



The CMAR Handbook

**A Handbook on the Program for
Certified Managers of Animal Resources**

The CMAR Certification Handbook

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Introduction

Why Become a Certified Manager of Animal Resources?

Certification provides an unbiased measurement of a person's ability to perform certain tasks/functions. Individuals who hold a professional certificate are a step ahead of their peers with tangible evidence of their ability to perform.

Laboratory animal resource managers face many challenges including an increasingly multicultural workforce, rapidly changing technology, and ever changing regulation and institutional policies. Managers who can consistently and effectively meet these challenges are in great demand. The CMAR program is designed to raise competency and professionalism in the field of laboratory animal resources management.

Reasons why YOU should become CMAR-Certified:

1. As a CMAR certificate holder, you will be recognized as an industry professional.
2. Employers often rely on certification credentials as a factor in promotion or hiring decisions.
3. Certification helps managers evaluate strengths and weaknesses.
4. Employees engaged in certification typically have greater longevity in the profession.
5. Certification typically builds confidence and improves performance.

The Certified Manager of Animal Resources (CMAR) Program

Program History

In 1999, the American Association for Laboratory Animal Science (AALAS) and the Laboratory Animal Management Association (LAMA) partnered with the Institute of Certified Professional Managers (ICPM) to establish a certification program designed specifically for the laboratory animal resources manager. The first Animal Resources Exam was given at the AALAS National Meeting in Baltimore, MD, in October of 2001.

NOTIFICATION LETTER

AALAS allows you to spread the word of your success to individuals in your administration with a notification letter.

The CMAR Team

The CMAR team consists of a unique joining of resources between AALAS, LAMA and ICPM for the development and administration of the Certified Manager of Animal Resources (CMAR) Program.

A CMAR Committee, whose members are jointly appointed by AALAS and LAMA, has the responsibility for establishing program policies and procedures, developing examination questions, establishing eligibility requirements, and evaluating exam quality. This committee's responsibility in overseeing the CMAR Program is equivalent to that of the Certification and Registry Board (CRB) which oversees the Technician Certification Program.

Candidates who meet the CMAR eligibility requirements and pass the four exams are certified in the name of AALAS, LAMA, and ICPM.

ICPM works with AALAS staff and the CMAR Committee to manage the Animal Resources Exam and to process the exam results.

CMAR Eligibility Requirements

The eligibility requirements to qualify for the CMAR Program are as follows:

- A Bachelor (BA or BS) or higher degree from an accredited college or university.
- Five years of laboratory animal-specific experience.
- Three years of management or supervisory experience in the laboratory animal field. Management or supervisory experience would include hiring, firing, and/or direct supervision of employees; administering performance appraisals; managing facility resources; and/or managing a budget.

The CMAR Program Exams

The CMAR Program consists of four exams:

- The Animal Resources Exam that is administered by AALAS.
- Three Certified Manager exams that are administered by the Institute for Certified Professional Managers (ICPM).

The CMAR candidate must pass all four exams (above) to earn the title of a Certified Manager of Animal Resources. The exams may be taken in any sequence. **Please be advised that candidates who apply after Nov. 1, 2002, have time limits to complete these exams.** For more information, please refer to each exam section in this handbook.

You will be certified for a period of two years from the date of your becoming CMAR-certified, i.e., the date of your completion of all four exams with a passing score.

To maintain your CMAR status, you must re-certify in the CMAR Program every two years upon your anniversary date. Re-certification shows your dedication to excellence in continuing your personal development. Please refer to the section on re-certification in this handbook.

REQUIREMENTS FOR RE-CERTIFICATION

To maintain your status as a Certified Manager of Animal Resources, you must submit to AALAS a re-certification fee and twenty-four (24) CEUs (continuing education units) obtained over the 2-year period prior to your certification anniversary date.

TIME LIMIT WARNING

Remember, there is now a 15-month time limit to pass the three CM exams once an application is approved by the ICPM and a one year time limit to pass the AR exam once an application is approved by AALAS.

Summary of Recent Changes in the CMAR Program

At the inception of the CMAR Program in 1999, AALAS processed applications for the four management exams: the three Certified Manager exams and the Animal Resources Exam. Per the BOT approval of an Action Resolution on June 2, 2001, AALAS now accepts applications only for the Animal Resources Exam. Candidates for the CM exams are referred to ICPM for application and processing. When candidates apply directly to ICPM, they can take advantage of a more economical package for exams and manuals that has an extra benefit – the exam tutorials.

