and facilities
 - 8. Protective equipment and clothing
 - 9. Animal health considerations
 - 10. Species-specific zoonotic risks and diseases
- F. Clinical, Health, and Research Procedures (7%–9%)
 - 1. Medical/veterinary/scientific terminology
 - 2. Treatment techniques—routes of administration
 - 3. Pharmacology—types of drugs and dosages
 - 4. Anesthesia and analgesia
 - 5. Diagnostic procedures
 - 6. Surgical procedures
 - 7. Research techniques—preparation and administration of test compounds, surgical procedures
- G. Animal Welfare (7%–9%)
 - 1. Ethical treatment of animals
 - 2. Federal, state, and local regulations
 - 3. Institutional policies

4. Environmental and enrichment needs
 5. Public awareness
- II. Facility Administration and Management (35%–45%)
- A. Documentation and Record Maintenance (3%)
 1. Institutional Animal Care and Use Committee (IACUC) records
 2. Animal health records
 3. Regulatory records
 4. Breeding records
 5. Monitoring logs
 - B. Data Collection, Analysis, and Interpretation (4%–6%)
 1. Data entry procedures
 2. Recordkeeping requirements
 3. Data collection techniques
 4. Data analysis techniques
 5. Data interpretation
 - C. Fiscal Management (4%–6%)
 1. Financial management and planning
 2. Cost recovery
 3. Purchasing supplies, animals, and equipment; receiving; vendor selection and contracting
 - D. Facility Operations and Management (11%–14%)
 1. Equipment maintenance
 2. Traffic patterns
 3. Procedures for reporting abnormal environmental parameters within a facility
 4. Inventory systems
 5. Rotation policies
 6. Controlled substances handling and storage procedures
 7. Facility construction and design
 8. Waste disposal—procedures and regulations
 9. Security—strategies, procedures, and security systems
 - E. Occupational Health and Safety (7%–9%)
 1. Personal protective equipment
 2. Safety equipment and procedures for operation
 3. Personnel health surveillance/maintenance
 4. Handling, storage, and disposal of hazardous waste
 5. Environmental hazards, including hazard warning signs
 6. Emergency procedures
 - F. Employee Management and Training (6%–8%)
 1. Management principles and techniques
 2. Organizational structure
 3. Employee training programs—development, implementation, and evaluation
- III. General Knowledge (23%–28%)
- A. Formulas and Calculations (2%–3%)
 1. Temperature conversions—Fahrenheit, Celsius

2. Weights and measures
 3. Dosage calculations
 4. Dilution calculations
- B. Species Specifics (16%-21%)
1. Anatomy and physiology
 2. Natural habitats/environment
 3. Taxonomy
 4. Behavior
 5. Euthanasia
- C. Interpersonal Relations (4%–6%)
1. Communications—verbal, written
 2. Negotiations
 3. Mentoring

Sample Exam Questions

The following questions are examples of the types of questions you may see on your AALAS certification exam. Note that each question has one correct answer and three distracters. Correct answers are indicated in bold.

ALAT Sample Questions

1. The recommended method for permanently identifying a monkey is:
 - a. Ear punch
 - b. Collar with tag
 - c. Leg band
 - d. Tattoo**
2. Which cage has a rotating wheel that moves when the animal runs on it?
 - a. A squeeze cage
 - b. An exercise cage**
 - c. A metabolism cage
 - d. A suspended cage
3. A process that kills all living organisms is called:
 - a. Sanitation
 - b. Disinfection
 - c. Sterilization**
 - d. Cleaning

LAT Sample Questions

1. Chemicals used to kill wild rats and mice are called:
 - a. Exterminators
 - b. Insecticides
 - c. Rodenticides**
 - d. Traps
2. An animal distinguished by its large cheek pouches is the:
 - a. Hamster**
 - b. Rabbit

- c. Gerbil
 - d. Guinea pig
3. Malocclusion of incisors occurs most frequently in which species?
- a. Cat
 - b. Monkey
 - c. Dog
 - d. Rabbit**

LATG Sample Questions

1. Barrier-sustained is defined as:
- a. A colony of animals that has been moved to a conventional animal room.
 - b. A colony of naturally born animals that is maintained without special barriers against disease.
 - c. A colony of animals that is protected against microbial contamination by physical devices and hygienic procedures.**
 - d. A colony of animals that is free of certain specified diseases.
2. External and internal parasites that have jointed legs and an external skeleton are:
- a. Nematodes
 - b. Cestodes
 - c. Ascarids
 - d. Arthropods**
3. An antiserum containing antibodies is injected into an animal to develop protection from a disease. This is called:
- a. Susceptibility
 - b. Active immunity
 - c. Passive immunity**
 - d. Inflammation

Exam questions come from the training materials and the reference list materials. To prepare for an exam, candidates should study the training manual and references for their exam level, plus lower exam levels. AALAS offers Resource Kits that contain references for each exam level.

Requests for Exceptions and the Appeals Process

Requests for exceptions to any of the policies stated in the Technician Certification Handbook or any other certification-related appeals should be made in writing and addressed to the Chair of the Certification and Registry Board (CRB) in care of the AALAS office. No one other than the candidate may make such requests. The CRB Chair will respond in writing within 60 days of the AALAS office receiving the appeal. If not satisfied with the decision of the CRB Chair, the candidate may request further review by the full CRB. The CRB's decisions may be appealed to the AALAS president and Board of Trustees.

You have 90 days to schedule and take your exam.

If you do not take your exam you may extend your Authorization to Test period by payment of \$75 extension fee.

If a scheduled exam is not canceled in time, all fees are forfeited and an extension is not allowed. The candidate must reapply and pay exam fees in full.

Fees

Exam fees:

Assistant Laboratory Animal Technician	\$155
Laboratory Animal Technician	\$205
Laboratory Animal Technologist	\$255

Additional fees:

Processing fee (nonmembers only)	\$75
Extension fee	\$75
Change of Exam Format fee	\$75

When retaking an exam, only the payment page and first page of the application need to be resubmitted.

Candidates failing to pass can reapply immediately upon receipt of their official score report.

If reapplying within one year of a previous exam, your application form can omit documentation for education and work experience.

Once education documentation has been submitted to AALAS, it does not need to be resubmitted again with any other applications.

Refund Policy

AALAS will retain a processing fee (\$25 for AALAS members and \$75 for nonmembers) on all refunds issued for certification applications. Refunds are permissible for candidates from the time the certification application is received in the AALAS national office up to 30 days past the authorization (start date) listed on the candidate's authorization to test letter. No refunds will be process after this time period and no exceptions will be made.

Prometric will retain a processing fee as described below.

