

TECHNICIAN CERTIFICATION Handbook

Contents

| | | | | | |
|--|---|--|---|--|----|
| Introduction to Technician Certification | 2 | Requests for Exceptions & the Appeals Process | 5 | AALAS Technician Certification Registry | 9 |
| About the Exams | 2 | Canceling, Rescheduling, No-Shows | 6 | Technician Certification FAQ | 10 |
| Exam Format | 2 | Exam Cancellation | 6 | Registry FAQ | 11 |
| Exam Content | 2 | Exam Rescheduling | 6 | | |
| Qualifications for Technician Certification Exams | 3 | Extensions | 6 | | |
| Eligibility Requirements | 3 | No-Show Candidates | 6 | | |
| Education & Work Experience Requirements | 3 | Changing Exam Format | 6 | | |
| Documentation | 3 | Revocation of Certification | 6 | | |
| Work Experience Criteria | 3 | Computer-Based Certification Exam Process | 7 | Supplemental Documents | |
| Definition of a “Laboratory Animal Facility” | 3 | Tutorial | 7 | Exam Content Outlines (ECOs) and Reference Lists for the ALAT, LAT, and LATG are located here: | |
| Applying for the Exam | 4 | Taking the Exam | 7 | • www.aalas.org/certification/technician-certification | |
| Completing the Application Form | 4 | Exam Results Reporting | 7 | CE Activity List: | |
| Application Submission | 4 | Official Exam Report | 7 | • www.aalas.org/certification/ceu-submission | |
| Application Processing | 4 | Receiving Exam Results | 7 | Application Form: | |
| Reapplying for the Certification Exam | 4 | Overview of the Exam Day Process | 8 | • www.aalas.org/certification/technician-certification | |
| Fees | 4 | Identification Requirements | 8 | CEU Submission Form: | |
| Refund Policy | 4 | On the Day of the Test | 8 | • www.aalas.org/certification/ceu-submission | |
| Exam Fee Reimbursement for Veterans | 4 | Test Center Regulations | 8 | | |
| Scheduling Your Exam Appointment | 5 | Grounds for Dismissal | 8 | | |
| By Phone | 5 | Technician Certification Pencil & Paper Exams | 9 | | |
| Online | 5 | National Meeting Pencil-and-Paper Exam | 9 | | |
| | | Group Pencil-and-Paper Exams | 9 | | |
| | | Selecting a Proctor | 9 | | |
| | | Test Day Rules | 9 | | |

Introduction to Technician Certification

The AALAS Technician Certification Program sets professional standards for the advancement of laboratory animal science. This program was developed to recognize professional achievement and provide an authoritative endorsement of a technician's level of competence in laboratory animal technology. The certification program is the responsibility of the Certification and Registry Board (CRB).

During its history, the AALAS Technician Certification Program has changed in both form and substance. The one constant has been the intent of both the AALAS Board of Trustees and the CRB that the program be a professional, authoritative endorsement of an individual's level of knowledge in laboratory animal science.

The first AALAS certification exam was given in 1961 by the Metropolitan New York Branch of AALAS. At that time, the local branches developed, administered, scored, and sent the examination results to the AALAS office for record keeping. In 1973 uniform, nationwide standardized exams for all three levels of certification were adopted and were graded locally by Regional Examining Boards (REBs). In 1981, exams were being hand-graded by the Chair of the CRB, and by 1986 exams were being given in four distinct examination windows per year and were scored electronically by a professional grading service. In 1991 the AALAS Board of Trustees authorized the CRB to begin working with a national testing service to develop and conduct computerized examinations. In March

of 1994, the first computerized exam was given through the Professional Examination Service. In 1997, AALAS joined with The Chauncey Group International (now Prometric) to offer the most professional certification program yet.

Today, with thousands of animal care technicians being certified, AALAS continues to lead the way in the certification arena with computer-based testing. The AALAS Technician Certification Program provides a framework for learning, a source of self-confidence, and professional recognition for animal technicians.

Stats for 2014 showed that 75% of candidates taking the ALAT exam passed the first time, while 78% of LAT and 64% of LATG candidates passed the exams on the first try.