Until November 1, 2002, candidates without a Bachelor degree could qualify for the CMAR Program on the basis of experience in the field: 10 years or more in the laboratory animal field, including 5 years or more as a manager or supervisor. These candidates were grandfathered into the CMAR Program and were approved to take the Animal Resources Exam. To attain their CMAR certification, these candidates had to pass all four exams. Currently, CMAR candidates must meet the eligibility requirements as specified in the preceding section (CMAR Eligibility Requirements).

Beginning in 2002, all candidates have a time limit in which to complete their exams. On July 1, ICPM initiated a 15-month time limit to pass the three CM exams once an application is approved by ICPM. **On November 1, AALAS initiated a 12-month time limit to pass the Animal Resource Exam once an application is approved by AALAS.**

Upon request, AALAS can send a letter notifying a dean, supervisor, or other colleague of your CMAR certification.

The Certified Manager (CM) Exams

The CMAR Program includes the three Certified Manager exams, which are administered by ICPM.

Institute of Certified Professional Managers (ICPM)

For more than 25 years, ICPM has provided managers, team leaders, and supervisors with a credential that documents knowledge and skills of professional managers in all fields.

There are three Certified Manager exams as below.

- **Personal Skills for the Manager Exam**

The Personal Skills Exam addresses three topic areas:

1. Management concepts
2. The management environment
3. The organizing process

- **Administrative Skills for the Manager Exam**

The Administrative Skills Exam addresses two topic areas:

1. The planning process
2. The control process

- **Interpersonal Skills for the Manager Exam**

The Interpersonal Skills Exam addresses four topic areas:

1. The leading process
2. Human resources management
3. Behavior and motivation
4. Managing work groups and teams

The three CM exams and the Animal Resources Exam (described in a later section) can be taken in any order, and passing all four exams earns the candidate the Certified Manager of Animal Resources title.

How Do You Apply for the CM Exams?

To apply for the CM exams, contact the Institute for Certified Professional Managers (ICPM) for an ICPM application form and information on fees. An application form may be obtained from the ICPM web site or by mail, phone, or fax. If you have already completed an AALAS CMAR application, this form is accepted by ICPM in lieu of an ICPM application. Therefore, we recommend you keep a copy of your AALAS application to fax to ICPM.

Address: Institute of Certified Professional Managers
Campus of James Madison University
MSC 5504
Harrisonburg, VA 22807
Phone: 1-800-568-4120 or 1-540-568-3247
Fax: 1-540-801-8650
Email: icpmcm@jmu.edu
Web site: <http://cob.jmu.edu/icpm>

Applicants for the CM exams have 15 months from the date of the application approval to complete the three CM exams. Requirements and standards for the CM exams are set by ICPM, whereas AALAS and LAMA determine the requirements and standards for the Animal Resources Exam.

Exam Format

Each exam is closed-book, has 120 multiple-choice items and must be completed within a two-hour time limit. Testing may be accomplished at virtually any place and time through paper and computer-based exam formats. Applicants can establish an exam site at their place of business by arranging for a proctor to administer the examination in a controlled environment.

Receiving Your Exam Results

After each CM exam is graded, you will receive your exam results from ICPM.

- If you passed the exam, you will receive a letter notifying you that you passed. You will not receive an exam score or a break-down of your exam performance.
- If you failed the exam, you will receive a letter notifying you of your score and a summary of performance (strengths and weaknesses) according to each exam topic area. Use this information to guide your studies in preparation for retaking the exam.

Reapplying for a CM Exam

If you fail a CM exam, you may reapply any time you are ready to take the exam. Please contact ICPM to pay the necessary fees and to arrange a repeat exam.

The Animal Resources Exam

The CMAR Program is administered by AALAS.

Exam Policies

The CMAR candidate must pass all four exams (above) to earn the title of a Certified Manager of Animal Resources. The exams may be taken in any sequence.

Time Limit for Taking the Animal Resources Exam

For those who have submitted CMAR applications **before** November 1, 2002 (including those applying under the Grandfather Clause), there is no time limit to take the Animal Resources Exam. After approval of their applications and payment of all fees, these candidates may take the Animal Resources Exam at any time they are ready to do so. Please refer to the handbook section on scheduling an Animal Resources Exam.

