



2023 CPIA Recertification Guidelines

The Certified Professional in IACUC Administration credential is valid for five years at which time the candidate must retake and pass the current Certification Examination for Professionals in IACUC Administration or meet the continuing education requirements, outlined below, to demonstrate continuing knowledge of current policies and regulations related to IACUC functions and oversight of animal care and use programs.

Term and Expiration of Certification

The following table illustrates how the certification term is defined:

Period of Examination	Certification Expires
Spring	June 30 five years later
Fall	December 31 five years later

Example: If an individual passed the certification examination in the spring of 2018, the certification expires on June 30, 2023.

The recertification application process described below must be completed no sooner than twelve months prior to the certification lapse date.

Reminder for Recertification

An individual wishing to continue using the CPIA credential after their name must maintain a current certification status. CPIAs are responsible for maintaining their certification. Reminder emails that include links to the recertification application, are sent prior to the expiration of the certification period. Individuals who fail to recertify within six months of their certification expiration date must cease to use the CPIA credential after their name.

Recertification through Continuing Education

To encourage continued professional development, and to promote lifelong learning, CPIAs may renew their certification through continuing education, service to the profession, or contributions to the body of knowledge relevant to the CPIA credential. If using continuing education for recertification, the credits must be earned during the five-year certification period.

Acceptable Continuing Education Categories

At least 40 of the 50 hours of continuing education credit required for recertification must cover IACUC-administration related topics listed in the CPIA Body of Knowledge/Content Outline. Up to 10 hours can be on professional development topics not directly related to IACUC administration but support an individual's work in animal program management (examples include leadership/management training and general laboratory animal science topics).

As of June 2020, the CPIA Council has lifted the credit restriction for Category 2: Online Training and Webinars. This allows recertification candidates to earn all their credit hours by participating in eligible webinars, online courses, and virtual meetings. Candidates must still earn 50 eligible continuing education hours in order to recertify; credit limits for other recertification by continuing education categories remain in place.

No more than 30 credits may be earned in a single category with the exception of category 2 (online training and webinars); there are additional restrictions noted under categories 9 (exam items) and 12 (local or regional IACUC administration-related networking group meetings). The Council for Certified Professionals in IACUC Administration has the discretion to determine the acceptability of continuing education credits:

Category	Description	Credit Hours Earned
1	Attendance at IACUC administration-related educational programs	1 per hour attended
2	Participation in IACUC administration-related online training, conferences, and webinars	1 per hour attended
3	Participation as an invited speaker in an IACUC administration-related educational program sponsored by a local or national organization	1 per half hour presented
4	Service as a site visitor (e.g. AAALAC or OLAW)	5 per site visit per day
5	Authorship of articles relevant to IACUC administration in peer-reviewed journals (e.g. <i>ILAR</i> , <i>JAALAS</i> , <i>Lab Animal</i>)	10 per published article
6	First authorship or presenter of posters relevant to IACUC administration presented at a meeting	5 per poster
7	Authorship of opinion articles or articles which are not peer-reviewed in journals and are related to IACUC administration (e.g. contributions to <i>ALN</i> or <i>Lab Animal</i> magazine's "Protocol Review column")	2 per published article
8	Authorship of published book chapters relevant to IACUC administration	15 per chapter
9	Item writing for the CPIA exam	2 per 5 questions accepted (maximum of 10 credits)
10	Attendance at a CPIA exam item review session	10 per entire session
11	<i>Retired</i>	
12	Participation in an IACUC administration-related local or regional networking group*	1 per 2 hours attended (maximum of 15 credits)
13	Participation in a self-study program, such as PRIM&R's Research Ethics Digest animal care and use quiz, AALAS Learning Library modules, and CITI modules.	1 per quiz; .5 hours for each module (maximum of 10 credits)

*Candidates must provide either a certificate of attendance signed by the host/leader of the meeting showing topics and total hours, or a copy of the minutes from the meeting showing attendees, topics, and total hours.

Acceptable Categories

1. Attendance at IACUC administration-related conferences, workshops, seminars, or other educational programs sponsored by:
 - American Association for Laboratory Animal Science (AALAS)
 - American Veterinary Medical Association (AVMA)
 - AAALAC International
 - IACUC Administrators Association (IAA)
 - IACUC 101™ series
 - Interagency Collaborative Animal Research Education (ICARE)
 - Institute for Laboratory Animal Research (ILAR)
 - National Association for Biomedical Research (NABR)
 - Office of Laboratory Animal Welfare (OLAW)
 - Public Responsibility in Medicine and Research (PRIM&R)
 - Scientists Center for Animal Welfare (SCAW)
 - United States Department of Agriculture (USDA)
 - State biomedical research organizations or their international equivalents

Continuing education credits shall be calculated **hour for hour** for each educational activity.

Example: A four hour educational workshop shall be worth four continuing education credits, while a one hour lunch would have no credit value.

For conferences not sponsored by groups above, please email an eligibility inquiry to certification@primr.org prior to the submission of a recertification application.

