



**The Certified Manager of Animal Resources Program**

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

Certification provides an unbiased measurement of a person’s ability to perform certain tasks and functions. Individuals who hold a professional certificate are a step ahead of their peers, with tangible evidence of their ability to perform. Here’s what you’ll gain from becoming CMAR certified:

- As a CMAR certificate holder, you will be recognized as an industry professional.
- Employers often consider certification credentials as a factor in promotions or hiring.
- Certification helps managers evaluate strengths and weaknesses.
- Employees engaged in certification typically have greater longevity in the profession.
- Certification typically builds confidence and improves performance.

## The 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 Institute of Certified Professional Managers (ICPM) is a nonprofit corporation whose mission is to increase the professionalism and competency of managers. Since 1974, ICPM has certified over 10,000 managers worldwide.

The alliance combines AALAS’ and LAMA’s expertise in laboratory animal science with ICPM’s expertise in management to form a certification program for laboratory animal managers. The first Animal Resources exam was given at the AALAS National Meeting in Baltimore, MD, in October of 2001.

### ► The CMAR Team

The CMAR program consists of a unique joining of resources between AALAS, LAMA, and ICPM for the development and administration of the CMAR program. The 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.

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.

### ► Exceptions and Appeals

Requests for exceptions to any of the policies stated in this handbook or any certification-related appeals should be made in writing and addressed to the co-chairs of the CMAR Committee c/o the AALAS national office.

- No one other than the candidate may make such requests.
- The CMAR committee will respond in writing within 60 days of the AALAS office receiving the appeal.

If not satisfied with the decision of the committee, the candidate may request further review by the AALAS President and Board of Trustees.

### ► The CMAR Program Exams

The CMAR Program consists of four exams:

- The Animal Resources Exam, which is administered by AALAS.
- Three Certified Manager exams, which are administered by ICPM.

The AR exam, exam standards, and requirements are developed and administered by AALAS and LAMA. You must pass all four exams to earn the title of a Certified Manager of Animal Resources. Please be advised that there is a time limit to complete these exams. The exams may be taken in any order.

You will be certified for a period of two years from the date of your completion of all four exams with a passing score. To maintain your CMAR status after that time period, you must recertify every two years on your anniversary date. Recertification shows your dedication to excellence in continuing your personal development. Please refer to the section on recertification in this handbook for more information.

### Eligibility Requirements

Work experience\*

<b>BA/BS</b>	5 years (9,750 hrs)
<b>AA/AS</b>	8 years (15,600 hrs)
<b>HS/GED</b>	10 years (19,500 hrs)

\* Work experience must be from a lab animal facility; at least 3 years (5,850 hours) of the experience must be in a managerial capacity.

Upon successful completion of **all four exams** (three CM exams and one AR exam), candidates are awarded the CMAR certificate.

## Exam Information

### ► Application and Exam Scheduling

**Certified Manager (CM) Exams:** Application forms can be completed online at [www.icpm.biz](http://www.icpm.biz); you may request a paper or downloadable form by phone or email. ICPM also accepts the CMAR application as a substitute for the CM application. Submit completed applications (including payment) by mail, fax, or online using the contact information at right.

Candidates have 15 months from the date of CM application approval to complete the CM exams. If you do not complete the exams in the designated time frame, you will be charged a \$50 reinstatement fee by ICPM to extend the application approval for an additional 15 months.

Once your application has been approved and you have prepared for the exams, contact ICPM 5 to 7 days before your desired test date to make arrangements. It is recommended that the CM exams be taken one at a time after studying each manual. Exams can be taken on paper or online, and are administered at your workplace by a proctor (usually a member of the human resources staff). Online exam instructions are emailed to test takers, and passwords are emailed to proctors.

**Animal Resources (AR) Exam:** Submit a CMAR application and applicable fees to AALAS before the published deadline (usually three weeks prior to the AR exam). The AR exam is currently available only as a pencil-and-paper exam at certain scheduled venues; see [www.aalas.org/certification/cmar.aspx#examdates](http://www.aalas.org/certification/cmar.aspx#examdates) for the current venue list. If you are unable to travel to any of these venues, you may request to take a proctored paper-and-pencil exam at your facility. Contact the AALAS national office for more information about proctored exams.