Candidates applying have one (1) year in which to take the Animal Resources Exam after their applications are approved. These candidates will be notified of their one-year (12 month) period in the Authorization to Test letter sent to them. If a candidate does not take the Animal Resources Exam during his/her one-year period, the candidate will forfeit the application and exam fees and will have to resubmit full payment to take the Exam at a later date.

Administration of the Animal Resources Exam

The Animal Resources Exam is currently available only as a pencil-and-paper exam at certain scheduled venues, i.e., the National AALAS Meeting, the LAMA Annual Meeting, and certain AALAS district meetings.

To apply, qualified candidates must submit a CMAR application and fees to AALAS before the published deadline (usually two weeks prior to the Animal Resources Exam).

Under rare and unusual circumstances, on a case-by-case basis, the exam can be offered electronically by approval of the CMAR Committee.

Please refer to the AALAS web site or contact the AALAS national office for more information.

For information on preparing for the Animal Resources Exam, please refer to the two sections later in this handbook: Overview of the Animal Resources Exam and The CMAR Reference List.

Exam Authorization

Upon receipt of the completed application and fees, the AALAS National Office will review the information and then contact you regarding your candidate status in relation to the requirements of the Program. When it is determined that the educational and experience requirements have been met,

EXAM TIME LIMIT

The Authorization to Test letter will include the date for the time limit (one year) by which the candidate must take the Animal Resources Exam.

an Authorization to Test letter will be sent, and the Animal Resources Exam can be scheduled.

Scheduling the Exam

Upon receipt of the Authorization to Test letter, the candidate can request to be scheduled for the Animal Resources Exam at an available venue. Upon receipt of the request, AALAS will respond by e-mail and by letter with specific information and instructions for taking the exam.

Receiving Your Exam Results

After your exam has been graded, you will receive your exam results from AALAS by US mail.

- If you passed the exam, you will receive a notification letter. You will not receive an exam score or a break-down of your exam performance. When you have completed all four CMAR Program exams, you will receive a CMAR certificate.
- If you did not pass the exam, you will receive a letter notifying you of your score and a summary of performance (strengths and weaknesses) according to each exam topic area. Use this information to guide your studies in preparation for retaking the Animal Resources Exam.

Reapplying for the Animal Resources Exam

If you do not achieve a passing score on the Animal Resources Exam, you may reapply to take the Exam again. Please contact the AALAS national office for more information.

To reapply for the Animal Resources Exam, the following will be required:

- A completed CMAR application form
 - If within a year of your last Animal Resources Exam, you may omit the Work Experience Verification.
 - If more than a year since your last Animal Resources Exam, you must include all necessary documentation including Work Experience Verification.
- Payment (charge card number or check) for application fee, exam fee, and the processing fee (for non members)

Fee Policies/Refunds

- A candidate may receive a refund of the exam fee if notification of cancellation is received at least one week before the exam date.
- The application fee is not refundable.
- The non-member processing fee is not refundable.

Fee Forfeiture

The candidate will be designated as a “No-Show” at an exam if the candidate:

- Cancels the exam too late (less than one week before the exam date).
- Does not appear for the Exam.
- Arrives late at the Exam (30 minutes or more past the scheduled start time).

No-show candidates will not be allowed to re-schedule the Animal Resources Exam and will forfeit all fees. To take the Animal Resources Exam at a later date, an application form and all related fees must be resubmitted.

FEES

Animal Resources Exam Fees:

| | |
|---------------------------------------|------------------|
| <i>Application fee.....</i> | <i>\$25.00▲</i> |
| <i>Exam fee.....</i> | <i>\$85.00</i> |
| <i>Non-member Processing fee.....</i> | <i>\$75.00*▲</i> |

**waived for AALAS or LAMA members*

▲non-refundable

Animal Resource Exam Topics

The Animal Resources Exam is designed to measure skills in the following areas.

Animal Resources Exam Topic Areas

A. Optimizing Facility Resources

1. Evaluating, Planning, Renovating and Monitoring Facilities
2. Standard Operating Procedures (SOP)
3. Protecting Assets and Personnel; Disaster Planning and Management

B. Managing Fiscal Resources

1. Developing and Monitoring Budgets
2. Grants and Contracts
3. Cost Management

C. Achieving Regulatory Compliance

1. OSHA/Safety/HAZMAT
2. IACUC
3. FDA/USDA/EPA/PHS

D. Managing Animal Welfare

1. Animal Health, Controlling Disease and Veterinary Care
2. Training Personnel and Handling Incidents

E. Assuring Public Trust

1. Ethical Considerations and Euthanasia
2. Public Relations, Customer Service and Professionalism

CMAR References

The CMAR Committee maintains a list of recommended study materials for candidates to use in preparing for the Animal Resources Exam. These items are also available from AALAS as a CMAR Resource Kit and can be purchased through the AALAS bookstore.

