



1. Exam level: Please indicate which exam you wish to take.

ALAT  LAT  LATG

2. Current certification: Check the highest AALAS certification, if any, that you currently hold.

ALAT  LAT year received \_\_\_\_\_

3. Applicant status (mark only *one* box):

First-time exam applicant

Repeat exam applicant

Date of most recent exam attempt: \_\_\_\_\_

Print your name on this application exactly as it appears on the photo ID you will use to test (a valid driver's license, a state or government-issued ID, or a passport).

4.  Mr.  Ms.  Dr. First name \_\_\_\_\_

Last name \_\_\_\_\_

Prior name \_\_\_\_\_

5. Home address\* \_\_\_\_\_

\_\_\_\_\_

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

6. Home phone \_\_\_\_\_

\*NOTE: All correspondence will be mailed to the home address listed unless otherwise requested. Authorization to Test letters will be faxed to the number provided and mailed to your home address.

7. Place of employment \_\_\_\_\_

8. Job title/position \_\_\_\_\_

9. Work address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

10. Work phone \_\_\_\_\_

11. Fax\* \_\_\_\_\_

12. E-mail \_\_\_\_\_

13. Facility contact person (i.e., training coordinator, supervisor)

\_\_\_\_\_

14. Phone \_\_\_\_\_

15. E-mail \_\_\_\_\_

16. Are you a national member of AALAS?  Yes  No.

If yes, please list membership # \_\_\_\_\_

17. Eligibility Level: A complete listing of the eligibility requirements for each examination level is presented below. Please check the appropriate Eligibility Level box (mark only one box) next to the requirement you meet for the level of exam you wish to take.

**IMPORTANT NOTE:** You must meet the eligibility requirement you select. Documentation of all work experience and education<sup>1</sup> must be attached to your completed application. All documentation not originally in English must be translated into English. Incomplete applications will not be accepted. 1950 hours of work is equivalent to 1 year of work experience. The CRB allows for experience in non-laboratory animal environment (up to 3 years) to be applied to the required work experience using the following equation: **0.5 years in a non-lab animal environment = 1 month of lab animal experience. For more details, see pages 4-5 of the handbook.**

**ALAT Exam** (Must meet *one* of the following requirement categories.)

No high school diploma or GED plus 2 years laboratory animal science experience

HS diploma or GED plus 1 year laboratory animal science experience

Any college degree of 2 or more years plus 0.5 years laboratory animal science experience

**LAT Exam** (Must meet **one** of the following requirement categories.)

HS diploma or GED plus 3 years laboratory animal science experience

Any AA/AS degree plus 2 years laboratory animal science experience

Any BA/BS or higher degree plus 1 year laboratory animal science experience

ALAT certification plus HS diploma/GED or college degree plus 0.5 years laboratory animal science experience *after* receiving ALAT certification

ALAT certification without HS diploma/GED or any college degree plus 2 years laboratory animal science experience *after* receiving ALAT certification

**LATG Exam<sup>2</sup>** (Must meet *one* of the following requirement categories.)

HS diploma or GED plus 5 years laboratory animal science experience

Any AA/AS degree plus 4 years laboratory animal science experience

Any BA/BS or higher degree plus 3 years laboratory animal science experience

LAT certification plus HS diploma/GED or college degree plus 0.5 years laboratory animal science experience *after* receiving LAT certification

<sup>1</sup> Documentation must be provided for all diplomas/degrees. Non-U.S. diplomas/degrees will be evaluated for equivalency and may be referred to the CRB. Acceptable documentation includes: a copy of diploma, a copy of transcripts or an official letter from the educational institution that states graduation date and type of degree earned. Until the proper documentation and fees are submitted, your application will not be processed. All documentation not in English must be translated into English and notarized.

<sup>2</sup> Applicants must have a high school diploma or GED to be eligible to take the LATG exam.

# Verification of Work Experience Form

Submit a separate Work Experience Form for each place of employment.

## Section I: Work Experience Information (to be completed by applicant)

This form is required to be filled out completely (no blanks) and submitted with your completed AALAS Certification Exam Application. A separate form must be signed by the supervisor at each facility where you are claiming work experience.

