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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
<b>Authorization</b>	90 Days	One Day
<b>Score Notification</b>	Immediate	No Immediate Notification
<b>Application Accepted</b>	Year-Round	6 Weeks Prior to Exam Date
<b>Results Mailed</b>	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.
- If 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](http://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](http://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](http://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



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 education<sup>1</sup> 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 Exam<sup>2</sup>** (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

<sup>1</sup> 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.

<sup>2</sup> 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 \_\_\_\_\_

Length of time with facility/institution \_\_\_\_\_

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

Start date with company \_\_\_\_\_  Check if still employed here

End date with company \_\_\_\_\_

## 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.

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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: \_\_\_\_\_