CMAR References

1. “Management of Laboratory Animal Care and Use Programs”, Eds. Suckow, Douglas, Weichbrod, CRC Press, 2001.
2. NIH Vivarium Design Policy and Guidelines, National Institutes of Health, 1996. <http://des.od.nih.gov/eWeb/planning/html/vivtoc.htm>
3. Cost Analysis and Rate Setting Manual for Animal Research Facilities, National Center for Research Resources, 2000. <http://www.ncrr.nih.gov/newspub/CARS.pdf>
4. Guide for the Care and Use of Laboratory Animals, National Research Council, 1996. <http://www.nap.edu/catalog/5140.html>
5. Animal Welfare Act Regulations and Standards, Code of Federal Regulations, Title 9, Subchapter A, Parts 1-3 (9CFR 1-3), 1998. <http://www.aphis.usda.gov/ac/9CFR99.html>
6. Public Health Service Policy on Humane Care and Use of Laboratory Animals, Revised September, 1986, Reprinted March, 1996. <http://grants.nih.gov/grants/olaw/references/phspol.htm>
7. 21 CFR, Food and Drugs, Chapter I, Food and Drug Administration, Department of Health and Human Services, Subchapter A – General, Part 58 – Good Laboratory Practice for Nonclinical Laboratory Studies. <http://www.fda.gov/cber/ind/21cfr58GLP.pdf>
8. 40 CFR, Protection of Environment, Chapter I, Environmental Protection Agency Subchapter R — Toxic Substances Control Act, Part 792 — Good Laboratory Practice Standards. <http://www.access.gpo.gov/nara/cfr/waisidx>
9. 40 CFR, Protection of Environment, Chapter I, Environmental Protection Agency — Subchapter E – Pesticide Programs, Part 160 – Good Laboratory Practice Standards. <http://www.access.gpo.gov/nara/cfr/waisidx>

ADDITIONAL READINGS LIST

The CMAR Committee and the Certification and Registry Board collaborate on maintaining an Additional Readings List that provides in-depth coverage of many topics in the laboratory animal field. These readings may also assist you in preparing for the Animal Resources Exam. The Additional Readings List is available from AALAS and can be downloaded from the AALAS web site.

10. Institutional Animal Care and Use Committee Guidebook, Applied Research Ethics National Association (ARENA) and Office of Laboratory Animal Welfare 2001. <http://www.nap.edu/books/0309052998/html/index.html>
11. Biosafety in Microbiological and Biomedical Laboratories, Dept. Health and Human Services, Centers for Disease Control and Prevention, and National Institutes of Health, 4th Edn., 1999. <http://www.cdc.gov/od/ohs/biosfty/bmbl4/bmbl4toc.htm>
12. Occupational Health and Safety in the Care and Use of Research Animals, National Research Council, 1997. <http://www.nap.edu/books/0309052998/html/index.html>
13. 2000 Report of the AVMA Panel on Euthanasia, JAVMA, Vol. 218: 5, 670-696, 2001. <http://www.avma.org/resources/euthanasia.pdf>

Format of the CMAR Program Exams

Format of the Exams

The Certified Manager exams and the Animal Resources Exam consist of 120 multiple-choice questions with one correct answer among five choices.

The Animal Resources Exam tests a combination of knowledge and judgment based on experience obtained as a manager in the laboratory animal field. The Animal Resources Exam is modeled after the Certified Manager exams developed by ICPM. In tests of management skills, the candidate must demonstrate an ability to function in situations that require sound decision-making abilities in addition to having a certain amount of knowledge relevant to the field. To be successful in the Certified Manager exams and the Animal Resources Exam, you must demonstrate real-world analysis and decision-making skills that are often learned from practical experience outside of a classroom. Therefore, these exams consist of questions that reflect knowledge obtained from reading and experience in real-world settings.

