

TECHNICIAN CERTIFICATION Quick Reference

Contents

About the Exams	2
Exam Format	2
Exam Content	2
Candidates with Disabilities	2
Requests for Exceptions & the Appeals Process	2
Qualifications for Technician	
Certification Exams	3
Eligibility Requirements	3
Documentation	3
Work Experience Criteria	3
Definition of a "Laboratory Animal Facility"	3
Fees	3
Refund Policy	3
Exam Fee Reimbursement for Veterans	3

Supplemental Documents

For additional information, Exam Content Outlines/Reference Lists, the applications forms, and the submissions forms, please visit <https://www.aalas.org/certification/technician-certification>.

About the Exams

► Exam Format

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

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

► Exam Content

Exam content is based on the results of a job analysis study conducted on behalf of the CRB. This study is used to develop the Exam Content Outlines (ECOs). The ECOs list the knowledge, skills, and abilities an AALAS-certified technician is expected to have at each level of certification. The ECOs are divided into three performance domains of work-related responsibility:

- Animal Husbandry, Health, and Welfare
- Facility Administration and Management
- General Knowledge

	ALAT	LAT	LATG
Number of questions	120	155	180
Time limit	2 hrs	2.5 hrs	3 hrs
Anim Hus, Health, Welfare	66–92%	65–91%	50%
Facility Admin & Mgmt	8–34%	9–35%	50%

► Candidates with Disabilities

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

testing accommodations and arrangements. On the application form, indicate which special accommodations you require. *Written documentation of the candidate's disability from a qualified medical professional or certified counselor must accompany the application form.* There is no extra charge for making these arrangements.

Stats for 2013 showed that 74% of candidates taking the ALAT exam passed the first time, while 72% of LAT and 64% of LATG candidates passed the exams on the first try.

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

► Requests for Exceptions & Special Accommodations

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

Qualifications for Technician Certification Exams

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

► Eligibility Requirements

On the next page are the minimum eligibility requirements for each exam. *Be sure you are prepared to take your exam before beginning the application process. The 90-day exam authorization window is not enough time to prepare for an exam at any level.*

► Documentation

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

► Work Experience Criteria

Work experience must be directly related to the maintenance of the health and well-being of laboratory animals. Acceptable work experience include the procurement, care, use, handling, and/or treatment of laboratory animals, surgical or necropsy

Use the following resources to prepare for your exam:

AALAS Technician Certification Handbook

Visit: www.aalas.org/certification/technician-certification

Training manual, print or online

aalaslearninglibrary.org

Resource Kit (LAT level only)

Exam Content Outline (ECO) & Reference List

Visit:

www.aalas.org/certification/technician-certification

Training manual workbook, or online courses and exams on the AALAS Learning Library

The exam questions are derived directly from the training manuals and reference lists. Training manuals, workbooks, and other AALAS print resources are available from aalas.org/bookstore. Government publications can be located online.

		Current cert. level	Minimum edu. level completed			Lab animal work experience (years)
			HS/ GED	AA/ AS	BA/ BS	
ALAT Exam	☐					2
	☐		•			1
	☐			•	•	0.5
LAT Exam	☐		•			3
	☐			•		2
	☐				•	1
	☐	ALAT	•			0.5*
LATG Exam	☐	ALAT				2*
	☐		•			5
	☐			•		4
	☐				•	3
	☐	LAT	•			0.5*

* Work experience must be acquired after attaining the specified certification.

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

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

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

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

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

Work experience must be verified on your application form by the supervisor(s) in charge where the work was performed.

► Definition of a “Laboratory Animal Facility”

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

- Uses or supplies live animals for research, testing or for educational purposes; or

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

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

- Registration as a “Research Facility” or license as a dealer by the USDA; or
- Standing as a State or Federal Agency that files annual reports for the use of laboratory animals with the USDA; or
- Accreditation with the Association for Assessment and Accreditation of Laboratory Animal Care, International (AAALAC); or
- Assurance number on file with the National Institutes of Health (NIH), Office of Laboratory Animal Welfare (OLAW).

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

Fees

Exam Fees

Assistant Laboratory Animal Technician (ALAT)	\$160
Laboratory Animal Technician (LAT)	\$210
Laboratory Animal Technologist (LATG)	\$260

Additional Fees

Processing fee (nonmembers only)	\$75
Extension fee	\$75
Change of exam format fee	\$75

Refund Processing Fees

AALAS (members)	\$25
AALAS (nonmembers)	\$75
Prometric (cancellations 5–29 days before test date)	\$25

► Refund Policy

AALAS will retain a processing fee (above) on all refunds issued for certification applications. No exceptions will be made.

► Exam Fee Reimbursement for Veterans

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

Technician Certification Exam FAQ

► How do I apply for one of the three exams?

Fill out the application (www.aalas.org/pdf/Tech_Cert_Appl.pdf) and fax or mail it to the AALAS office with the proper fees and documentation. If you are paying by credit card, *do not send your application twice* (mail and fax) to avoid being charged twice.

► How much do the exams cost?

The exam fees are: ALAT = \$160; LAT = \$210; LATG = \$260.

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

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

► 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.

► 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, you must submit a letter of explanation for review by the CRB.

► 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.

► 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.

► How do I receive my Authorization to Test Letter?

AALAS will email a copy to the email provided on your application.

► How are certification application refunds 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.

► How do I set up my certification exam?

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

► When does my Authorization to Test period start?

Those taking a computer exam have 90 days to test, beginning the day their application dates are downloaded to Prometric; start and end dates are displayed on the Authorization to Test letter. Those taking a pencil-and-paper exam are authorized only for the date and time displayed on the admission ticket.

► 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 a *valid*, government-issued, photo- and signature-bearing ID (a driver's license, a state or government-issued ID, or a passport). *Please be sure your ID has not expired.* 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.

► Am I allowed to reschedule my exam?

You may reschedule your *computer exam* appointment provided you call 800-226-7955 by noon Eastern time 5 business days prior to your appointment. *Pencil-and-paper exams* may not be rescheduled because your authorization is for only one day.

► Can I cancel my exam date?

You may cancel your exam date provided you call by noon Eastern time 5 business days prior to your appointment. To cancel your computerized exam date, call 800-226-7955. To cancel your pencil-and-paper exam date, call AALAS at 901-754-8620.

► 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 5 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.

► 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).

► 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.