The CRB has the responsibility within AALAS for the Technician Certification Program. The CRB establishes program policies and procedures, develops examination questions, establishes eligibility requirements, and evaluates the exam quality. Successful candidates are certified by the CRB in the name of AALAS.

Prometric (formerly The Chauncey Group International) is partnered with AALAS for the development and administration of certification exams in the U.S.

The CRB certifies three levels of technician competence: Assistant Laboratory Animal Technician (ALAT), Laboratory Animal Technician (LAT), and Laboratory Animal Technologist (LATG).

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.

To prepare for your exam, you should study the following resources for your desired level of certification:

- Training manual
- ECO/reference list
- Training manual workbook/Learning Library course

The exam questions are derived from the training manuals and reference lists. Resources provided by AALAS can be purchased from www.aalas.org/store.

► 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

See the AALAS site for ECOs and reference lists for the ALAT, LAT, LATG: www.aalas.org/certification/technician-certification

| | 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% |

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

Below are the minimum eligibility requirements for each exam. To be eligible for the exam you wish to take, you must meet one of the combinations of education and work experience.

| | | Education level | | | | Lab animal work experience (years) |
|-----------|--------------------------|---------------------|-------------------|-----------------|-----------------|------------------------------------|
| | | Current cert. level | HS/ GED or higher | AA/AS or higher | BA/BS or higher | |
| ALAT Exam | <input type="checkbox"/> | | | | | 2 |
| | <input type="checkbox"/> | | • | | | 1 |
| | <input type="checkbox"/> | | | • | | 0.5 |
| LAT Exam | <input type="checkbox"/> | | • | | | 3 |
| | <input type="checkbox"/> | | | • | | 2 |
| | <input type="checkbox"/> | | | | • | 1 |
| | <input type="checkbox"/> | ALAT | • | | | 0.5* |
| | <input type="checkbox"/> | ALAT | | | | 2** |
| LATG Exam | <input type="checkbox"/> | | • | | | 5 |
| | <input type="checkbox"/> | | | • | | 4 |
| | <input type="checkbox"/> | | | | • | 3 |
| | <input type="checkbox"/> | LAT | • | | | 0.5* |

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

** Option for those without documentation of education 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 foreign diplomas/degrees must be translated into English and notarized. Non-US 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. Work experience solely administrative in nature is not considered sufficient to qualify. Acceptable work experience include the care, use, handling, and/or treatment of laboratory animals, surgical or necropsy activities, or cage wash operations. Clinical pathology, quality assurance, procurement, and IACUC duties alone without

A work year is 1,950 hours regardless of how many facilities you have 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.

hands-on animal care experience may not be considered acceptable. 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 experienced 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 AALAS Technician Certification 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).

Applying for the Exam

▶ Completing the Application Form

Fill out the application form, available at www.aalas.org/certification/technician-certification. Be sure to include the following:

- Answers to all questions on the application form.
- Signatures from each facility supervisor for all work experience being claimed.
- Copies of education documentation (required).
- Your signature.
- Your exam fee payment, including national membership dues if not current or a \$75 processing fee (nonmembers).

Note: An incomplete application may result in a delay in processing your application.

▶ Application Submission

Mail or fax your completed application form with the entire exam fee and appropriate documentation to the AALAS national office for processing.

There are no specified times or deadlines for filing an application. Apply any time that you are prepared to take the exam and have met the eligibility requirements.

Submit application to:
AALAS
9190 Crestwyn Hills Dr
Memphis, TN 38125
fax 901-334-5156

Use the Final Checklist on the Application Form to ensure your application is complete.

Be sure you are prepared to take your exam before beginning the application process. The 90-day window for exam authorization is not long enough to prepare for an exam at any level.

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 | \$100 |
| Change of exam format fee | \$100 |

Refund Processing Fees

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

▶ Refund Policy

Refunds are permissible for candidates from the time the certification application is received in the AALAS national office until the candidate has been authorized to test (equal to authorization begin date). No refunds will be processed after this time period; no exceptions will be made. AALAS will retain a processing fee (above) on all refunds issued for certification applications.