The following are examples of the types of questions on these exams: knowledge-based questions, analytical questions and decision-making questions. A brief description and an example of each are presented. Examples: (**Bold** indicates correct answer)

Knowledge Base Questions:

Knowledge-based questions tap into facts and concepts that the manager learned either in day-to-day business activities or through reference books.

What is OSHA?

- A. **Occupational Safety and Health Administration**
- B. Occupational Standards in Hiring Administration
- C. Oversight Standards in Health Agency
- D. Overseers and Supervisors Hiring Act
- E. Overtime Standards in Hiring Act

A manager's responsibilities typically include all of the following except:

- A. Planning
- B. **Payroll**
- C. Supervision
- D. Coordination
- E. Control

Analytical Questions:

Analytical items go beyond basic knowledge to test if the manager understands causes and relationships, and can translate information from one mode (e.g., graph) to another (e.g., statement of economic prediction). Analytical skill is important in the performance of management duties.

Which of the following summarizes the importance of history for the manager?

- A. Yesterday's problems can provide insight into today's situations.
- B. Past experiences may serve as precedents to be considered in formulating new solutions.
- C. A manager should have the widest possible knowledge in many areas.
- D. A and B**
- E. A, B, and C

Which of the following describes a cause of increased productivity due to specialized effort?

- A. The job skills of individual employees tend to increase.
- B. Time is used more efficiently.
- C. More specialized and efficient machinery is encouraged.
- D. All of the above**
- E. None of the above

Decision-making Questions:

Decision-making questions take the examinee into the "Real World" to see if solutions to hypothetical situations can be concluded, if mathematical situations can be deduced, or if mathematical data can be extrapolated or solved. Decision-making usually requires knowledge and analytical skill to determine the best solution.

An employee has made an honest mistake that results in a good deal of embarrassment for you as his/her superior. As the supervisor, you should:

- A. Accept the consequences of the mistake yourself, but try to make your employee aware of the problems that his/her actions have caused you.**
- B. Send the employee to your own superior to explain the situation.
- C. Advise the front office that the employee was careless and should have known better.
- D. Convince the employee and his/her coworkers that he/she has let the department and the company down.
- E. Discipline the employee immediately as a lesson to everyone in the department.

CMAR Re-certification

Requirements for Re-certification

To maintain your status as a Certified Manager of Animal Resources, you must submit to AALAS a re-certification fee and twenty-four (24) CEUs (continuing education units) obtained over the 2-year period prior to your certification anniversary date, along with a recertification fee (AALAS members/\$75 fee for nonmembers). ICPM recognizes that CMAR re-certification fulfills all CM requirements. CM re-certification is not required. Your CMAR status will be on record with both AALAS and ICPM.

RE-CERTIFICATION FEE

\$40—AALAS Member
\$75—Nonmember

Re-certification Procedures

- Obtain a CMAR CEU Submission Form and a List of CMAR CEU Activities (included in this handbook and available on the AALAS web site). CMAR materials can be downloaded from the AALAS web site (<http://www.aalas.org>) under Certification. Or, contact the AALAS National Office for a copy of documents.
- When you are due to re-certify your CMAR status, submit to AALAS your completed CMAR CEU Submission Form, all CEUs for the two-year period, and the re-certification fees at **one time**.
- Your CMAR re-certification fee covers your next two years of CMAR status.
- You do **not** need to be a current AALAS national member to re-certify your status as a CMAR. Membership in National AALAS or LAMA provides a discount on the re-certification fee.
- Keep records of your CEU documentation. CMAR Committee conducts audits annually. Individuals who are randomly selected for audit will be requested to send their CEU documentation to AALAS.

DON'T FORGET TO RE-CERTIFY!

Please note that it is possible to lose your CMAR status. After four months without re-certification, the CMAR status becomes inactive; after two years, status is rescinded and the exam must be taken again at full cost.

Policies on Late Re-certification

Re-certifications submitted over 4 months past the due date are subject to an additional late-payment fee. For AALAS members, the late fee is \$40. For nonmembers, the fee is \$75. Please submit both re-certification and late fees.

After 4 months without re-certification, the CMAR status becomes INACTIVE.

After 2 years without re-certification, the CMAR status is RESCINDED. To regain the CMAR status, the Animal Resources Exam must be taken and passed again at FULL COST.

DON'T FORGET A LATE PAYMENT APPLIES IF YOU FAIL TO RE-CERTIFY ON TIME.

