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Laboratory animal supervisors and directors face many challenges, including an increasingly multicultural workforce, rapidly changing technology, and ever-changing regulations and institutional policies. Professionals 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 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 evaluate knowledge, ability, and identifies areas needing improvement.
- Employees engaged in certification typically have greater longevity in the profession.
- Certification typically builds confidence and improves performance.

The CMAR Program

The CMAR Team

The CMAR program consists of a unique joining of resources between AALAS, and Laboratory Animal Management Association (LAMA), 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 required exams are certified in the name of AALAS, and LAMA. If the candidate chooses to take the general management (CM) exams through ICPM, then they will have the Certified Manager certification along with the CMAR certification.

Eligibility Requirements

Please ensure that your lab animal work experience and management experience are in line with the requirements listed by AALAS below. If there are any questions please contact AALAS Office info@aalas.org.

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Total Lab Animal Work Experience</th>
<th>Lab Animal Management Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA/BS or higher</td>
<td>5 years (9,750 hrs)</td>
<td>3 years (5,850 hrs)</td>
</tr>
<tr>
<td>AA/AS</td>
<td>8 years (15,600 hrs)</td>
<td>3 years (5,850 hrs)</td>
</tr>
<tr>
<td>HS/GED</td>
<td>10 years (19,500 hrs)</td>
<td>3 years (5,850 hrs)</td>
</tr>
</tbody>
</table>

A copy of degree or unofficial transcript and a current copy of CV must be submitted with AALAS CMAR application.

ICPM requirements for CM portion of the CMAR are different from AALAS requirements for the AR and the M1 & M2 exams. Approval to sit for the CM portion of the exam does not automatically qualify you to sit for the AR portion.

The CMAR Program Exams

The CMAR Certification can be obtained by one of the following options.

AALAS Route:
- The Animal Resource Exam, which is administered by AALAS.
  - 2 General Business Exams (M1 and M2) administered by AALAS

ICPM Route:
- The Animal Resource Exam, which is administered by AALAS.
  - 3 General Business Exams (CM1: Management Essentials, CMII: Planning and Organizing, CMIII: Leading and Controlling) administered by Institute of Certified Managers (ICPM)

MBA Route:
- The Animal Resource Exam, which is administered by AALAS.
  - MBA Degree
AR, M1 & M2 Exam Fees

Fee Policies/Refunds
- You may receive a refund of the exam fee (less $50 application fee) if notification of cancellation is received at least one week before the exam date.
- The nonmember processing fee is not refundable.
- ICPM fees range from $305 to $850 and are payable to ICPM (www.icpm.biz). The price for the CM application and 3 exams without learning materials is $555.

Fee Forfeiture
You will be designated as a “no-show” at an exam if you:
- Cancel the exam less than one week before the exam date.
- Do not test in designated time frame for assigned ID and password for online exam.
- Fail to appear for scheduled paper and pencil exam appointment.
- Arrive 30 minutes or more past the scheduled paper and pencil exam start time.
- No-show candidates will forfeit all fees from the missed exam. To take the AR, M1 or M2 exam at a later date, you must resubmit a new application form and all related fees.

The AR, M1, and M2 exam standards, and requirements are developed and administered by AALAS.

You must successfully complete the AR exam and the General Business Management exams to earn the title of a Certified Manager of Animal Resources (CMAR). If you choose to take the AALAS (M1 and M2) exams, it will be a total of 3 exams. If you choose to take the (3) CM exams through ICPM, it will be a total of 4 exams.

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 successful completion of all required exams with a passing score. To maintain your CMAR status, you must recertify every two years on your anniversary of completion 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.

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 chair 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.

Exam Information
Application and Exam Scheduling

Animal Resources (AR), General Business Management M1 & M2 Exams: Submit an AALAS CMAR application and applicable fees to AALAS. The AALAS office will review your application and contact you by email regarding your application status. You will be sent your eligibility expiration date along with instructions to set up your exam dates. You have the option of online or pencil and paper with approved proctor. Online proctor instructions will be emailed to the approved proctor. You also have the option of an advertised official exam venue see: https://www.aalas.org/certification/managementcertification/cmar-exam for the current venue list. Contact the AALAS national office (email: info@aalas.org or ph: 901-754-8620) for more information about proctored exams.

