

Recertification Information

Revised July 2016

The American College of Laboratory Animal Medicine has established an online system for the submission of CE credits for the recertification of Diplomates.

Purpose: To assist active Diplomates in maintaining the quality of educational expertise and the recognition of such qualifications.

Rationale: The purposes of formal recertification can best be met by consistent, documented participation in a combination of scholarly activities, professional development, and service to veterinary medicine, the laboratory animal specialty, and the biomedical community.

Recertification Committee Membership: Six members of the College each with 3 year appointments. Each year, the President will appoint two new members to the Committee. In addition, the President will select one of the senior members of the Committee to serve as Chairperson.

Recertification Interval: Recertification of Diplomates will be required at 8 year intervals, commencing on January 1st the following year after initial certification. The recertification periods will be staggered so that only about 1/8 of the College membership would be due for recertification during any year.

Late Renewals: If insufficient credits are earned in 8 years, then recertification could be achieved in the subsequent year by completing the requirements for the 8 years plus an additional 1/8 of the requirements. Recertification may be achieved in the 9th year by earning 450 CEs. The opportunity for late certification will be limited to one additional year beyond the normal recertification date.

Establishment of Accrued Credits for Recertification: A total of 400 recertification credits must be attained during each 8 year recertification period. A minimum of 100 CEs each 8 years is required for the Professional Development section. A maximum of 300 CEs will be allowed for Scholarly Activities and a maximum of 200 CEs for Service Activities.

Accounting Procedure: Credit submission will be based on the honor system. The Recertification Committee shall assist in the maintenance of an online system for documentation of Professional, Scholarly, and Service Activities and will establish/revise the criteria for auditing these credits. ACLAM shall provide the standardized format for submission of the Diplomate's recertification credits (i.e. the database). Each Diplomate will be responsible for entry and submission of recertification credits, which will undergo evaluation by the Recertification Committee. ACLAM contracts with AALAS to perform transcript reviews. Diplomates should submit accrued credits at least annually, and a running tally of credits for the 8-year recertification will be available to the Diplomates via the online system. Diplomates should round up when calculating a partial hour of service or meeting attendance.

Credits will be reviewed throughout the year, and Diplomates may be contacted (by either the Recertification Committee or an AALAS representative working on behalf of the Committee) for clarification of activities. The deadline for annual submission will be September 30th, and the credits submitted up to that point will be reviewed. The Recertification Committee will consider any worthwhile activity that demonstrably contributes to an individual's professional development or maintenance of currency in the laboratory animal medicine specialty. The Diplomate will be notified by the Recertification Committee regarding any questions on the credit submissions by December 30th. A new record will be created for each new recertification cycle.

Process:

1. ACLAM shall provide guidelines pertaining to acceptable Scholarly and Service activities and instructions for submission of the candidate's recertification through the online submission process. Paper forms that were previously used to track CE recertification credits will no longer be used. The Diplomate is encouraged to submit accrued credits annually to confirm the acceptability of those credits, thereby reducing the potential number of appeals. The credits accrued during each recertification cycle will be available through the online system.
2. The Recertification Committee will establish/revise the criteria for the evaluation of the recertification credits submitted by the Diplomate. If any of the Diplomate's proposed credits are rejected, the Recertification Committee or a representative for the Committee will inform the Diplomate in writing of which credits are unacceptable and the reason(s) that they were not accepted. If the Diplomate retains sufficient credits to be recertified, notification of the non-acceptance of some credits shall be sufficient, and no further action is required. In those cases where the rejection of credits leaves the candidate with fewer credits than required for recertification, the Diplomate will be notified by email, certified mail, or by the method considered most expedient by the College.
3. Following notification of non-acceptance by the Recertification Committee the, the Diplomate will be given 30 days to:
 - a. Provide justification and information supporting the reinstatement of the rejected credits.
 - b. Submit information on substitute credits.
4. If the rejection of the candidate's submitted credits results in a failure to qualify for recertification, the Diplomate may appeal the decision of the Recertification Committee by submitting an appeal in writing to the Board of Directors. The Board will appoint an appeals Committee consisting of not less than three members, none of whom may be members of the Recertification Committee, to evaluate the merits of the appeal and the findings of the Recertification Committee and report them to the Board of Directors. The Board of Directors shall make a final decision on the appeal and inform the Diplomate by certified mail.
5. During any appeal process, any College publications, membership directories, etc. in which the certification status of the members is listed shall list the member as "Certification Current."
6. In the event the Diplomate is rendered unable to fulfill the recertification requirements on schedule due to an incapacitating illness, the Recertification Committee may vote to extend the deadline for recertification.
7. Status of Recertified Diplomates/Directory Listing: All ACLAM Diplomates regardless of year for initial date of certification (i.e. before 1972) shall be referred to as "Certification Current" if they have 1) completed the recertification requirements or 2) have not yet reached the date on which recertification is required.