<u>Cancellation/Reschedule Period</u>	<u>Cancellation/Rescheduling Fee</u>
30 or more days before test date	none
5–29 days before scheduled test date	\$25 (to be collected by Prometric from the candidate)

Exam Fee Reimbursement for Veterans

Under the GI Bill, veterans are entitled to reimbursement for licensing and certification tests. AALAS' Technician Certification Program is an approved program by the Veteran's Administration. For more information, please contact your VA regional office or visit <http://www.gibill.va.gov/Education/LCweb.htm> and search on AALAS.

Candidates with Disabilities

A candidate who has a *documented* visual, physical, hearing, or learning disability that would prevent him or her from taking an examination under standard conditions may request special testing accommodations and arrangements.

There is a specified section on the AALAS Technician Certification Application Form to indicate a request for special accommodations. *AALAS requires written documentation of the candidate's disability from a qualified medical professional or certified counselor.* This written documentation must accompany the application form when submitted to AALAS. There is no extra charge for making these arrangements.

In considering a request from an applicant for special accommodations, AALAS is guided by the Americans with Disabilities Act (ADA). Special accommodations are granted to give an approved candidate the opportunity to be examined in an equivalent manner with other candidates, but not to provide an advantage over other candidates.

Introduction to Computerized Testing

You will not need extensive computer experience to take a computer-based test. Computer-based testing with Prometric:

- Provides a brief online computerized tutorial to guide you on how to use the computer to take the exam.
- Presents a computer workstation equipped with a mouse.
- Provides a fully trained proctor during your exam for technical assistance (not related to exam content).
- Allows you to mark questions as a reminder to review them later.
- Continuously tracks and displays test time remaining for your convenience.
- Provides a pass/fail report immediately upon completion of your exam.

Helpful Hint: If you are apprehensive about using a computer and/or a mouse to take your exam, AALAS suggests taking some time prior to applying for your exam to familiarize yourself with the basic functions of a computer. This can be accomplished in several ways—complete exams for your certification level on the AALAS Learning Library, practice on model computers set up in computer stores, play computer games with your friends, visit the computer-based catalog at your local library, just to mention a few.

About the Tutorial

At the beginning of your exam, you will be provided with a 15-minute computerized tutorial. The purpose of the tutorial is to familiarize you with selecting answers, using the testing features such as “Item Review,” as well as to familiarize you with the mouse and the overall operation of the keyboard. You do not need to be concerned with which answers you select during the tutorial as these items are not scored. Once you exit from the tutorial, you may not return to it. The tutorial time is not included in the exam time limit. The AALAS Learning Library offers a free course, *Preparing for a Certification Exam*, which includes screen shots of the exam tutorial.

About Taking the Exam

Each question is multiple-choice with only one correct answer and three incorrect distracters. You may mark questions as a reminder to review them later during the exam. You may review these marked questions at any time while taking the exam. The time remaining on your exam will appear on the computer screen throughout the exam.

Once you have answered all items to your satisfaction, you must click on the “End Test” button to exit the exam. After selecting this function, you will not be able to return to the exam. Following your exam you will be asked to complete a brief exit evaluation.

Exam Results Reporting

Upon completion of your exam, you will receive a hard-copy printout of a pass/fail report. This printout will not include your score; however, it will tell you whether you passed or failed. An official report will be mailed to you from AALAS within 3 to 4 weeks from the date of your exam.

Official Exam Report

Passing candidates will receive a pass notice and a certificate. The exams are designed as

minimum competency tests and are not intended to distinguish among scores above the passing point. Therefore, no breakdown of scores is reported for passing candidates. This policy was established as a safeguard against misuse of the exam scores of passing candidates. Successful candidates are encouraged to pursue the next level of AALAS certification (if applicable) and to further increase their knowledge base through continuing education.

Failing candidates will receive an official score report containing their percentage score and diagnostic information identifying areas of strength and weakness. Candidates failing to pass are encouraged to reapply when ready to take the exam. See "Reapplying for the Certification Exam" for details.

AALAS Computer-Based Certification Exam Process

Be sure you are prepared to take your exam before beginning the application process. The 90-day Authorization to Test period is not long enough to prepare for a certification exam.

Warning:

- You *must* take your exam by the expiration date provided on your Authorization to Test letter!
- You should contact Prometric for an appointment as soon as you receive your Authorization to Test letter from AALAS, even if you do not want to test immediately. The testing centers are sometimes booked solid for weeks in advance.

If you've recently been married or divorced, and your ID shows a different last name from your Authorization to Test Letter, you must also bring a marriage certificate or divorce decree to your exam to confirm your name change.

Step 1: Completing an AALAS Technician Certification Application Form

Fill out the application form, available in this book and also on www.aalas.org. Be sure to include the following:

- Answers to all questions on the application form.
- Signatures from each facility supervisor for all work experience being claimed.
- Copies of education documentation (required).
- Your signature.
- Your exam fee payment, including national membership dues if not current or a \$75 processing fee (for nonmembers).

Note: An incomplete application may result in a delay in processing your application.

Step 2: Submitting Your Application

Mail or fax your completed application form with the entire exam fee and appropriate documentation to the AALAS national office (AALAS, 9190 Crestwyn Hills Drive, Memphis, TN 38125-8538; fax 901-753-0046 or 901-334-5156) for processing.

There are no specified times or deadlines for filing an application. Apply any time that you are prepared to take the exam and have met the eligibility requirements.

Use the Final Checklist for Application Form in the back of this publication to help you complete your application. This checklist is provided to assist you in reviewing your application materials prior to mailing them to AALAS.

Step 3: AALAS Processing of Your Application

After your application is received by AALAS, the approval process will take approximately 4 to 6 weeks. If your application is successfully processed, an Authorization to Test letter will be sent to you providing instructions on how to schedule your exam. If your application cannot be processed, you will receive a letter in the mail with instructions for resubmitting the requested documents.

Your application cannot be processed if it is missing required documentation, the application is completed incorrectly, you are not eligible for the level of exam you are requesting, or your AALAS membership is not current.

Step 4: Scheduling Your Exam Appointment

After AALAS has processed and approved your application, you will receive an Authorization to Test letter. You must take this letter with you to your test appointment.

The computerized exam is the standard exam format. Pencil-and-paper exams are offered only through special arrangements. If you opt to take the pencil-and-paper exam, please refer to that section in the handbook.

Candidates taking a computerized exam have 90 days to schedule and take your exam, starting with the date their information is downloaded to Prometric. The expiration date of the exam window will be prominently displayed on the Authorization to Test letter. Exam windows may be extended another 90 days by paying AALAS a \$75 extension fee. See *Rescheduling, Cancelling, and No-Shows* for more information.