Candidates have 15 months from the date of CMAR application approval to complete the AR exam and submit the CM application. If you are unable to meet this deadline, you can request one 15-month extension by submitting the CMAR maintenance form and \$25 fee; after that, you will have to submit a new application and pay the full exam fee again. If you do not test or request an extension before the deadline, you will have to resubmit full payment to take the AR exam.

The AALAS office will review your application and contact you by email regarding your application status. If you have chosen an official exam venue, an authorization to test letter will be sent by mail and fax 7 to 10 days before the scheduled exam. If you are obtaining a proctor at your facility, an authorization to test will be sent after your proctor has been approved and the date and time for your exam have been set. Please allow 3 weeks for processing when selecting a proctored exam.

### ► Studying for the Exams

ICPM provides three printed study manuals to facilitate preparation for the CM exams:

- Management Skills I: Foundations of Management
- Management Skills II: Planning and Organizing
- Management Skills III: Leading and Controlling

Content of the manuals integrates contemporary management theory with the more traditional management approach of planning, leading, organizing, and controlling. The content is supported by integrated case examples, application-based exercises, and review questions. ICPM's online learning center features practice exams, chapter reviews and summaries, PowerPoint slides, quizzes, and additional application exercises. The three CM exams are aligned with the content in these manuals. Each 2-hour timed exam consists of 120 multiple-choice questions that test knowledge, decision-making, and analytical skills.

For information on AR exam format and preparation, please refer to the Animal Resources Exam Content Outline.

### ► Exam Results

Online exams provide immediate "pass" or "fail" results at the conclusion of each exam. Paper exams are graded on the 16th of each month or the next business day. Official results for both exam formats are reported by mail immediately thereafter. Paper exams are graded on the 16th of each month or the next business day; results are reported by mail immediately thereafter.

- Passing candidates will receive a notification letter listing the exam score or an exam performance breakdown.
- Candidates who do not pass will receive a letter listing the exam score and a performance summary (strengths and weaknesses) in each exam topic area. Use this information to guide your studies when preparing to retake the exam.

### ► Reapplying for the AR Exam

If you do not achieve a passing score on the AR exam, you may apply to take the exam again by submitting a completed CMAR application form and all applicable fees (the application fee, exam fee, and a processing fee if you are not an AALAS member). If reapplying within a year of your last AR exam, you may omit the Work Experience Verification.

ICPM  
James Madison University  
MSC 5504  
Harrisonburg, VA 22807  
Hours:  
Mon–Fri, 8 a.m.–5 p.m. EST  
Phone: (800) 568-4120  
Fax: (540) 801-8650  
Email: [icpmcm@jmu.edu](mailto:icpmcm@jmu.edu)  
Web: [www.icpm.biz](http://www.icpm.biz)

Your exam deadline is listed in your acceptance email.

The CMAR exams may be taken in any order.

## Fees

### ► Fee Policies/Refunds

- You 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 nonmember processing fee is not refundable.

Application fee*	\$25
Exam fee	\$85
Processing fee**	\$75

\* Nonrefundable.  
\*\* Waived for AALAS/LAMA members.

### ► Fee Forfeiture

You will be designated as a “no-show” at an exam if you:

- Cancel the exam too late (less than one week before the exam date).
- Do not appear for the exam.
- Arrive late to the exam (30 minutes or more past the scheduled start time).

No-show candidates will forfeit all fees from the missed exam. To take the AR exam at a later date, you must resubmit a new application form and all related fees.

Under the GI Bill, veterans may be reimbursed for licensing and certification tests. Contact your VA regional office or visit [www.gibill.va.gov/Education/LCweb.htm](http://www.gibill.va.gov/Education/LCweb.htm) and search for AALAS.

## CMAR Recertification

### ► Requirements for Recertification

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

ICPM recognizes that CMAR recertification fulfills all CM requirements; CM recertification is not required. Your CMAR status will be on record with both AALAS and ICPM.

#### Recertification Fees

AALAS/LAMA member	\$40
Nonmember	\$75

### ► Recertification Procedures

When you are due to recertify your CMAR status, submit to AALAS your recertification fee plus all completed CEUs for the 2-year period. CEUs can be submitted online or by mail/fax using the downloadable submission form. Your CMAR recertification fee covers your next 2 years of CMAR status.