List of Credits for Recertification: (400 credits required over 8 year period)

1. Professional Development

Diplomates must submit a minimum of 100 CE credits in this category. There is a 400 CE maximum per 8-year recertification period. This means that potentially all of a Diplomat's CE credits may come from this category.

There is an 8 hour maximum per day that is allowed to be claimed for meeting attendance. If more than 8 hours per day is required, please email aclaminfo@aalas.org with an explanation.

| Professional Development Activities 100 CE Minimum/400 CE Maximum Allowed | | |
|---|-----------------|------------------------------|
| Activities | CEs/hour | Maximum hours allowed |
| AALAS National Meetings | 3 | 32 hours = 96 CEs |
| APV (Association of Primate Veterinarians) | 3 | 20 hours = 60 CEs |
| ACLAM Forum | 3 | 16 hours = 48 CEs |
| AVMA (LAM focused sessions) | 3 | |
| AVMA (non-LAM focused sessions) | 2 | |
| LAMA (Laboratory Animal Management Association) | 3 | |
| NIH/OLAW | 3 | |
| POLA (Pathology of Laboratory Animals) | 3 | |
| PRIM&R (Public Responsibility in Medicine Research) | 3 | |
| Charles River Short Course | 3 | |
| Charles Louis Davis Foundation (LAM focused meetings) | 3 | |
| Charles Louis Davis Foundation (non-LAM focused meetings) | 2 | |
| SCAW | 3 | |
| ACLAM Approved Training Program Seminars | 1 | |
| Coursework – Postgraduate or equivalent directly relating to LAM | 1 | |
| Self-Study of CE Material | 1 | |
| Tradeline Conference | 3 | |
| Other LAM focused meetings | 3 | |
| Other non-LAM veterinary focused meetings | 2 | |
| Other Management/Leadership focused meeting | 2 | |
| Webinars Veterinary(LAM focused) | 3 | |
| Webinars Veterinary (non-LAM focused) | 1 | |

2. Scholarly Activities

There is no minimum requirement for Scholarly Activities. The maximum allowed credits in this category per 8-year recertification period is 300 CEs.

| Scholarly Activities No Minimum/300 Maximum CEs Allowed | |
|---|-----------------------------------|
| Activities | Credits |
| Publication in Laboratory Animal Medicine Focused Media - 1st Author | 100 CEs |
| Publication in Laboratory Animal Medicine Focused Media - Other Author | 50 CEs |
| Publication in Other Media on an Area Related to Laboratory Animal Medicine | 80 CEs 1st Author/40 Other Author |
| Platform/Poster Presentation Presented at any Local, Regional, National, or International Meeting | 40 CEs 1st Author/20 Other Author |
| Teaching/Lecturing | 2 CEs per contact hour |
| Review/Editorial Board for Journal | 1 CE per contact hour |

The exact same platform or poster presentation can only be claimed once (i.e., if it has the same title and authors).

Teaching credits are limited to actual contact time with a student or students in formal courses.

Book reviews, letters to the editor, and responses to the "Protocol Review" column in *Lab Animal* should be included in this category.