No processing fees will be assessed by Prometric if the candidate cancels 30 days or more before the test date.

▶ Application Processing

After your application is received by AALAS, the approval process will take approximately 4 to 6 weeks. If your application is successfully processed, an Authorization to Test letter will be sent to you providing instructions on how to schedule your exam. If your application cannot be processed, you will receive a letter in the mail with instructions for resubmitting the requested documents.

Your application cannot be processed if it is missing required documentation, the application is completed incorrectly, you are not eligible for the level of exam you are requesting, or your AALAS membership is not current.

▶ 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 Technician Certification Application Form.
- Payment (charge card number or check) for the exam fee (all candidates) and the processing fee (nonmembers only).

If you are reapplying within a year of your last exam, you may omit your documentation copies from the application form. If it has been more than a year since your last exam, you must include all necessary documentation copies from the application form.

Cancellations received 5 to 29 days prior to the test date will be assessed a \$25 processing fee by Prometric. No cancellations will be accepted during the 4 days prior to the test date or on the day of the test.

▶ Exam Fee Reimbursement for Veterans

Under the GI Bill, veterans are entitled to reimbursement for licensing and certification tests. For more information, contact your VA regional office or visit inquiry.vba.va.gov/weamspub/buildsearchlccriteria.do; choose the LAC category of certification, click on Tennessee, then look under Laboratory Animal Technician for information about all three exam levels.

When retaking an exam, only the payment page (pg 1) and the information page (pg 2) of the application need to be resubmitted. Candidates failing to pass can reapply immediately upon receipt of their official score report. If reapplying within one year of a previous exam, your application form can omit documentation for education and work experience. Once education documentation has been submitted to AALAS, it does not need to be resubmitted again with any other applications.

The information below applies to computerized exams only. Pencil-and-paper exams are offered only through special arrangements, and are discussed separately in the pencil-and-paper exam section.

Scheduling Your Exam Appointment

After AALAS has processed and approved your application, you will receive an Authorization to Test letter. You must take this letter with you to your test appointment.

Candidates have 90 days to schedule and take the exam, starting from the date their information is downloaded to Prometric. The expiration date of the exam window is prominently displayed on the Authorization to Test letter. Exam windows may be extended another 90 days by paying AALAS a \$100 extension fee. See *Canceling, Rescheduling, and No-Shows* for more information.

Schedule your exam appointment as soon as possible. Test centers may fill up quickly due to high volumes and previously scheduled special events; centers may also close temporarily for system-wide maintenance processes. Waiting to schedule your appointment may significantly limit the dates available to you. It is also possible that all available time slots will fill up, in which case you will be required to re-register and pay the AALAS extension fee.

If you require special needs accommodations, you cannot schedule your test online.

► By Phone

1. With your Authorization Letter handy, contact Prometric at 800-479-6376 to schedule your exam.
2. Provide Prometric staff your name, address, phone number, applicant identification number (your Social Security number) and the level of exam (ALAT, LAT, or LATG) you are planning to take.

Event Timeline by Exam Format

| | Computerized | Pencil-and-Paper |
|----------------------|--------------|---------------------|
| Authorization | 90 Days | 1 day |
| Score Notification | Immediate | None |
| Application Accepted | Year-Round | 6 weeks before exam |
| Results Mailed | 2 Weeks | 3 to 6 weeks |

Requests for Exceptions and Special Accommodations

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. No one other than the candidate may make such requests.

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

3. Specify your preferred testing date and the Prometric testing center of your choice. If you do not know the locations of the test centers in your area, Prometric staff will assist you. If your preferred test date is unavailable, you will be offered an alternative as close to your first choice as possible.
4. Once your exam appointment is scheduled, you will be given a confirmation number.
5. Important: Record the date, time, location (and directions, if needed), and confirmation number of your appointment in the designated place at the bottom of your Authorization to Test letter. No additional notice of your appointment will be sent to you.
6. Go to www.prometric.com and print a confirmation statement by following the instructions below.