Candidates have 15 months from the date of the AALAS CMAR application approval to complete the Animal Resource (AR) exam, and 15 months to complete the General Business Management (M1 & M2) exams. If you are unable to meet this deadline, you can request one 15-month extension by submitting the CMAR Maintenance Form and $50 fee.

The AALAS CMAR application will have the option to apply for all three exams, (AR, M1 & M2). Please refer to the fee table for price for each exam. There is a bundle price if you pay for all three (3) at the same time. You will still get the allotted 15 months for the Animal Resource (AR) and 15 months for the General Business Management (M1 & M2) exams, for a total of 30 months.
Animal Resources (AR), ICPM (CMs)

Candidates have 15 months from the date of AALAS CMAR application approval to complete the Animal Resources AR exam and submit the application for the CM application. A copy of the CM application approval will need to be sent to AALAS. If you are unable to meet this deadline, you can request one 15-month extension by submitting the CMAR Maintenance Form and $50 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.

Certified Manager (CM) Exams: Application forms can be completed online at www.icpm.biz; All CM Exams are administered through ICPMs e-Learning Center and may be taken on any computer with reliable internet access. All CM exams require a proctor.

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 $75 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 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.

Studying for the Exams

The Content Outline with Knowledges of each exam are included in the following pages. The AR (Animal Resource) exam has multiple references which are listed on the reference list included. The General Business Management Exams (M1 & M2) are referenced to the Management Training Manual. Each chapter in the manual will have a recap along with key terms and review questions. The references for all exams are available through the AALAS Bookstore https://www.aalas.org/store.

The AALAS (AR) Animal Resources, M1 (General Business Management), M2 (General Business Management) exams are 3-hour exams consisting of 150 multiple-choice 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.

Topics to Be Covered

- Modern Day Managers – Key Skills for Success
- Management Challenges in Contemporary Organizations
AR Exam Question Topic Domains

The chart below 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.

I. Optimizing Facility Resources (20%)
   A. Evaluating, Planning, Renovating and Monitoring Facilities
   B. Standard Operating Procedures
   C. Protecting Assets and Personnel; Disaster Planning and Management

II. Managing Fiscal Resources (10%)
   A. Developing and Monitoring Budgets
   B. Grants and Contracts
   C. Cost Management

III. Achieving Regulatory Compliance (20%)
   A. OSHA/Safety/HAZMAT
   B. IACUC
   C. FDA/USDA/EPA/PHS

IV. Managing Animal Welfare (30%)
   A. Animal Health & Husbandry
   B. Controlling Disease and Veterinary Care
   C. Training Personnel and Handling Incidents

V. Assuring Public Trust (10%)
   A. Ethical Consideration and Euthanasia
   B. Public Relations, Customer Service and Professionalism

VI. Managing Personnel (10%)
   A. Human Resource Management
   B. Career Development
M1 Exam Question Topic Domains

The chart below shows the general topic domains covered in the M1 General Business Management Exam, plus the approximate percentage of exam questions covering each domain. In the outline below, percentages in parentheses indicate the approximate portion of questions included within each of the domains of this certification exam.

Modern-Day Managers – Key Skills: Leading, Organizing, and Controlling

I. Leading Within and For the Organization (35%)
   A. What exceptional managers do, and how they do it
   B. Interpersonal and organizational communication: Mastering the exchange of information

II. Organizing and Getting the Best Out of Individuals (30%)
   A. Groups and teams: Increasing cooperation, reducing conflict
   B. Individual differences and emotions

III. Controlling Internal and External Forces (35%)
   A. Managing conflict and negotiations
   B. Dealing actively with change and stress
M2 Exam Question Topic Domains

The chart below shows the general topic domains covered in M2 General Business Management Exam, plus the approximate percentage of exam questions covering each domain. In the outline below, percentages in parentheses indicate the approximate portion of questions included within each of the domains of this certification exam.