Follow one of the two methods below (phone or online) for scheduling your appointment for a computer-based exam.

By Phone:

1. With your Authorization Letter handy, contact Prometric at 800-479-6376 to schedule your exam.
2. The Prometric Staff will ask you to supply your name, address, phone number, Applicant Identification number (your Social Security number) and the level of exam (ALAT, LAT, or LATG) you are planning to take.
3. You will then be asked for your preference of a testing date at the Prometric Testing Center of your choice. If you do not know the locations of the test centers in your area, the Prometric staff will assist you.
4. If your first choice of date is unavailable, you will be offered an alternative as close to your first choice as possible.
5. *Once your exam appointment is scheduled, you will be given a confirmation number.*
6. Important: A designated place will be provided on the bottom of your Authorization to Test letter to record the date, time, location (and directions, if needed), and confirmation number for your appointment. The information provided over the phone by the Prometric staff will be your notice of confirmation. No additional notice of your appointment will be sent to you.
7. Print a confirmation statement from <http://www.2test.com> by following the instructions below.

Online:

Note: If you require Special Needs Accommodations, you cannot schedule your test via the Internet.

1. Go to <http://www.2test.com>
2. Select Academic, Professional Licensure, Government, and Corporate Programs.
3. Select American Association for Laboratory Animal Science for testing program.
4. Select your Country and State and click Next.
5. Select Schedule Exam.
6. Follow the instructions, which will guide you through the scheduling process.

From this point, you will be guided through the application process. Simply answer the questions and follow the instructions. You will be asked for your Candidate ID Number, which is on your Authorization to Test letter. (This number may also be referred to as your Client ID #.) Then, you will select the site where you would like to test, and the date. You will get a confirmation page listing all of the necessary information (test, date, test site, address, phone number, and confirmation number). You can print this page. You will be asked to supply your email address, and you will receive an email confirmation with the same information.

Test centers may fill up quickly due to high volumes and previously scheduled special events. Additionally, testing may not be offered on specific days due to system-wide maintenance processes. Waiting to call to schedule your appointment may significantly limit the dates the center can seat you. Additionally, if you wait until your Authorization to Test letter is close to expiring, Prometric may not be able to seat you prior to its expiration. If this occurs, you will be required to re-register and pay the AALAS extension fee.

Step 5: Taking the Exam

Once you are registered with Prometric you must take your exam at the scheduled date and time at the Prometric Testing Center you selected. Be sure to take your Authorization to Test letter and a valid ID to the Prometric Testing Center.

Step 6: Receiving Exam Results

Upon completion of your exam, you will receive a hard copy printout of a Pass/Fail Report that states whether you passed or failed. Within 3 to 4 weeks, you will receive an official report from AALAS.

- Passing candidates will receive an official pass notice and a certificate.
- Failing candidates will receive an official score report and letter.

Multiple versions of the exams for each certification level exist, and new versions are created annually. Since each exam is unique, the passing scores for each exam version vary. As a result, a policy on confidentiality regarding passing scores was approved by the Certification and Registry Board, and therefore the passing scores for the exams are not published.

Step 7: Reapplying for the Certification Exam

If you fail your exam, you may reapply any time you are ready to take the exam. Send AALAS:

- A completed AALAS Technician Certification Application Form.
 - If within a year of your last Technician Certification exam, you may omit your documentation copies from the application form.
 - If more than a year since your last Technician Certification exam, you must include all necessary documentation copies from the application form.

- Payment (charge card number or check) for the exam fee (all candidates) and the processing fee (nonmembers only).

Comparison of Events for Computerized & Pencil-and-Paper Exams

	Computerized	Paper-and-Pencil Exam
Authorization	90 Days	One Day
Score Notification	Immediate	No Immediate Notification
Application Accepted	Year-Round	6 Weeks Prior to Exam Date
Results Mailed	2 Weeks	3 to 6 Weeks

Rescheduling, Canceling, and No-Shows

Once your application for a computerized exam is approved by AALAS, you have 90 days to schedule and take the exam. The expiration date of your exam window will be prominently displayed on your Authorization to Test letter.

Procedure

Computerized Exam: Rescheduling and cancellation of your exam **MUST** be done *5 business days prior to your appointment*. Call Prometric at 1-800-226-7955. The Automated Voice Response System is available 24 hours a day, 7 days a week.

Pencil-and-Paper Exam: For the policies and procedures for rescheduling and canceling this kind of exam, please refer to the section on Pencil-and-Paper Exams in this handbook.

Policies

Exam Rescheduling: Prometric, the testing partner that provides AALAS the center where candidates sit for their certification exams, is currently updating their policies and procedures effective January 1, 2009. The current policy requires rescheduling and cancellations to take place two business days prior to the exam date, with no additional fees. The new policy will require five business days to reschedule or cancel the date of your scheduled exam. If exams are not rescheduled or canceled within five business days prior to the exam date, you will be considered a no show and must pay the entire exam fee to sit for the exam again.

Also, another important change in the policy is any exam date changed or canceled between 5 to 29 days from the scheduled exam date will result in a \$25 fee. This fee will be collected from Prometric at the time the exam date is changed. This policy will be in effect for anyone that has authorization dates after January 1, 2009.

Test Center Closing: Should a center be unable to test because of a technical problem or some other emergency (including weather), your appointment will be rescheduled to the first available appointment of your choice (within your 90-day authorization-to-test window) with no additional charge.

Exam Cancellation: There is no charge for canceling if you cancel by the time specified above and if you reschedule within your 90-day authorization-to-test window.

Authorization Extension: If you cannot schedule or reschedule your exam appointment within your 90-day window, you will have to pay a \$75 extension fee to AALAS to extend your 90-day window.

- If no exam has been scheduled, contact AALAS to arrange an extension of your authorization to test.
- In an exam has been scheduled, you **MUST** contact Prometric to cancel your exam. Then contact AALAS to extend your 90-day window.

No-Show Candidates: You will be designated a “No-Show” candidate if you:

- Cancel or reschedule your Prometric appointment too late.
- Do not appear at your scheduled Prometric appointment.
- Arrive late (30 minutes or more past your scheduled exam appointment).

- Do not present a valid and appropriate ID (a driver's license, state or government-issued ID, or a passport).

No-Show candidates will not be allowed to reschedule their exam or extend their authorization and will forfeit their full examination fee. Any candidate who forfeits the examination fee as a "No-Show" will have to reapply and submit a new examination fee (nonmembers must also pay a processing fee) to be eligible to sit for an examination.