3. Service Activities

There is no minimum requirement for Service Activities. The maximum allowed credits in this category per 8-year recertification period is 200 CEs.

| Service Activities No Minimum/200 Maximum CEs Allowed | |
|---|--------------------------|
| Activities | Credits |
| Effort Devoted to Laboratory Animal Science Organizations | 1 CE per contact hour |
| AAALAC Site Visits | Maximum of 8 CEs per day |

Laboratory animal science organizations include (but are not limited to): ACLAM, ECLAM, ASLAP, FELASA, APV, AALAS, AAALAC, ILAR, FBR, SCAW, AWIX, etc. This also includes laboratory animal science activities in broader organizations, such as AVMA, NIH, USDA, and scientific and professional organizations at state, national, and international levels.

Any volunteer work devoted to non-LAM efforts will not be considered. Volunteering for a zoo, Humane Society, a local vet clinic, etc. does not count for CEs. Diplomates do not earn CEs by conducting tours or going on tours of institutions, facilities, or universities.

Attending association business meetings (e.g. AALAS general meeting, AALAS branch meeting, ACLAM business meeting) does not count unless the Diplomate is a Board or Committee member conducting official business.

Routine job responsibilities, including membership duties on an IACUC as an affiliated member, are not considered service.

Service credits for AAALAC site visits and Council on Accreditation meetings are limited to 8 hours per day and for the actual dates of the visit or meeting. Dates for each should be included to support the request. If all dates are not included, the CEs will not be approved, and the Diplomate will be contacted for clarification.

Diplomates do not earn CEs from mentoring activities.

Definitions

ACLAM Approved Training Program Seminars: In-house training sessions/seminars are more appropriately defined as institutional seminar series, rather than meetings, as the seminars generally lack the broader participation and subject material of a meeting.

Coursework: Postgraduate or equivalent formal coursework in a subject matter that enhances the Diplomate's direct or ancillary knowledge in laboratory animal medicine. Examples include resource management, OSHA/regulatory courses, pathology, medicine, physiology, genetics, pharmacology, genetics, teratology, toxicology, neuroscience, cellular biology, molecular biology, etc. While valuable learning experiences, coursework in subjects such as accounting and law may not be accepted without additional explanation.

Self-Study of CE Material: When requesting credit for self-study of continuing education materials, include the names of the specific journals/publications or materials.

Laboratory Animal Medicine (LAM) Focused Meeting: Are specific meetings focused on laboratory animal medicine or laboratory animal science (including management and regulatory aspects). The Diplomate will decide if it is focused on LAM or not. The Recertification Committee may ask for clarification or decrease the credits if the meeting is not determined to be LAM focused.

Other Acceptable Meetings (non-LAM): Local, state, national, and international meeting on veterinary clinical medicine, biomedical sciences, or other subjects deemed valuable to the practice of laboratory animal medicine. This may include pathology, microbiology, physiology, pharmacology, genetics, teratology, toxicology, neuroscience, cellular biology, molecular biology, etc.

Other Acceptable Management/Leadership focused meetings (non-LAM): Local, state, national, and international meeting on leadership and or management (i.e. LEAN).

Laboratory Animal Medicine Focused Publications: ACLAM texts, Comparative Medicine, Journal of American Association for Laboratory Animal Science, LabAnimal, Laboratory Animals, etc.

Other Acceptable Publications (in non-LAM media): JAVMA, Nature, Science, Cell, etc.

Author: Author of manuscript in refereed journal, book editor, chapter author, or author of autotutorial slide set, video, etc. The submission is left to the discretion of the Diplomate.

Teaching/Lecturing: Acceptable teaching is generally reserved for college or professional level teaching. However, other examples may include teaching AALAS technician courses, other LAM specific courses, teaching investigators, or formal courses given to IACUC members.

Service Activities: Effort devoted to laboratory animal science organizations including ACLAM, ECLAM, ASLAP, APV, AALAS, FELASA, AAALAC, ILAR, FBR, SCAW, AWIC, etc. This also includes laboratory animal science activities in broader organizations such as AVMA, NIH, USDA, and scientific and professional organizations of state, national, and international levels.

LAM Webinar: Webinars with subject matter concerning laboratory animal medicine. This includes webinars given by AALAS, OLAW, Veterinary Bioscience Institute, AAALAC, LabRoots, etc.

Non-LAM Webinar: Webinars with subject matter *relevant* to veterinary medicine. This includes webinars given by veterinary organizations and online training, like the USDA Training Modules.