Management Challenges – Organizational Structure, Human Resources, and Financial Foundations

I. Organizational Structure Considerations (35%)
   A. Value Chain Management:
   B. Managing Organizational Structure and Culture
   C. Organizational Control and Change

II. Human Resource Essentials (30%)
   A. Strategic Human Resource Management
   B. Motivating Employees - improving Performance

III. Financial Foundations (35%)
   A. Leveraging Accounting Information for Informed Decision Making
   B. Understanding Basic Financial Statements
   C. Utilizing Operational Budgeting
   D. The Goals and Activities of Financial Management
   E. Utilizing Financial Analysis in Organizational Settings
AR Reference List
The CMAR Committee maintains a list of 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.

7. **Management of Animal Care and Use Programs in Research, Education and Testing, Second Edition**

M1 and M2 Reference List

1. **Management Training Manual**, 2018

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 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. All of the above

Visit the free CMAR course on aalaslearninglibrary.org for additional practice questions.
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.

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

Reapplying for the AALAS CMAR Exam
If you do not achieve a passing score on the AALAS CMAR exams, 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.

CMAR 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. To enter your CEUs online, go to https://www.aalas.org/certification/ceu-submission. You will need to log in with your ID and password.

Recertification Procedures
AALAS will send you a reminder approximately 60 days prior to your recertification date. 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. You should keep your documentation 2 years after submitting CEUs.

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 $50. For nonmembers, the fee is $85. 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.
**AALAS CMAR 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.

### STEP 1: Candidate Information (Please print)

<table>
<thead>
<tr>
<th>AALAS membership number</th>
<th>LAMA membership status</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If you are a LAMA member but not an AALAS member, please provide documentation of your current membership to receive the processing fee waiver.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Name for certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>First/Middle/Last</td>
<td>Exact name as you wish it to appear on your CMAR certificate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home:</th>
<th>Work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Employer</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>

Preferred mailing address:  
- [ ] Home  
- [ ] Work

### STEP 2: 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  
- [ ] Master of Business Administration (to be submitted if using as General Business Management portion of certification)

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Location</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Degree</th>
<th>Date</th>
</tr>
</thead>
</table>

### STEP 3: Certified Manager Exams - Choose one of the three (3) routes below.

- [ ] AALAS ROUTE:  
  - All three (3) exams
  - Animal Resource Exam
  - General Business Management M1
  - General Business Management M2
  - MBA ROUTE:  
    - Submitting an MBA for my General Business Management Portion
    - Animal Resource Exam
  - ICPM ROUTE:  
    - Animal Resource Exam
    - I have applied to ICPM to take the three (3) CMs
    - I have completed all the CM Exams

**STEP 4: AALAS Exam Format or Venue**

Please indicate the format of your choice for taking the AALAS CMAR Exams. Exam dates must be within the next 15 months. Eligibility is based upon your work experience and your education background.

- [ ] Proctored Online
- [ ] Proctored Pencil and Paper
- [ ] AALAS CMAR Exam Venue (refer to AALAS website (https://www.aalas.org/certiﬁcation/management-certiﬁcation/cmar-exam) for scheduled dates.

**Venue**

**STEP 5: Certification Announcement-Public (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 ________

Page 9
STEP 6: CMAR Work Experience Verification Form per Position

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

› Applicant
Name ______________________________________ Phone ____________________ Email _____________________________________

› Individual Verifying Work Experience
Name _______________________________________________________
Position _____________________________________________

Institution ____________________________________________ Phone ____________________ Email _____________________________________

Signature____________________________________________________________________________ Date ________________________

☐ I CERTIFY THAT APPLICANT PERFORMS THE DUTIES MARKED BELOW.

› 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

How many direct reports? ________________________________

Please check the following skills or attributes used as part of lab animal 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, resource allocation
☐ 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)

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

Other ____________________________________________________________________________

<table>
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<tr>
<td>HS/GED</td>
<td>10 years (19,500 hrs)</td>
<td>3 years (5,850 hrs)</td>
</tr>
</tbody>
</table>

A copy of your CV is required with your application.
**STEP 7: 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 and current and former employers to verify the information on this and accompanying forms.