The authorization period may be extended by paying a \$100 extension fee. However, if a scheduled exam is not canceled in time, all fees are forfeited and an extension is not allowed. You must reapply and pay exam fees in full.

► Online

1. Go to <https://www.prometric.com>.
2. Select Schedule My Test.
3. Select AALAS – American Association for Laboratory Animal Science.
4. Select Schedule My Test.
5. Select your country and state and click Next.
6. Follow the instructions through the scheduling process.
7. Print a confirmation of your exam (Select Exam Confirmation)

You will be asked for your Candidate ID # or Client ID #, which is on your Authorization to Test letter. Once you have scheduled your test date, a confirmation page listing all of the necessary information (test, date, test site, address, phone number, and confirmation number) will be displayed. You will receive an email confirmation as well.

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 to any of the policies stated in 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. 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.

Canceling, Rescheduling, and No-Shows

The information below applies to computerized exams only. For information about rescheduling or canceling a pencil and paper exam, please refer to that section of this handbook.

Once your application 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. *Exam rescheduling and cancellation 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.

▶ Exam Cancellation

There is no cancellation charge if you cancel by the time specified above if you reschedule within your 90-day authorization-to-test window.

▶ Exam Rescheduling

Prometric, the testing partner that provides AALAS the center where candidates sit for their certification exams, requires 5 business days to reschedule or cancel the date of your scheduled exam. If exams are not rescheduled or canceled within 5 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.

Candidates changing or cancelling an exam date 5 to 29 days prior to the scheduled exam date will be charged a \$25 processing fee by Prometric at the time the exam date is changed.

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) at no additional charge.

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

▶ Extensions

If you cannot schedule or reschedule your exam appointment within your 90-day window, you will have to pay a \$100 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. You have 6 months after your end date to request and pay for the extension.

▶ 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 30 minutes or more past your scheduled exam time.
- 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.

▶ 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 (\$100). Call AALAS at 901-754-8620 to cancel your written exam and request a computerized exam. There will be a \$100 processing charge for this service.

Canceling a computer-based exam in order to take a pencil-and-paper exam is permitted, but you must also cancel your scheduled exam with Prometric.

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.

Computer-Based Certification Exam Process

► Tutorial

You will not need extensive computer experience to take a computer-based test. At the beginning of your exam, you will be provided with a 15-minute computerized tutorial. The purpose of the tutorial is to familiarize you with selecting answers, using the testing features such as “Item Review,” as well as to familiarize you with the mouse and the overall operation of the keyboard. You do not need to be concerned with which answers you select during the tutorial as these items are not scored. Once you exit from the tutorial, you may not return to it. The tutorial time is not included in the exam time limit. The AALAS Learning Library offers a free course, *Preparing for a Certification Exam*, which includes screen shots of the exam tutorial.

► Taking the Exam

Each question is multiple-choice with only one correct answer and three incorrect distracters. You may mark questions as a reminder to review them later during the exam. You may review these marked questions at any time while taking the exam. The time remaining on your exam will appear on the computer screen throughout the exam.

Once you have answered all items to your satisfaction, you must click on the “End Test” button to exit the exam. After selecting this function, you will not be able to return to the exam. Following your exam you will be asked to complete a brief exit evaluation.

► Exam Results Reporting

Upon completion of your exam, you will receive a hard-copy printout of a pass/fail report. This printout will not include your score; however, it will tell you whether you passed or failed. An official report will be mailed to you from AALAS within 3 to 4 weeks from the date of your exam.

► Official Exam Report

Passing candidates will receive a pass notice and a certificate. The exams are designed as minimum competency tests and are not intended to distinguish among scores above the passing point. Therefore, no breakdown of scores is reported for passing candidates. This policy was established as a safeguard against misuse of the exam scores of passing candi-

dates. Successful candidates are encouraged to pursue the next level of AALAS certification (if applicable) and to further increase their knowledge base through continuing education.

Failing candidates will receive an official score report containing their percentage score and diagnostic information identifying areas of strength and weakness. Candidates failing to pass are encouraged to reapply when ready to take the exam. See “Reapplying for the Certification Exam” for details.