Overview of the Exam Day Process

Identification Requirements

Because of the importance of the AALAS Technician Certification exams, strict candidate identification requirements have been established. When you arrive at the test center, you will be required to present your Authorization to Test letter and one form of *valid*, government-issued, photo and signature bearing ID in order to test. *Please be sure your ID is not expired.*

Acceptable forms of primary ID are limited to:

- driver's license
- state or government-issued ID
- passport

Please note that government-issued IDs that are expired are not recognized as valid; therefore a candidate can be turned away from the testing center and classified as no-show if their id has expired. Your ID photo must be current and look like you. Your signature on the ID must match your signature on the Test Center roster. The spelling of your name on your ID must match the Test Center's record and your Authorization to Test letter. Your ID must be legible; an unreadable ID may be rejected. However, minor name discrepancies may be allowed, in particular if:

- a part of a hyphenated name is missing.
- a diminutive first name is used (Jimmy vs. James).

You will not be allowed to test without the proper identification; if you arrive without proper ID, you will be considered a "No-Show" candidate and will have to reapply and submit a new examination fee and processing fee (nonmembers only) to be eligible to sit for your exam. If you have any questions about your ID, contact the test center where you are scheduled to test or contact AALAS.

On the Day of the Test

- Plan to arrive at the Prometric Testing Center at least 30 minutes before your scheduled testing time. If you arrive 30 minutes AFTER your scheduled appointment, you will forfeit your appointment. You will be considered a "No-Show" candidate and will have to reapply and submit a new examination fee (nonmembers must also pay a processing fee) to be eligible to sit for an examination again.
- Waiting areas at the Prometric Testing Centers are small. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or contact you while you are taking the exam.
- You must present your Authorization to Test letter and your valid photo ID. Your Authorization to Test letter will be collected by test center staff.
- You will be asked to sign a logbook.
- You will be required to leave your personal belongings outside the testing room. Secure storage will be provided. However, you should keep your ID with you at all times. If you leave the testing room for any reason, you will be required to show the test administrator your ID to be readmitted to the room. Storage space is small, so you should plan appropriately. Do not take large bags, textbooks, notebooks, etc., to the test center. Prometric Testing Centers assume no responsibility for candidates' personal belongings.
- The test center administrator will give you a short orientation and then will escort you

to a computer terminal. You must remain in your seat during the exam, except when authorized to leave by a test center staff member.

No scheduled rest breaks are embedded in the test. However, unscheduled breaks are permitted. Raise your hand and ask for permission if you need to leave the room. Be aware that your test time continues to count down during any break.

Test Center Regulations

To ensure that exam results of all candidates are earned under comparable conditions and represent fair and accurate measurement, it is necessary to maintain a standardized testing environment.

All examinees must adhere to these regulations:

- No papers, books, calculators, food, or purses are allowed in the testing room.
- No cell phones, pagers, or watches with alarms are allowed.
- Eating, drinking, or use of tobacco is not allowed in the testing room.
- Unauthorized scratch paper may not be brought into or removed from the testing room (scratch paper and pencils will be provided by the test center staff).
- Calculators or other aids are not allowed during the test.
- Raise your hand to notify the administrator if you:
 - Need more scratch paper.
 - Need to take a break.
 - Believe you have a problem with your computer.
 - Need the administrator for any reason.
- You may not leave the testing room without the test administrator's permission.
- You must present your photo ID each time you enter the testing room.

Grounds for Dismissal

An examinee who engages in misconduct and/or does not heed the administrator's warning to discontinue inappropriate behavior may be dismissed from the test center or have examination results voided. All of the following behaviors are considered to be misconduct:

- Giving or receiving assistance of any kind.
- Using any prohibited aids. Prohibited aids are any device or material that will be helpful in taking an AALAS exam. Examples include calculators, conversion tables, dictionaries, etc.
- Attempting to take the exam for someone else.
- Failing to follow testing regulations or the instructions of the test administrator.
- Creating a disturbance of any kind.
- Removing or attempting to remove examination questions and/or responses (in any format) or notes about the exam from the testing room.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the exam.

Technician Certification Pencil-and-Paper Exams

National Meeting Pencil-and-Paper Exam

You may elect to take this pencil-and-paper exam by marking the designated “Pencil and Paper Exam” section on your application form. *All applications for the pencil-and-paper exams must be received at the AALAS office at least six weeks prior to the starting date of the National Meeting.* Confirmation of the date, time, and location of the exam will be sent to you by the AALAS office at least 2 weeks prior to your exam date. Please contact AALAS for additional information about the pencil-and-paper exam.

Group Pencil-and-Paper Exams

A pencil-and-paper version of the three technician certification exams is available as an alternative to the computerized exam. Additional pencil-and-paper exams may be given each year under special circumstances:

- Minimum of 10 people testing
- No testing center within a 60-mile radius

A fee of \$250 for groups of 10 to 24 testing candidates and a fee of \$500 for groups of 25 or more testing candidates will be charged to those companies, branches, or individuals requesting a pencil-and-paper exam. AALAS should be contacted at least 2 months prior to the desired date of the exam for requesting a date, time, and location for the exam.

When you contact AALAS to set up a pencil-and-paper exam please provide AALAS staff with the following information:

- A name and number for the responsible contact person in charge of coordinating the exam.
- A complete list of candidates testing at each level.
- A date, time, and location of the exam (including a mailing address, suite #, etc.).
- A name and contact information (phone #, fax #, email, mailing address) for the proctor. (This is the person who will administer the exam to the applicants. See below for the rules for selecting the proctor).
- A complete application for each person wishing to test, including all proper documentation and fees. The processing fee must be included for all nonmembers.
- Applicants may submit a membership form and dues to avoid paying the nonmember processing fee.
- All complete applications (including documentations and fees) must be received in the AALAS office at least 2 months prior to the exam date.

The local contact will receive correspondence from AALAS on the approval of the request. The applicants will receive an Admission Ticket at least one week prior to the scheduled exam date. These tickets will be faxed to their place of employment and mailed to their home address.

If you are given an authorization date for a pencil-and-paper exam and do not test at the scheduled time and do not cancel, you are considered a No Show candidate and will forfeit the exam fee and must repay the full amount to be eligible for a new authorization. Once the fee is received, you will be given a new Authorization to Test Letter for a computerized exam, valid for 90 days.

Changing to a Different Exam Format

Canceling a pencil-and-paper exam appointment in order to take a computerized exam is permitted provided you inform AALAS one week prior to the exam date and that you submit the extension fee for a computerized exam (\$75). To do so, simply call AALAS at 901-754-8620, and cancel your written exam and request a computerized exam. There will be a \$75 processing charge for this service.

Canceling a computer-based exam in order to take a pencil-and-paper exam is permitted, as long as the person cancels the scheduled exam with Prometric.