You do not need to be a current AALAS national member to recertify your status as a CMAR; however, members of national AALAS or LAMA will receive a discount on recertification fees.

Keep records of your CEU documentation; the CMAR Committee conducts audits annually. Individuals who are randomly selected for audit will be requested to send their CEU documentation to AALAS.

### ► Policies on Late Recertification

Recertifications 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 recertification and late fees. After 4 months without recertification, the CMAR status becomes inactive. A new month for recertification will be issued to coincide with the month that the recertification and late fees were paid. This change of date will indicate a late recertification.

After 6 months without recertification, the CMAR status is rescinded. To regain your CMAR status, you must reapply and take the AR exam again at full cost.

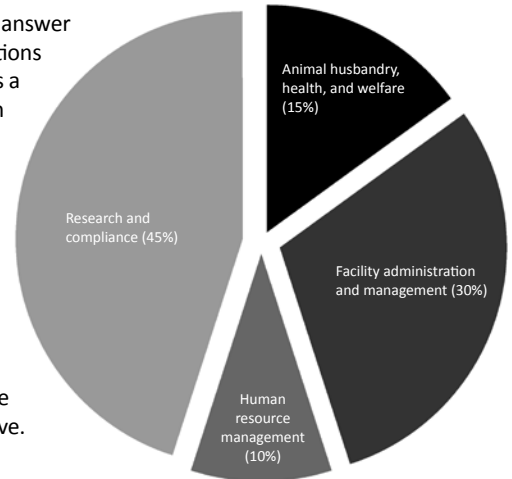
Don't forget—a late payment applies if you fail to recertify on time.

# Animal Resources Exam Content Outline

The Certified Manager exam consists of 120 multiple-choice questions, with one correct answer among five choices. The Animal Resources exam is a 3-hour exam consisting of 150 questions that tests a combination of knowledge and judgment based on experience obtained as a manager in the laboratory animal field. You must demonstrate an ability to function in situations that require sound decision-making abilities in addition to having knowledge relevant to the field. Such decision-making skills are often learned from practical experience outside of a classroom; therefore, these exams consist of questions that reflect knowledge obtained from both reading and experience in real-world settings.

## Exam Question Topic Domains

The chart at right shows the general topic domains covered on the Animal Resources exam, plus the percentage of exam questions covering each domain. In the outline below, percentages in parentheses indicate the portion of questions included within each of the domains of the certification exam. Topic examples listed under subdomains are not inclusive.



## Animal Husbandry, Health, and Welfare (15%)

### Animal Identification

- Species recognition
- Strain identification
- Sex differentiation
- Identification techniques (ear notching, ear punching, tattooing, microchip implantation)
- Identification systems (read and interpret identification markings)

### Nutrition

- Food characteristics (form, texture, quality)
- Handling of food and water (dispensing, decontamination, irradiation)

- Animal feeding behaviors and requirements (ground feeding, upright feeding, ad lib versus rationed feeding)
- Food supplements (vitamins, minerals)
- Species-specific nutritional requirements

### Husbandry Practices

- Animal transport: physical (carrying) or mechanical (using a transfer box/cage or leash)
- Containment and barrier techniques and facilities
- Protective equipment and clothing
- Animal health considerations (stress, disease, and death)
- Species-specific zoonotic risks and diseases

## Facility Administration and Management (30%)

### Facility Operations and Management

- Quality control of food and water (storage, analysis, contamination, milling date)
- Water quality and delivery systems (potable water, reverse osmosis, acidification, equipment maintenance)
- Pest/vermin control
- Financial management and planning (accounting, budgeting, cost analysis, cost containment)
- Cost recovery (billing, per diems)
- Purchasing supplies (food, bedding), animals, and equipment (preventative maintenance contracts); selecting vendors; contracting; and obtaining bids
- Equipment identification and maintenance
- Traffic patterns (clean/dirty corridors, room care sequence)
- Procedures for reporting abnormal environmental parameters within a facility, recognizing an unsafe environment
- Inventory systems (feed, bedding, equipment) and procedures
- Rotation policies (supplies)