CMAR Re-certification List of Example CE Activities

CEU Value

Activity related to laboratory animal management, laboratory animal science, veterinary medicine, or other related life science field.

FORMAL EDUCATIONAL/PERSONAL DEVELOPEMENT COURSES

| | |
|--|----------------------------|
| Course or educational program | 1 per classroom/lecture hr |
| Institute for Laboratory Animal Management (ILAM) | 32 CEUs per level |
| SUNY Delhi Technologist Review Class..... | 60 CEUs |
| Scientific/professional meeting or conference..... | 1 per classroom/lecture hr |
| In-House Training Courses | 1 per classroom/lecture |
| Veterinary Technician Review Articles and Tests | 0.5 CEU per issue |
| <i>Contemporary Topics</i> continuing education modules..... | 2 CEUs per issue |
| College courses | 9/semest. hr or 6 / qtr hr |
| Short courses, seminars, audio/visuals, or auto-tutorial programs at an AALAS National Meeting, AALAS District/regional meeting, AALAS Branch meeting, or other lab animal science meeting | 1 per classroom/lecture hr |
| Active participation in a workshop at an AALAS National Meeting, AALAS District/regional meeting, AALAS Branch meeting, or other lab animal science meeting | 1 per classroom/lecture hr |
| Wetlabs and workshops (hands-on learning) | 1 per classroom/lecture hr |
| Correspondence course CEU values will be evaluated on a case-by-case basis by the CMAR Committee. | |

PUBLICATIONS, REPORTS, PRESENTATIONS

| | |
|--|-------------------|
| First author of an article, book chapter, poster, etc., in a refereed publication (e.g. <i>Contemporary Topics</i> or <i>Comparative Medicine</i>)..... | 8 per publication |
| Any other author in a refereed publication, presentation, poster, etc. | 5 per publication |
| Referee or review of national journal article or program..... | 2 per item |
| Technical or management article published in <i>Tech Talk</i> , | |

DOCUMENTATION

Keep a copy of your CEU documentation in your own files. AALAS will conduct random audits of re-certification records to verify the information provided. AALAS may require you to send in a copy of your CEU documentation for the audit.

| | |
|--|----------------------------|
| <i>Lab Animal</i> , or branch newsletter..... | 4 per article |
| Paper, lecture, or poster presentation OR workshop leader at a(n): | |
| AALAS National Meeting or | |
| M&T Conference | 5 per paper/program |
| AALAS District/regional meeting | 3 per paper/program |
| AALAS Branch meeting | 2 per paper/program |
| LAMA Annual Meeting | 5 per paper/program |
| Other national conference of a national laboratory animal organization | 5 per paper/program |
| In-house presentation | 1 per paper/program |
| International lab animal science meeting | 5 per paper/program |
| ABR local chapter, school presentation, etc. | 2 per paper/program |
| AALAS Certification Preparatory Course Instruction | 2 per classroom/lecture hr |
| A maximum of 6 CEUs can be claimed for the same topic presentation over a two-year period. | |

PROFESSIONAL SOCIETY PARTICIPATION

| | |
|---|-------------------------|
| National AALAS officer, trustee, or committee member | 6 per year per position |
| Officer or committee member of an AALAS branch or AALAS affiliated organization | 3 per year per position |

ONLINE LEARNING COURSES

AALAS Learning LibraryCEUs as stated per course
 Other online course CEU values will be evaluated on a case-by-case basis by the CMAR Committee.

AALAS Certified Manager of Animal Resources

CEU SUBMISSION FORM

Instructions:

- Submit this form, all CEUs for the two-year period, and the fee at one time.
- All CEUs must be dated within two years of your CMAR expiration date.
- Re-certification fee for AALAS members is \$40. Nonmembers pay \$75
- ICPM recognizes that CMAR re-certification meets all CM requirements and therefore, CM re-certification is not required.
- CMAR status will be on record with both AALAS and ICPM.

CEUs – Most managers obtain CEUs from attending in-house training sessions, seminars, and workshops. CEUs may also be obtained by completing test questions in *Contemporary Topics* and making presentations at meetings. For a list of example CEU activities, refer to the List of Example CE Activities that is available on the AALAS web site at <http://www.aalas.org>.

Fill out Sections 1 – 5 below. Sign your name, enclose payment, and send to AALAS.

Section 1

Please provide the following information.