Rules for Selecting Proctors of Pencil-and-Paper Examinations:

- Proctors must sign a confidentiality form from Prometric before becoming eligible to administer the exam.
- Proctors cannot be a manager or supervisor of anyone taking the exam.
- You may choose your own proctor or Prometric will be glad to assign one for you.
- Proctors should hold the title of manager or higher (director, supervisor, professor) or be a Human Resources staff member.

Rules for Test Day for Pencil-and-Paper Examinations:

- Plan to arrive at the test center at least 30 minutes prior to test time.
- Bring your Admission Ticket.
- Bring an ID that is a valid driver's license, a state or government-issued ID, or a passport. Please be sure your ID is legible and not expired.
- Your ID must have a picture and a signature that matches the name on the Admission Ticket.
- Bring two number 2 pencils.

Revocation of Certification

The CRB has the right to revoke any AALAS certification issued if the recipient engages in conduct that is a discredit or disgrace to the laboratory animal care profession as stated in the AALAS Code of Ethics. Applicants who fraudulently complete the application form, misrepresent themselves, or cheat on an examination shall have their exams declared null and void and may be permanently barred from all AALAS certification programs.

The AALAS Technician Certification Registry

When you pass your exam at any level, you automatically become part of the Technician Certification Registry. Not only do you earn your credential (ALAT, LAT, LATG), you also become a Registered technician and are entitled to use an “R” in front of your certification acronym (RALAT, RLAT, RLATG).

It is easy to stay in the Registry after those first 2 years have passed. Once every 2 years, you simply submit the required number of Continuing Education Units (CEUs). Nonmembers must submit a Registry renewal fee of \$40 in addition to the CEU Submission Form or join AALAS to enjoy the benefits of the Registry for free. The required number of CEUs depends on your certification level; 10 for ALAT, 14 for LAT, and 24 for LATG.

Your Registry card lists the date when your CEUs are due. You will also receive reminders from AALAS. Submitting CEUs is as simple as completing one form listing the CEU activities you’ve completed and sending it in to the AALAS office. Please keep all documentation, and submit *only* if you are chosen for the annual audit.

Technician Certification Exam FAQ

1. How do I apply for one of the three exams?

Fill out the application (found on our web site and at the back of this handbook) and fax or mail it to the AALAS office along with the proper fees and documentation. If you are paying by credit card, *please make sure you do not send your application twice* (mail and fax); this will cause your card to be charged twice.

2. How much do the exams cost?

The exam fees are: ALAT = \$155; LAT = \$205; LATG = \$255.

3. Do I have to pay the \$75 processing fee?

The processing fee applies only to nonmembers. You may join as a member or renew your current membership instead of paying the processing fee. Membership dues will need to be sent in with the exam fee.

4. How long after I submit my application before I get my Authorization to Test Letter?

The application process generally takes 4 to 6 weeks from the date we receive the paperwork in our office.

5. Are exceptions made concerning the educational qualifications and documentation?

Documentation must be provided for the level of education you state you hold. If you are unable to supply documentation, the CRB will review your application along with your letter of explanation.

6. What if I haven't yet fully completed my degree?

AALAS can only accept the diploma or a transcript showing the degree has been conferred. A copy provided with the application must display a graduation date.

7. What if I can't find a copy of my diploma or degree?

AALAS will accept a copy of transcripts, or a letter from the educational facility stating you graduated, the date of your graduation, and the type of degree you obtained in place of an actual copy of the diploma/degree.

8. How do I receive my Authorization to Test Letter?

AALAS will mail the original to your home address and fax a copy to your place of employment.

9. How are refunds on certification applications handled?

AALAS retains a processing fee (\$25 for AALAS members and \$75 for nonmembers) on all refunds issued for certification applications and refund the balance. No exceptions will be made.

10. How do I set up my national certification exam?

To schedule your exam with Prometric, call 1-800-479-6376 or visit www.2test.com

11. How long do I have to test and when does my time start?

For a computer exam, you will have 90 days to test. This period starts the day your application dates are downloaded to Prometric. The start and end dates will be displayed on your Authorization to Test Letter. For a pencil-and-paper exam, you will be given authorization for one day only. The date and specific time for the exam will be displayed on your Admission Ticket.

12. What is a download and how is it done?

A download is a file of your information that AALAS sends to Prometric so that you are eligible to sit for the exam. This file is transferred electronically to Prometric; it takes 24 hours for them to process it.

13. What do I need to bring with me on test day?

Be sure to bring your Authorization to Test Letter (the original or the copy) and one form of a *valid*, government-issued, photo and signature bearing ID in order to test. *Please be sure your ID has not expired.* Acceptable forms of ID *are limited to:* a driver's license, a state or government-issued ID, or a passport. Your ID photo must be current and look like you. The spelling of your name must match the roster at the test center (acquired from your authorization to test letter). Your signature on the ID must match your signature at the test center. Your ID must be legible; an unreadable ID may be rejected.

14. Am I allowed to reschedule my exam after I set up a date?

For a *computer exam*, you may reschedule your exam appointment provided you do so by noon Eastern time 2 business days prior to your scheduled appointment. Do so by calling 1-800-226-7955. For a *pencil-and-paper exam*, you may not reschedule your exam date due to the fact that your authorization is for only one day.

15. Can I cancel my exam date?

You may cancel your *computerized exam* appointment provided you do so by noon Eastern time 2 business days prior to your scheduled appointment. Do so by calling 800-226-7955. (see #9 for refund information) You may cancel your *pencil-and-paper exam* appointment provided you do so by noon Eastern time 2 business days prior to your scheduled appointment. Do so by calling AALAS at 901-754-8620.

16. If I miss my authorization period, can I request an extension?

An extension can be granted to those who fail to schedule an appointment in their given time frame. If an exam was scheduled, an extension can be granted provided that the original appointment was canceled by noon Eastern time 2 business days before the scheduled appointment. There is a \$75 extension fee that applies to anyone requesting an extension, whether a member or a nonmember. For a pencil-and-paper exam, the extension policy applies, with the stipulation that your extension will be for a computerized exam and not a pencil-and-paper exam.

17. What happens if I schedule an appointment but do not test, cancel, or reschedule?

Any applicant who schedules an exam but does not show up at, cancels, or reschedules the exam appointment by the noon Eastern deadline will *forfeit all their exam fees*. To set up another exam, you must reapply submitting another application form and the full exam fee (and nonmember processing fee, if applicable).