- Controlled substances handling and storage procedures
- Facility construction and design
- Waste disposal procedures and regulations
- Security systems, strategies to prevent breaches, and procedures for reporting and responding to threats/breaches

### Occupational Health & Safety

- Personal protective equipment and procedures for operation (respirators, gloves, safety glasses)
- Safety equipment and procedures for operation (fire extinguishers, alarms, bite and scratch kits, first aid)
- Personnel health surveillance/maintenance (serology banking, vaccinations, TB testing)
- Handling, storage, and disposal of hazardous waste (biohazards, chemical and radioactive waste)
- Environmental hazards, hazard warning signs
- Emergency procedures (evacuation plans, unexpected hazards, emergency contacts)

## Human Resource Management (10%)

### Management Principles and Techniques

- Job descriptions
- Performance appraisals
- Interviewing/selection
- Employee supervision
- Career development

### Organizational Structure

- Chain of command
- Communication

### Employee Training

- Developing, implementing, and evaluating training programs

### Communications

- Verbal and written

### Negotiations

- Work schedules
- Salary

### Conflict Resolution

## Research and Compliance (45%)

### Breeding

- Housing and environmental requirements (light cycles, noise control, nesting material/boxes)
- Behavior (estrus cycle, courting rituals, displays, aggression)
- Techniques: basic (monogamous, harem, scheduled, cross-fostering) and advanced (in vitro fertilization, artificial insemination)
- Control of pathological organisms and harmful substances
- Pregnancy recognition, palpation, diagnostic tests, and visual signs
- Gestational, parturition, post-parturition, and neonatal care
- Genetic terminology and nomenclature

### Husbandry Practices

- Environmental monitoring and control (temperature, humidity, ammonia, lighting)
- Environment: macro- (room level) and micro- (cage level)
- Caging types (squeeze, transport, metabolic)
- Caging/housing materials (polycarbonate, stainless steel)
- Species-specific housing requirements (resting boards, perches)
- Minimum space requirements (cages, stalls, runs)
- Bedding (types, amount, quality, handling, storage)
- Special housing areas (quarantine, isolation, barrier, containment)
- Restraint handling and techniques: physical (handheld), mechanical (primate chairs, leashes), and chemical (sedation, anesthesia)

### Clinical, Health, and Research Techniques

- Medical/veterinary/scientific technology
- Routes of administration for medications, treatments, and euthanizing agents
- Pharmacology (types of drugs and dosages)
- Anesthesia and analgesia (induction, maintenance, monitoring, and equipment)
- Diagnostic procedures (serology, hematology, microbiology, parasitology, pathology, imaging)
- Aseptic technique

### Regulatory Compliance

- Animal health monitoring
- Ethical treatment of animals
- Federal, state, and local regulations
- Institutional policies (SOPs, guidelines)
- Environmental enrichment needs
- Public awareness (media portrayal and public perception)
- Good laboratory practices (GLP) regulations
- Standard operating procedures
- Emergency contact list

### Documentation and Record Maintenance

- Safety records
- Institutional animal care and use committee (IACUC) records
- Animal health records
- Regulatory records (USDA, PHS, FDA, GLP)
- Monitoring logs (temperature, humidity, sanitization, sterilization)
- Animal census maintenance
- Data collection and analysis techniques

### Data, Formulas, and Calculations

- Data entry procedures and recordkeeping requirements
- Data calculations (weights and measures, dosages, and dilutions)
- Animal health data interpretation

### Species Specifics

- Anatomy and physiology
- Natural habitats/environment
- Taxonomy (common names, scientific names)
- Behavior (barbering, incompatibility)
- Euthanasia techniques for various laboratory animal species

## Format of the CMAR Program Exams

The following questions represent those found on the CMAR exams; bold indicates the correct answer. Visit the free CMAR course on [aalaslearninglibrary.org](http://aalaslearninglibrary.org) for practice questions.

**Knowledge-Based Questions:** Tap into facts and concepts learned in day-to-day business activities or through reference books.

### 1. 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

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

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

**Analytical Questions:** Test understanding of causes and relationships, and the ability to translate information from one mode to another (such as from a graph to a statement of economic prediction).