**Signature**

**Date**

**AALAS member number**

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**STEP 8: Payment Information**

<table>
<thead>
<tr>
<th>Member Total per Exam</th>
<th>$150</th>
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</thead>
<tbody>
<tr>
<td>Member Bundle (AR, M1, M2)</td>
<td>$400</td>
</tr>
<tr>
<td>Non-member Total per Exam</td>
<td>$250</td>
</tr>
<tr>
<td>Non-member Bundle (AR, M1, M2)</td>
<td>$500</td>
</tr>
</tbody>
</table>

(Nonrefundable $50 members, $150 non-members)

**Total**

For your protection, credit card information sent to AALAS via email is deleted immediately. Please submit your credit card information via a secure means such as fax (901-334-5156), or mail (AALAS, 9190 Crestwyn Hills Dr, Memphis, TN 38125).

(print name exactly as it appears on card)

**Cardholder Info**

Name __________________________ AALAS member # __________________

Billing address______________________________________________________________

City __________________________ State ______ Zip ____________

Country __________________________ Phone __________________________

Signature __________________________

- Please include all application fees with your completed application and Curriculum Vitae (CV).
- 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: 901-334-5156.
- Please refer to the CMAR Handbook for policies on refunds.
- For more information, send an email to certification@aalas.org.

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**Refund Policy:** AALAS will retain a processing fee ($50 for AALAS members, $150 for nonmembers) on all refunds for certification applications (issued prior to authorization) and refund the balance. No refunds will be issued after authorization is sent, no exceptions will be made.

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**Final Checklist for Application Form**

This checklist is provided to assist you in reviewing your application materials prior to submitting them to AALAS. An incomplete application form or missing documentation may delay the process 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)?
- Provided copy of current Curriculum Vitae (CV)?
- Included the appropriate exam fees and application fees?
- Completed work experience forms for each place of employment and position?
- Signed the “Assurances” page?
- Make sure you have checked Steps 1-8.

---

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CMAR CEU Submission Form

Fill out Sections 1–5 below. Sign your name, enclose payment, and send to AALAS. All CEUs must be dated within two years of your CMAR expiration date. CMAR status will be on record with both AALAS and ICPM. ICPM recognizes that CMAR recertification meets all CM requirements; CM recertification is not required.

☐ Make my Registry renewal date the same as my CMAR renewal date.
Registry renewal is free for AALAS national members; nonmembers pay a $50 renewal fee.

► Section 1: Contact Information

1. Name _________________________________________________________________________________________________________

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

2. AALAS national membership # ____________________________

3. Email address ___________________________________________

4. Daytime Phone (_____) ____________________________

5. Fax (_____) ____________________________________________

6. Indicate where you would like us to send your certificate: ☐ Business address ☐ Home address

Street address ______________________________________________________________________________________________________

City ____________________________________________ State ______ Zip __________

► Section 2: 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 __________

► Section 3: Payment Information

Payments submitted after the expiration deadline incur a late fee.

☐ Recertification fee ($50 mem/$85 non) ☐ Late payment fee ($50 mem/$85 non) ☐ Check (Number:________) ☐ Money Order ☐ VISA

☐ American Express ☐ MasterCard ☐ Discover

Total enclosed $________

Account Number—please include all digits

Month Year

Cardholder name ________________________________________________

Billing address ________________________________________________ (print name exactly as it appears on card)

________________________________________ City ______ State ______ Zip ______

Cardholder AALAS membership number ____________________________

Cardholder phone ____________________________

Country ____________________________________________

Signature ____________________________________________

Please include all fees with your completed form.

For your protection, credit card information sent to AALAS via email is deleted immediately. Please submit your credit card information via a secure means such as fax (901-334-5156), or mail (AALAS, 9190 Crestwyn Hills Dr., Memphis, TN 38125).

Payable in U.S dollars only. Please make checks payable to AALAS.

Submit application and fees to: AALAS, Attn: CMAR Recertification; 9190 Crestwyn Hills Drive, Memphis, TN 38125-8538. Fax: 901-334-5156. Make a copy of this form for your records.

For more information, email certification@aalas.org.
**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.

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<tr>
<th>CEU Activity</th>
<th>Sponsor</th>
<th>Date</th>
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**Total CEUs________________**

**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 ____________________