18. How do I get my scores after testing?

Upon completing the computer exam, you will receive a printout stating whether you passed or failed the exam. Your official results will be mailed to you within 3 to 4 weeks. If you passed, your certificate will arrive with your test results. If you failed, your exam results will include an explanation of your score. If you take a pencil-and-paper exam, the same materials will be sent to you in 4–6 weeks.

19. What is the Registry card I received with my results?

The Registry card is sent to anyone passing any of the three certification exams. This enrolls you in the Technician Certification Registry Program for 2 years at no charge. The Registry is a voluntary continuing education program that shows you are current in the field of animal science. For more information on the Registry, see the Registry section in this handbook.

20. Why don't I get a percent score needed to pass each exam?

This information is not publicized due to the fact that the passing score for each exam is different for each exam version. Those who fail the exam will be given the percent they scored on the exam along with a Low, Medium, or High report for each part of the exam.

21. How often are written exams given each year?

A written exam for each level is given yearly at the AALAS National Meeting. Deadlines for submitting applications for this exam are posted each year close to the meeting time but are generally 6 weeks prior to the exam date. Additional written exams are given by certain institutions yearly but are only for groups and not for individuals. For more information, please refer to the section on Technician Certification Pencil-and-Paper Exams.

Registry FAQ

1. What is the Technician Certification Registry?

The Registry is a voluntary program to document your ongoing professional development as an AALAS certified technician/technologist.

2. What are the benefits of participation in the Registry?

Participation in the Registry entitles technicians to use an R in front of their certification acronym. This R will serve as a visible distinction on name tags, resumes, and business cards. Your name will be included in the list of Registry participants that is published on the AALAS web site.

3. What is the difference between being registered and being certified?

Certification is the credential you earn by passing the ALAT, LAT, or LATG exam. The AALAS Technician Certification Registry demonstrates training and education beyond your certification. Once you pass a technician certification exam, that certification is yours for life. A technician may be certified but not registered; however, a registered technician is always certified.

4. How can I participate?

There are two ways to become a part of the Registry. You automatically become a participant upon certification (passing an exam). If you are already certified (at any level), you may participate by submitting CEUs; nonmembers must also submit the \$40 Registry fee along with their CEUs.

5. Is there a cost for the Registry and, if so, how much is it per year?

Upon certification, regardless of AALAS membership status, you are entered into the Registry for a 2-year period at no charge. To renew or join the Registry, members are only required to submit CEUs; there is no fee for members. Nonmembers must pay a \$40 Registry fee or join AALAS at any level of membership in addition to submitting CEUs.

6. How long am I in the Registry once I become a participant?

The Registry period runs on a 2-year cycle starting the day you enter the Registry and ending on the first day of the following month 2 years out. This gives you 2 years to earn the required number of CEUs for your level.

7. What are CEUs and how many do I have to earn at each level of certification?

CEUs, or continuing education units, are earned for any seminars, workshops, meetings, training, etc. that you attend in your 2-year Registry period. For each level there is a required number of CEUs one must earn. For the ALAT level you must earn 10, for the LAT you must earn 14, and for the LATG you must earn 24.

8. What types of CEUs are accepted?

Formal education in lab animal science or personal development; publications, reports, and presentations; participation in professional societies; and online/distance learning. For a complete list of these categories and what they entail, please refer to www.aalas.org or the CEU list on the next page.

9. How and when do I submit CEUs?

CEUs must be submitted by the expiration date printed on your Registry card. A CEU submission form is available in the back of this handbook and may also be downloaded from www.aalas.org. You may mail or fax your CEU Submission Form to the AALAS national office. AALAS will send you a reminder when your registration is about to expire.

10. How do I maintain my Registry status?

You must submit the required number of CEUs per 2-year period. If you are not a national member of AALAS, you must also submit the non-refundable, 2-year administrative fee of \$40.

11. Can I be registered at all three levels of certification?

You may only be registered at one level at a time. If you are in the Registry already and test at a higher level, you receive a free 2-year Registry period at your new certification level when you pass the exam. You will be registered in the highest certification level that you attain.

12. Will my membership and Registry renewals be due at the same time?

Not necessarily. AALAS memberships are paid annually and are renewed 12 months from the time you become a member. The Technician Certification Registry renewal is every 2 years, beginning with the expiration date on your Registry card. Notices will be sent out for both these renewals.

13. If my AALAS membership lapses, am I still in the Registry?

Yes, but at the time of your Registry renewal, you must pay the \$40 nonmember Registry fee if you have not renewed your AALAS membership.

14. I sent in my Registry fee and CEUs late. Will I still be listed in the AALAS list of Registry participants?

Yes. After you renew your Registry status, your name will be included in the next update of Registry participants.

15. How will I know when my Registry period expires?

At the start of each Registry period, you will receive a new R card that displays your Registry expiration date. Your CEUs and fees must be received before this date for you to remain current.

AALAS Technician Certification Registry Examples of CEU Activities

For updates, check the Registry page of the AALAS web site (<http://www.aalas.org>).

Activity CEU Value

Formal Education/Personal & Professional Development

- Scientific, professional, or branch meeting/conference 1 CEU/classroom lecture hour
- Any in-house or outside course, workshop, wetlab, audio/visual or hands-on program related to laboratory animal science, management, or veterinary medicine. 1 CEU/classroom lecture hour
Topics included but not limited to are lab equipment, regulatory or quality assurance, occupational or environmental health and safety, communications, computer, office equipment, fiscal management, personnel management and labor relations
- Any life sciences or management-related college course. 1 CEU/classroom lecture hour
- Journal of AALAS Continuing Education Test Questions . . . 2 CEUs per issue
- AALAS Learning Library course CEUs as posted on the ALL
CEUs are granted upon completion of the course and passing the exam.

Evaluated by Certification and Registry Board Committee on a case-by-case basis

- International Formal Education
- Correspondence or on-line learning courses

Publications, Reports, Presentations & Item Writing

- First author of article or book chapter in a refereed publication . 10 CEUs per publication
- Any other author of article or book chapter in a refereed publication 5 CEUs per publication
- Technical/Management article published in *Tech Talk*, branch newsletter or similar published product 4 CEUs per publication
- Paper, lecture, poster presentation or workshop leader at a meeting/conference 4 CEUs per program
Presented at LAMA, AALAS District, Regional or Branch Meeting, ABR local chapter, school presentation or other relevant meeting.
- Referee/Reviewer of journal article or program 2 CEUs per program
- Course Instructor 2 CEUs per lecture hour
AALAS certification or other relevant topic areas.
- Item writing for AALAS certification exams or Journal of AALAS Continuing Education Test. 1 CEUs per item submitted
- Public outreach (ABR local chapter, school presentation, job fair, not-for-profit organization 1 CEUs per item submitted

Professional Society Participation

- National AALAS officer, trustee, committee member 6 CEUs per year per position
- Officer or committee member of an AALAS Branch, affiliated organization or other related organizations. 4 CEUs per year per position
- Program facilitator or moderator 1 CEU per session

Technician Certification Application Form

Instructions

The following application form must be typed or legibly printed in ink. Application forms must be completed accurately and according to instructions. Illegible applications will be rejected and applicants will be notified by mail. If you have any questions about completing this application, please contact AALAS' Certification Department at (901) 754-8620 or e-mail certification@aalas.org.