### 1. 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**

### 2. 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**

**Decision-making Questions:** Test the ability to resolve conflicts and mathematical situations that animal resources managers may encounter. These questions usually require both knowledge and analytical skill to determine the best solution.

### 1. 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. Discipline the employee immediately as a lesson to everyone in the department.

Visit the free CMAR course on [aalaslearninglibrary.org](http://aalaslearninglibrary.org) for additional practice questions.

## CMAR Reference List

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.

1. [American Veterinary Medical Association](#). 2007. AVMA guidelines on euthanasia, 2007 update.
2. [Animal Welfare Act Regulations and Standards](#). 1998. 9 CFR, Subchapter A, Parts 1-3.
3. **ARENA/OLAW**. 2002. Institutional animal care and use committee guidebook, 2nd ed. Bethesda (MD): National Institutes of Health.
4. **Institute of Laboratory Animal Research**. 2011. Guide for the care and use of laboratory animals. 8th edition. Washington (DC): National Academies Press.
5. [National Research Council](#). 1997. Occupational health and safety in the care and use of research animals. National Academies Press.
6. [Public Health Service](#). 2002. Public Health Service policy on humane care and use of laboratory animals. Public law 99-158, Health Research Extension Act of 1985. Washington (DC): US Department of Health and Human Services.
7. **Silverman J**. 2008. Managing the laboratory animal facility, 2nd ed. Boca Raton (FL): CRC Press.
8. **Suckow MA, Douglas FE, Weichbrod RH, editors**. 2001. Management of laboratory animal care and use programs. Boca Raton (FL): CRC Press.

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 list is available from AALAS and can be downloaded from the AALAS web site.

# Certified Manager Animal Resources Application Form

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.

## ► Candidate Information

*Please print.*

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.)*

Name \_\_\_\_\_ First/Middle/Last Name for certificate \_\_\_\_\_  
Exact name as you wish it to appear on your CMAR certificate.

### Home:

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Work:

Employer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Preferred mailing address:  Home  Work

## ► Education

Provide information on your diploma or highest degree. Include copies of degrees, transcripts, and/or diplomas to verify eligibility. Foreign documentation must be translated into English.

**Eligibility:** I am applying under the  Bachelor's degree eligibility  Associate's degree eligibility  High school diploma eligibility

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 15 months. For venue information, refer to [www.aalas.org/certification/cmar.aspx](http://www.aalas.org/certification/cmar.aspx). Eligibility is based upon your work experience and your educational background.

Venue \_\_\_\_\_ Date \_\_\_\_\_

## ► Certification Announcement *(optional)*

AALAS would like to extend you a special invitation to share the news of your accomplishment 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.  Ms. Name \_\_\_\_\_ Title \_\_\_\_\_

Notify by:

Email Email address \_\_\_\_\_

Letter Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## CMAR Work Experience Verification Form

The Work Experience Verification form is used to document your experience for the CMAR application form. Send a copy of this page to each person who will verify your work experience. Submit completed Work Experience Verification forms with your CMAR application. Please print.

### ► Applicant

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### ► Individual Verifying Work Experience

Name \_\_\_\_\_ Position \_\_\_\_\_

Institution \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### ► 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.

The applicant is/was employed at \_\_\_\_\_ for \_\_\_\_\_ years from \_\_\_\_\_ to \_\_\_\_\_.  
(company/organization) (mo/yr) (mo/yr)

Position \_\_\_\_\_ Hours per week \_\_\_\_\_ Is/was this a managerial position?  Yes  No

#### Description of applicant's duties. Mark all that apply.

- Animal care & husbandry
- Animal health observation, monitoring, or treatment
- Data collection or recordkeeping
- Database management
- Diagnostics (clinical pathology, necropsy, parasitology, radiology, etc.)
- Experimental procedures/techniques (dosing, sample collection, etc.)
- IACUC service or involvement in laboratory animal science
- Occupational safety or biohazard management
- Pre- or postoperative 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