Be sure you are prepared to take your exam before beginning the application process. The 90-day Authorization to Test period is not long enough to prepare for a certification exam.

► 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.

If you are apprehensive about using a computer and/or a mouse to take your exam, AALAS suggests taking some time prior to applying for your exam to familiarize yourself with the basic functions of a computer. For example, you might try completing exams for your certification level on the AALAS Learning Library, practicing on model computers set up in computer stores, playing computer games with your friends, or visiting the computer-based catalog at your local library.

Computer-based testing with Prometric:

- Provides a brief online computerized tutorial to guide you on how to use the computer to take the exam.
- Presents a computer workstation equipped with a mouse and calculator.
- Provides a fully trained proctor during your exam for technical assistance (not related to exam content).
- Allows you to mark questions as a reminder to review them later.
- Continuously tracks and displays test time remaining for your convenience.
- Provides a pass/fail report immediately upon completion of your exam.

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.

If you've recently been married or divorced, and your ID shows a different last name from your Authorization to Test Letter, you must also bring a marriage certificate or divorce decree to your exam to confirm your name change.

► 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 readmit-

ted 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 are provided on the computers at the testing center. Candidates are not allowed to bring their own calculators.
- 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 prohibited aids. Prohibited aids are any device or material that will be helpful in taking an AALAS exam, including calculators, conversion tables, and dictionaries.
- 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 (the person who will administer the exam to the applicants; see below).
- A complete application for each person wishing to test, including all proper documentation and fees. The processing fee must be included for all nonmembers.

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 \$50 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.

- 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.

▶ Selecting a Proctor

You may choose your own proctor, or Prometric will assign one for you. Proctors should hold the title of manager or higher (director, supervisor, professor) or be a Human Resources staff member. However, they may not be a manager or supervisor of anyone taking the exam. Proctors sign a confidentiality form from Prometric before becoming eligible to administer the exam.

▶ Test Day Rules

- 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.

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.

CEUs can be submitted online (AALAS members only) at www.aalas.org/certification/ceu-submission. You may also submit CEUs by fax or mail using the form at www.aalas.org/certification/ceu-submission.

Technician Certification Exam FAQ

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

Fill out the application (www.aalas.org/certification/technician-certification) 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 mail the original to your home address and fax a copy to your place of employment.

▶ 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.prometric.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 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.

▶ 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 \$100 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.

▶ 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.

▶ **What percent score is 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

Registry FAQ

▶ **What is the Technician Certification Registry?**

The Registry is a voluntary program to document your ongoing professional development as an AALAS certified technician/technologist.

▶ **What are the benefits of Registry participation?**

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.

▶ **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 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.

▶ **How can I participate in 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 \$50 Registry fee along with their CEUs.

▶ **Is there a fee to participate in the Registry?**

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 \$50 Registry fee or join AALAS at any level of membership in addition to submitting CEUs.

▶ **How long does my Registry enrollment last?**

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.

▶ **What are CEUs? How many do I have to earn?**

What types of CEUs are accepted?

During your 2-year Registry period, you earn continuing education units (CEUs) for participation in formal education activities in lab animal science or personal development; publications, reports, and presentations; participation in professional

each part of the exam.

▶ **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.

societies; and online/distance learning. For a complete list of these categories and what they entail, please refer to www.aalas.org/certification/ceu-submission. The ALAT level requires 10 CEUs, the LAT 14, and the LATG 24.

▶ **How and when do I submit CEUs?**

CEUs must be submitted by the expiration date printed on your Registry card. Submit CEUs online (www.aalas.org/certification/ceu-submission) or by mail/fax (www.aalas.org/certification/ceu-submission). AALAS will send you a reminder when your registration is about to expire.

▶ **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 \$50.

▶ **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.

▶ **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.

▶ **My AALAS membership lapsed. Am I still registered?**

Yes, but at the time of your Registry renewal, you must pay the \$50 nonmember Registry fee if you have not renewed your AALAS membership.

▶ **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.

▶ **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.