Reapplication

If this is a repeat application for an exam at the same certification level and you are applying within a year of failing that exam, you need only complete and submit the first page and payment page of the application. However, if you are reapplying after one year from the date of your last exam, you must resubmit the entire application.

Exam Format

Please indicate which of the following exam formats you are requesting. (Mark only one. A \$75 processing fee will be required when requesting a change in exam format.)

Computer-based

Pencil-and-paper**

Please indicate date and location of the exam: _____

***The pencil-and-paper exam is offered once yearly during the AALAS National Meeting. Your application must be received by AALAS at least 6 weeks prior to the start date of the National Meeting. Exact date and location of the exam will be announced closer to the meeting dates. At other venues, additional fees will be applied.*

Special Accommodations

Are you requesting special testing arrangements due to physical impairment or documented disability?

Yes No

If yes, you must include with this application an official letter and documentation of your disability as defined by the Americans with Disability Act and details of the accommodations being requested. For details on special accommodations testing, refer to the section called "Candidates with Disabilities." AALAS requires written documentation of the candidate's disability from a qualified medical professional or certified counselor.

Payment Information

Candidate's AALAS Member # _____

In order for the processing fee to be waived, your AALAS national membership must be current when submitting this form to AALAS.

Which exam are you applying to take?

Assistant Laboratory Animal Technician \$155

Laboratory Animal Technician \$205

Laboratory Animal Technologist..... \$255

Additional Fees

Processing Fee (nonmembers only)\$75

Processing fee waived for AALAS members.

Extension Fee (check one): ALAT LAT LATG\$75

Total Enclosed\$ _____

Check (Number: _____) Money Order VISA

American Express MasterCard Discover

Account Number—please include all digits

Account Number—please include all digits

Month Year
Expiration Date CVV2 Code (3- or 4-digit # on back of credit card)

Cardholder name: _____ (print name exactly as it appears on card)

Cardholder's AALAS Member # _____

Billing address: _____

City: _____ State: _____ Zip: _____

Cardholder Phone Number: _____

Country: _____

Signature: _____

Make checks payable to: **AALAS**. Return this form, the necessary documentation, and your **entire** exam fee to: AALAS, 9190 Crestwyn Hills Dr., Memphis, TN 38125-8538 or fax to 901-334-5165 or 901-334-5156. If submitting by fax, please fax the payment page **only once** to avoid duplication of credit card charge.

Exam Scheduling: You will receive instructions to schedule your exam after your application is approved.

Exam Cancellation Policy: For each Candidate who reschedules, cancels, arrives late or does not appear for a scheduled Test during the Cancellation/Reschedule Period set forth below, Prometric shall be entitled to the following Cancellation/Rescheduling Fees:

Cancellation/Reschedule Period	Fee
30 or more days before Test date	none
5-29 days before scheduled Test date	\$25 (to be collected by Prometric from the Candidate)
a) less than 5 days before Test date, or b) fails to appear for a scheduled Test, or c) presents himself/herself more than 15 minutes after the scheduled start time for taking the Test and is refused admission	The full Candidate Testing Fee for the cancelled/ rescheduled Test.

Refund Policy: AALAS will retain a processing fee (\$25 for AALAS members and \$75 for nonmembers) on all refunds issued for certification applications and refund the balance. No exceptions will be made.

Change of Exam Format: A \$75 fee will apply for candidates requesting a change in exam format.

1. Exam level: Please indicate which exam you wish to take.

ALAT LAT LATG

2. Current certification: Check the highest AALAS certification, if any, that you currently hold.

ALAT LAT year received _____

3. Applicant status (mark only *one* box):

First-time exam applicant

Repeat exam applicant

Date of most recent exam attempt: _____

Print your name on this application exactly as it appears on the photo ID you will use to test (a valid driver's license, a state or government-issued ID, or a passport).

4. Mr. Ms. Dr. First name _____

Last name _____

Prior name _____

5. Home address* _____

City _____ State _____ Zip _____

6. Home phone _____

*NOTE: All correspondence will be mailed to the home address listed unless otherwise requested. Authorization to Test letters will be faxed to the number provided and mailed to your home address.

7. Place of employment _____

8. Job title/position _____

9. Work address _____

City _____ State _____ Zip _____

10. Work phone _____

11. Fax* _____

12. E-mail _____

13. Facility contact person (i.e., training coordinator, supervisor)

14. Phone _____

15. E-mail _____

16. Are you a national member of AALAS? Yes No.

If yes, please list membership # _____

17. Eligibility Level: A complete listing of the eligibility requirements for each examination level is presented below. Please check the appropriate Eligibility Level box (mark only one box) next to the requirement you meet for the level of exam you wish to take.

IMPORTANT NOTE: You must meet the eligibility requirement you select. Documentation of all work experience and education¹ must be attached to your completed application. All documentation not originally in English must be translated into English. Incomplete applications will not be accepted. 1950 hours of work is equivalent to 1 year of work experience. The CRB allows for experience in non-laboratory animal environment (up to 3 years) to be applied to the required work experience using the following equation: **0.5 years in a non-lab animal environment = 1 month of lab animal experience. For more details, see pages 4-5 of the handbook.**

ALAT Exam (Must meet *one* of the following requirement categories.)

No high school diploma or GED plus 2 years laboratory animal science experience

HS diploma or GED plus 1 year laboratory animal science experience

Any college degree of 2 or more years plus 0.5 years laboratory animal science experience

LAT Exam (Must meet **one** of the following requirement categories.)

HS diploma or GED plus 3 years laboratory animal science experience

Any AA/AS degree plus 2 years laboratory animal science experience

Any BA/BS or higher degree plus 1 year laboratory animal science experience

ALAT certification plus HS diploma/GED or college degree plus 0.5 years laboratory animal science experience *after* receiving ALAT certification

ALAT certification without HS diploma/GED or any college degree plus 2 years laboratory animal science experience *after* receiving ALAT certification

LATG Exam² (Must meet *one* of the following requirement categories.)