#### Please check the following skills or attributes routinely used as part of managerial duties.

- Interview (e.g., assess, score, rank potential candidates)
- Performance reviews
- Delegating (e.g., assignment of duties and tasks)
- Controlling (e.g., budget and/or accounting responsibilities, marketing strategies)
- Organizing (e.g., assign duties, responsibilities, recordkeeping, physical arrangement of people and/or resources)
- Make decisions on hiring/termination
- Leading teams and/or work groups (e.g., motivate, coach, mentor, act as a visionary, provide support)
- Planning (e.g. mission, goals, strategy, costs)
- Day-to-day operational support & oversight (e.g., frontline supervisor, project manager, team leader)
- Organizing (e.g., assign duties, responsibilities, recordkeeping, physical arrangement of people and/or resources)

Other \_\_\_\_\_



# Certified Manager Animal Resources Maintenance Form

## ► Candidate Information

*Please print.*

AALAS membership number \_\_\_\_\_ Name \_\_\_\_\_  
*First/Middle/Last*

**Home:**  
 Address \_\_\_\_\_

**Work:**  
 Employer \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

Country \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Country \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**Preferred mailing address:**  Home  Work

Fax \_\_\_\_\_

Email \_\_\_\_\_

**I have:**

*(Mark all that apply.)*

- |   |  |
|---|--|
| <input type="checkbox"/> applied to ICPM  | <input type="checkbox"/> not applied to ICPM                               |
| <input type="checkbox"/> completed the three CM exams                               | <input type="checkbox"/> not taken any of the CM exams                     |
| <input type="checkbox"/> taken one or more of the CM exams, but not all three exams | <input type="checkbox"/> not taken the AR exam                             |
| <input type="checkbox"/> taken but not passed the AR exam                           | <input type="checkbox"/> taken and passed the AR exam (date passed: _____) |

## ► Payment Information

Maintenance Fee.....\$25  Check (# \_\_\_\_\_)  Money Order  VISA  AmEx  MC  Discover

**TOTAL \$** \_\_\_\_\_

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Month	Year																		

Account Number—please include all digits

Expiration Date

### Cardholder Info

Name \_\_\_\_\_ AALAS member # \_\_\_\_\_  
*(print name exactly as it appears on card)*

Billing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_

- You may only apply for *one* extension to take the Animal Resources Exam. If you have not taken the exam by the end of this 15-month extension, you must submit a new application and pay the exam fee again.
- Payable in U.S dollars only. Please make checks payable to **AALAS**.
- Submit application and fees to: AALAS, Attn: CMAR Certification; 9190 Crestwyn Hills Dr, Memphis, TN 38125. Fax: 901-753-0046. If submitting by fax, please fax the form **only once** to avoid duplicate credit card charges.



► **Section 4: CEUs Earned**

Please submit all 24 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.**

<p><b>Example CE Activities</b></p> <p><b>Formal Educational/Personal Development Courses</b>                  Course or educational program ..... 1 per contact hr.                  Institute for Laboratory Animal Management (ILAM) ..... 32 CEUs per level                  Scientific/professional meeting or conference ..... 1 per lecture hr.                  In-house training courses ..... 1 per contact hr.                  JAALAS continuing education modules ..... 2 CEUs per issue                  College courses ..... 1 per contact hr.  <i>Correspondence course CEU values will be evaluated on a case-by-case basis.</i></p> <p><b>Professional Society Participation</b>                  National AALAS officer, trustee, or committee member ..... 6 per yr/position                  Officer/committee member of an AALAS branch                  or affiliated organization ..... 3 per yr/position</p> <p><b>Online Learning Courses</b>                  AALAS Learning Library ..... As stated per course  <i>Other online course CEU values will be evaluated on a case-by-case basis.</i></p>	<p><b>Publications, Reports, Presentations</b>                  First author of an article, book chapter, poster, etc., in a refereed                  publication (e.g., JAALAS or Comparative Medicine) ..... 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                  Paper, lecture, or poster presentation OR workshop leader at a(n):                  AALAS National Meeting or 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                  lab animal organization ..... 5 per paper/program                  In-house presentation ..... 2 per contact hr.                  AALAS Certification Preparatory Course Instruction ..... 2 per contact hr.</p>
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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.			
<b>Total CEUs</b>			_____

► **Section 5**

- 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 \_\_\_\_\_