1. Name*: _____

*Other names possibly certified under (maiden, previous marriages, etc.):

2. AALAS National Membership #: _____

3. Daytime Phone #: (_____) _____ 4. Fax #: (_____) _____

Section 2

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.

| CEU Title | Sponsor | Date | CEU hour |
|-----------|---------|------|----------|
| 1. _____ | | | |
| 2. _____ | | | |
| 3. _____ | | | |
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| 24. | | | |
| | | | Total CEUs _____ |

Section 3

AALAS would like to extend you a special invitation to you to share the news of your accomplishment with others at your workplace. If there is a dean, director, supervisor, or other colleague that 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 4

- 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 Certified Manager of Animal Resources Committee.
- 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: _____

Section 5

Payment: Please send payment for the two-year CMAR recertification fee (\$40 AALAS members/\$75 nonmembers). If submitting after exp. deadline an additional late must be included. Please indicate your method of payment and if paying by credit card, please provide your account information (\$40 AALAS member/\$75 non).

- Re-certification fee (\$40 AALAS member/\$75 non). Type of credit card _____
- Check enclosed. Account No. _____
- Payment by credit card. Card Expiration date: _____
- Late payment (\$40 AALAS member/\$75 non).

Print the Name on Account _____ Date: _____
Signature _____

Send this completed form (with the re-certification fee) to AALAS. Make a copy of this form to keep for your records.
Mail: AALAS; Attn: CMAR Re-certification; 9190 Crestwyn Hills Dr., Memphis, TN 38125-8538
Fax: 901-653-0046

Certified Manager of

CMAR
Animal Resources

APPLICATION

A partnership of...



INSTRUCTIONS

Your aim to become a CMAR demonstrates your commitment to high standards and professional growth in the laboratory animal management field. Before applying, verify with AALAS that you have the current application.

STEP 1 Complete the work experience portion of this form. You need:

- A minimum of 5 years related to work in the laboratory animal field; and
- A minimum of 3 years related to managerial, supervisory or group/team leader experience in the lab animal field.

STEP 2 Complete the educational background portion of this form and include a copy of diplomas and/or transcripts. You must have a minimum of a bachelor's degree.

STEP 3 Have your **current and previous employers** complete a Work Experience Verification Form for you. Completed forms must be submitted with your CMAR application.

STEP 4 Complete the Assurances section. Read each statement, then sign and date the line below.

STEP 5 Attach payment by check or fill in all charge card information.

STEP Register to take the Animal Resources Exam within the next 12 months.

AALAS Membership number _____ LAMA Membership status _____
(If you are a LAMA member but not an AALAS member, please provide documentation of your current membership to receive the processing fee waiver.)

SS# _____

Name (First) _____ (Middle) _____ (Last) _____

Exact name as you wish it to appear on certificate (*please print*)

Home address _____

City _____ State _____ Zip _____

Home phone _____

E-mail _____ Country _____

Employer _____

Business address _____

City _____ State _____ Zip _____

Business phone _____ Fax _____ E-mail _____

Preferred Mailing Address: Home Work

LABORATORY ANIMAL EXPERIENCE

Complete a Work Experience Verification Form for each employment you list in this section.
Attach additional sheets as needed to list additional institutions.

Laboratory Animal Resources Experience (minimum five years) = Years

■ Institution name _____ Start date mo/yr _____ End date mo/yr _____
Address _____
City _____ State _____ Zip _____
Position/job duties (be specific) _____

■ Institution name _____ Start date mo/yr _____ End date mo/yr _____
Address _____
City _____ State _____ Zip _____
Position/job duties (be specific) _____

MANAGERIAL EXPERIENCE

Laboratory Animal Manager, Supervisor, or Group/Team Leader Experience (minimum three years) = Years

Examples of possible managerial duties include performing employee reviews, supervising staff or technicians, setting work schedules, and hiring technicians and staff.

■ Institution name _____ Start date mo/yr _____ End date mo/yr _____
Address _____
City _____ State _____ Zip _____
Position/job duties (be specific) _____

Manager Checklist: Please check the functions that you performed in this position.

Hiring/Firing

Scheduling Staff

Giving Performance Evaluations

Managing Resources

Managing Budget

■ Institution name _____ Start date mo/yr _____ End date mo/yr _____
Address _____
City _____ State _____ Zip _____
Position/job duties (be specific) _____

Manager Checklist: Please check the functions that you performed in this position.