HS diploma or GED plus 5 years laboratory animal science experience

Any AA/AS degree plus 4 years laboratory animal science experience

Any BA/BS or higher degree plus 3 years laboratory animal science experience

LAT certification plus HS diploma/GED or college degree plus 0.5 years laboratory animal science experience *after* receiving LAT certification

¹ Documentation must be provided for all diplomas/degrees. Non-U.S. diplomas/degrees will be evaluated for equivalency and may be referred to the CRB. Acceptable documentation includes: a copy of diploma, a copy of transcripts or an official letter from the educational institution that states graduation date and type of degree earned. Until the proper documentation and fees are submitted, your application will not be processed. All documentation not in English must be translated into English and notarized.

² Applicants must have a high school diploma or GED to be eligible to take the LATG exam.

Verification of Work Experience Form

Submit a separate Work Experience Form for each place of employment.

Section I: Work Experience Information (to be completed by applicant)

This form is required to be filled out completely (no blanks) and submitted with your completed AALAS Certification Exam Application. A separate form must be signed by the supervisor at each facility where you are claiming work experience.

Facility/Institution _____

Applicant's Name (first, middle initial, last) _____

Applicant's Job Title _____

Description of applicant's animal care duties; mark all that apply:

- Animal care and husbandry
 - Animal health observation, monitoring, or treatment
 - Animal room sanitation or maintenance
 - Cage or equipment washing
 - Data collection or record keeping
 - Database management
 - Diagnostics (clinical pathology, necropsy, parasitology, radiology, etc.)
 - Equipment preparation
 - Experimental procedures/techniques (dosing, sample collection, etc.)
 - Handling and restraint
 - IACUC service or involvement in laboratory animal science
 - Occupational safety or biohazard management
 - Pre- or post-operative monitoring or care
 - Procedure development (SOPs, protocol preparation, reports, etc.)
 - Procurement or receipt of animals
 - Requisition or inventory of supplies
 - Quality Assurance in laboratory animal science
 - Training or supervision of staff
 - Other
- (Detailed description: _____

 _____)

Number of hours per week _____

Start date with company _____ Check if still employed here

Length of time with facility/institution _____

End date with company _____

One year of lab experience = 1950 hours (~37.5 hours/wk)

SECTION II: Authorization for Information (to be completed by supervisor)

YOU, THE SUPERVISOR, ARE HEREBY AUTHORIZED and instructed to furnish, as part of my certification application requirements to the American Association for Laboratory Animal Science, information regarding my employment history; and you are further authorized to provide to AALAS any additional information contained in my personnel file that may be requested with my certification application.

Facility supervisor's/administrator's approval of work experience:

Yes, I verify that, to the best of my knowledge, this applicant's information about employment at this facility is true.

Supervisor's signature _____ Date _____

Name (please print) _____ Title _____

Email _____ Phone _____

Applicant Verification Statement

I have read and understand the information found in the *Technician Certification Handbook*. By signing this statement I declare that the foregoing statements and those in any required accompanying documentation are true. I understand that false information may be cause for disciplinary action, including denial or loss of my certification credential. I support the AALAS Core Values and Code of Ethics as stated below:

The American Association for Laboratory Animal Science believes that the use of laboratory animals in scientific and medical research is essential to the improvement and protection of the quality of all life. The humane and responsible care of laboratory animals is vital to quality research and, as such, an essential aspect of AALAS endeavors. AALAS is dedicated to building and disseminating a knowledge base in laboratory animal science for the education and training of those who work in this field.

The Code of Ethics for members of AALAS has been adopted by the Board of Trustees to promote and maintain the highest standards of professional and personal conduct among its members. Adherence to these serves to assure public confidence in the integrity and service of AALAS members.

1. Maintain the highest standard of personal conduct.
2. Promote and encourage the highest level of ethics within the profession of laboratory animal science.
3. Maintain loyalty to the profession of laboratory animal science and pursue its objective in ways that are consistent with the public interest.
4. Recognize and discharge my responsibility and that of my position to uphold all laws and regulations relating to the profession of laboratory animal science.
5. Strive for excellence in all aspects of the profession of laboratory animal science.
6. Use only legal and ethical means in all professional activities.
7. Maintain the confidentiality of privileged information entrusted or known to me by virtue of my position.
8. Refuse to engage in, or countenance, activities for personal gain at the expense of the profession of laboratory animal science.
9. Always communicate associated internal and external statements in a truthful and accurate manner.
10. Cooperate in every reasonable and proper way with others and work with them in the advancement of the profession of laboratory animal science.
11. Use every opportunity to improve public understanding of the role of the profession of laboratory animal science.

Printed Name of Applicant Signature of Applicant Date

Final Checklist for Application Form
 This checklist is provided to assist you in reviewing your application materials prior to mailing them to AALAS. An incomplete application form or missing documentation may delay the processing of your application. Have you:

- Verified that the name on your application exactly matches the name on the ID you will use to test? Note: your ID MUST be a valid driver’s license, a state or government-issued ID, or a passport.
- Provided documentation of high school diploma/GED/college or higher degree (as appropriate) in English?
- Submitted the application forms to AALAS and kept a photocopy for your records?
- Included the appropriate exam fees and membership fees if joining AALAS?
- Completed Section I and II of the Verification of Work Experience Form?
- Signed the “Applicant Verification Statement”?
- Verified the appropriate amount of postage to mail your application to AALAS? (The postage requirements may change according to the amount of documentation you include.)

Section 4: IMPORTANT: If you are a current Certification Registry participant, any CEUs listed on this form must be acquired within the two-year window prior to the expiration date on your Registry card. If starting a new record in the Registry, your CEUs must be dated within two years of your application. Please submit all your CEUs together in a single form. For each CEU activity, please enter on the table below the title of the continuing education activity, the name of the sponsoring organization, the date of the event, and the number of CEUs earned. Insert your total CEUs at the bottom.

Please keep all documentation, and submit *only* if you are chosen for the annual audit.

CEU Activity	Sponsor	Date	CEU hours
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
			Total CEUs _____

Section 5: AALAS would like to extend a special invitation to you to share the news of your active Registry status with others at your workplace. If there is a dean, director, supervisor, or other colleague who you would like AALAS to notify of your achievement, please list that individual below. If you prefer that no one be notified, just leave this section blank.

Dr. Mr. Mrs. Ms. Name: _____ Title: _____

Notify by E-mail E-mail address: _____

Letter Street: _____

City: _____ State: _____ Zip Code: _____

Section 6

- I affirm that ALL of the above information is correct to the best of my knowledge.
- I understand that CEU submissions will be randomly audited by the Certification and Registry Board.
- I understand that I am responsible for maintaining copies of my CEU certificates and other supporting documentation in case of audit.

Applicant's Signature: _____ Date: _____