Facility/Institution \_\_\_\_\_

Applicant's Name (first, middle initial, last) \_\_\_\_\_

Applicant's Job Title \_\_\_\_\_

### Description of applicant's animal care duties; mark all that apply:

- Animal care and husbandry
  - Animal health observation, monitoring, or treatment
  - Animal room sanitation or maintenance
  - Cage or equipment washing
  - Data collection or record keeping
  - Database management
  - Diagnostics (clinical pathology, necropsy, parasitology, radiology, etc.)
  - Equipment preparation
  - Experimental procedures/techniques (dosing, sample collection, etc.)
  - Handling and restraint
  - IACUC service or involvement in laboratory animal science
  - Occupational safety or biohazard management
  - Pre- or post-operative monitoring or care
  - Procedure development (SOPs, protocol preparation, reports, etc.)
  - Procurement or receipt of animals
  - Requisition or inventory of supplies
  - Quality Assurance in laboratory animal science
  - Training or supervision of staff
  - Other
- (Detailed description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_)

Number of hours per week \_\_\_\_\_

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

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

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

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

## SECTION II: Authorization for Information (to be completed by supervisor)

YOU, THE SUPERVISOR, ARE HEREBY AUTHORIZED and instructed to furnish, as part of my certification application requirements to the American Association for Laboratory Animal Science, information regarding my employment history; and you are further authorized to provide to AALAS any additional information contained in my personnel file that may be requested with my certification application.

### Facility supervisor's/administrator's approval of work experience:

Yes, I verify that, to the best of my knowledge, this applicant's information about employment at this facility is true.

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

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

**Applicant Verification Statement**

I have read and understand the information found in the *Technician Certification Handbook*. By signing this statement I declare that the foregoing statements and those in any required accompanying documentation are true. I understand that false information may be cause for disciplinary action, including denial or loss of my certification credential. I support the AALAS Core Values and Code of Ethics as stated below:

The American Association for Laboratory Animal Science believes that the use of laboratory animals in scientific and medical research is essential to the improvement and protection of the quality of all life. The humane and responsible care of laboratory animals is vital to quality research and, as such, an essential aspect of AALAS endeavors. AALAS is dedicated to building and disseminating a knowledge base in laboratory animal science for the education and training of those who work in this field.

The Code of Ethics for members of AALAS has been adopted by the Board of Trustees to promote and maintain the highest standards of professional and personal conduct among its members. Adherence to these serves to assure public confidence in the integrity and service of AALAS members.

1. Maintain the highest standard of personal conduct.
2. Promote and encourage the highest level of ethics within the profession of laboratory animal science.
3. Maintain loyalty to the profession of laboratory animal science and pursue its objective in ways that are consistent with the public interest.
4. Recognize and discharge my responsibility and that of my position to uphold all laws and regulations relating to the profession of laboratory animal science.
5. Strive for excellence in all aspects of the profession of laboratory animal science.
6. Use only legal and ethical means in all professional activities.
7. Maintain the confidentiality of privileged information entrusted or known to me by virtue of my position.
8. Refuse to engage in, or countenance, activities for personal gain at the expense of the profession of laboratory animal science.
9. Always communicate associated internal and external statements in a truthful and accurate manner.
10. Cooperate in every reasonable and proper way with others and work with them in the advancement of the profession of laboratory animal science.
11. Use every opportunity to improve public understanding of the role of the profession of laboratory animal science.

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 Printed Name of Applicant

Signature of Applicant

Date

**Final Checklist for Application Form**

This checklist is provided to assist you in reviewing your application materials prior to mailing them to AALAS. An incomplete application form or missing documentation may delay the processing of your application. Have you:

- Verified that the name on your application exactly matches the name on the ID you will use to test? Note: your ID MUST be a valid driver's license, a state or government-issued ID, or a passport.
- Provided documentation of high school diploma/GED/college or higher degree (as appropriate) in English?
- Submitted the application forms to AALAS and kept a photocopy for your records?
- Included the appropriate exam fees and membership fees if joining AALAS?
- Completed Section I and II of the Verification of Work Experience Form?
- Signed the "Applicant Verification Statement"?
- Verified the appropriate amount of postage to mail your application to AALAS? (The postage requirements may change according to the amount of documentation you include.)