Hiring/Firing

Scheduling Staff

Giving Performance Evaluations

Managing Resources

Managing Budget

EDUCATION

Include copies of degrees, transcripts, and/or diplomas to verify eligibility. Foreign documentation must be translated into English.

College Education A bachelor's degree or higher degree is required. Provide information on your highest college degree.

Institution Name _____ Location _____

Degree _____ Date _____

CERTIFIED MANAGER EXAMS

The CMAR Program consists of four exams: the Animal Resources Exam, which is administered by AALAS, and three Certified Manager (CM) exams, which are administered by the Institute for Certified Professional Managers (ICPM).

Have you applied to ICPM to take the CM exams?

- Yes
 No

Have you completed all the CM exams?

- Yes
 No

REQUEST FOR ANIMAL RESOURCE EXAM VENUE

Please indicate the venue of your choice for taking the Animal Resource Exam. Exam date must be within the next 12 months. For venue information, refer to www.aalas.org; click on Certification, then Management Certification. Eligibility for the Animal Resource Exam is based upon your work experience and your educational background.

Conference/Meeting title _____ Date _____

WORK EXPERIENCE VERIFICATION

The Work Experience Verification Form is used to document your experience reflected on the CMAR Application Form. Send a copy of this page to each person who will verify your work experience. Submit completed Work Experience Verification form(s) with your CMAR application.

TO: (Individual verifying work experience)

Name _____ Position _____

Institution _____

Phone _____ E-mail _____

FROM: (Applicant)

Name _____ Position _____

Institution _____

Phone _____ E-mail _____

Request for Work Experience Verification

I am submitting an application for management certification with the American Association for Laboratory Animal Science (AALAS), and I must document eligibility requirements related to my work experience in the laboratory animal field.

I am asking you to verify my work experience by providing the information requested below. This is a very important part of the application process, and my application cannot be processed without this information. Thank you for your help.

- 1) The applicant is/was employed at _____ company/organization
for _____ years from (mo/yr) _____ to (mo/yr) _____.
- 2) Position _____
- 3) Location (site) _____
- 4) Job Function; Duties; Responsibilities (be specific) _____

- 5) Please estimate percentage of time spent on managerial duties: Hiring/Firing Staff _____ Scheduling Staff _____
Giving Performance Evaluations _____ Managing Resources _____ Managing Budget _____
- 6) Additional Comments _____

- 7) Signature of individual verifying work experience _____

Please return this form by fax or mail to the candidate:

(Candidate: Please fill in your return address below)

Name _____

Address _____

City _____ State _____ Zip _____

Fax: _____

ASSURANCES

- I understand that AALAS, ICPM, and LAMA do not discriminate among applicants as to age, gender, race, religion, national origin, disability, or marital status.
- I subscribe to the AALAS Code of Ethics and the ICPM Code of Ethics.
- I agree to maintain my certification through continuing education and the payment of re-certification fees to AALAS.
- 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 authorize AALAS to contact my educational institutions, employers and former employers to verify the information on this and accompanying forms.





Signature _____ Date _____

APPLICATION AND EXAM FEES

Please include all application fees with your completed application. (U.S. dollars only. Please refer to the CMAR Handbook for policies on refunds.)

| | |
|---|-----------------------|
| Application Fee | \$25 (non-refundable) |
| Processing Fee (waived for National AALAS and LAMA members) | \$75 (non-refundable) |
| AR Exam Fee | \$85 |

TOTAL _____

- Check (payable to AALAS) enclosed in the amount of \$ _____
- Company check (payable to AALAS) enclosed in the amount of \$ _____
- MasterCard 
- American Express 
- VISA 
- Discover 
- Money order

Credit Card Number _____ Expiration Date _____

Print name on card _____ Signature _____

CHECK LIST

- Complete the requested information on all pages of the application.
- Sign and date the Assurances section of the application.
- Send photocopies of Work Experience Verification Forms from the application to your references and then enclose the returned forms with your application.
- Enclose the proper photocopies of proof of degrees, diplomas and/or transcripts.
- Enclose payment for the \$25 application fee (non-refundable), the \$85 exam fee and the \$75 processing fee (non-refundable).
(processing fee waived for National AALAS and LAMA members).
- If paying by charge card, provide all information requested.
- Mail the application form, related documents, and payment to:
AALAS
9190 Crestwyn Hills Drive
Memphis, TN 38125-8538