2. Participation in IACUC administration-related distance learning programs such as online courses, conferences, webinars, or other remote programs sponsored by the organizations listed above. Continuing education credits shall be calculated **hour for hour** for each distance learning activity. For those distance learning programs not sponsored by above organizations, please email an eligibility inquiry to certification@primr.org prior to the submission of a recertification application.
3. Participation as faculty in an educational program related to IACUC administration sponsored by organizations such as those listed above. Training and mentoring of research staff and IACUC members conducted within one's home institution or as a function of one's job description would not be considered professional development for the purposes of recertification. Candidates who teach the same course multiple times may only claim credit for one offering per year.

Continuing education credits shall be calculated as follows: **one credit hour** may be earned for every **half hour** of presentation time.

Example: A four hour presentation shall be worth eight continuing education credits. For those organizations not sponsored by groups above, please send an eligibility inquiry to certification@primr.org prior to the submission of a recertification application.

4. Service as a site visitor for an organization such as AAALAC or OLAW. (**Five credit hours** may be earned for each day of the site visit.)
5. Authorship of articles relevant to IACUC administration that have been peer-reviewed and accepted for publication in journals such as *ILAR*, *JAALAS*, and *Lab Animal*. (**Ten credit hours** may be earned for each published article.)

6. First authorship or presenter of posters relevant to IACUC administration submitted and presented at meetings such as the national AALAS conference, local AALAS branch meetings, or PRIM&R conferences. (**Five credit hours** may be earned for each presented poster.)
7. Authorship of opinion articles or articles that are not peer-reviewed and are relevant to IACUC administration, such as contributions to *Lab Animal* magazine's "Protocol Review" column. (**Two credit hours** may be earned for each published article.)
8. Authorship of a published book chapter relevant to IACUC administration. (**Fifteen credit hours** may be earned for each chapter.)
9. Item writing for the CPIA exam. For instructions related to writing item review, please refer to the item writing instructions webpage. (**Two credit hours** may be earned for every **five** questions accepted, *but no more than 10 credits may be earned under this category.*)
10. Attendance at an item review session sponsored by PRIM&R/CPIA Council. (**Ten credit hours** may be earned for *each* item review session attended in its entirety.)
11. This category has been retired.
12. Participation in an IACUC administration-related local or regional networking group. **One credit hour** may be earned for every **two hours** of participation in a group meeting or networking event. CPIAs must provide either a copy of a certificate of attendance, signed by the host/leader of the meeting, showing topics and total hours, or a copy of minutes from the meeting(s) showing attendees, topics, and total hours.
13. Participation in a self-study program, including PRIM&R's *Research Ethics Digest* Self-Study quizzes; AALAS Learning Library modules, and CITI modules. The number of credits in this category is limited to 10 hours.

Documentation

Documentation for all continuing education credits must be included with the recertification application. Documentation may include (but is not limited to): certificates of attendance, registration letters, agendas or handouts from sessions, and program confirmations. Suitable documentation for online learning opportunities that don't issue certificates of attendance include: copies of sign-in attendance sheets; logs detailing the program title, date of participation, and length of the program that are signed by a supervisor; emails confirming attendance after the conclusion of the program.

A [continuing education tracker](#) is available to keep a record of continuing education events. Recertification candidates should complete the CEU Tracker tab on the spreadsheet; credit hours will automatically populate in the credit hours tab. The continuing education tracker document should be sent as an Excel file.

Documentation for examination items must include a confirmation email where the exam items were accepted by the CPIA Council, as well as the accepted items, correct answers, the content each question covers, and the Key Reference to which the questions relate.

Please note that individuals are responsible for retaining copies of their recertification application and supporting documentation for at least three years after the submission of the recertification.

C. Application Process

A complete recertification application must provide the required information for all completed activities and activities to be completed following submission of the application, but before the expiration date of certification. Continuing education activities scheduled in the last three months of the certification period (but after the date by which the application is due), may be counted toward recertification so long as the applicant submits written confirmation of attendance to PRIM&R prior to the certification expiration date to avoid certification lapse.

For the first recertification, continuing education credits must be earned between the month of examination and the expiration of the five-year certification period. For subsequent recertification cycles, continuing education credits must be earned during the five year certification period.

The effective *date of recertification* will be the first date following the expiration of the previous certification period. For example, for certifications expiring December 31, the date of recertification is January 1.

D. CPIA Recertification Review

A subcommittee of the CPIA Council made up of 3-5 people functions as the Recertification Committee.

Material presented for recertification will initially be sent to PRIM&R (see address below) for an initial administrative screening and will then be sent to the CPIA Recertification Committee for substantive review to ensure that the materials meet the recertification requirements. Records of recertification will be maintained by PRIM&R, as will a list of certified/recertified CPIA members which will be updated on a regular basis.

Final decisions on recertification by continuing education will be made after all documentation has been received and reviewed by the CPIA Council Recertification Committee.

All questions concerning eligibility of continuing education for recertification should be referred to the PRIM&R office at certification@primr.org or 617-423-4112, ext.0.

E. Fees and Payment

The fees for recertification are as follows:

PRIM&R Members	\$350
Nonmembers	\$475

Recertification candidates should email their recertification application, documentation, and CE tracker to certification@primr.org for fastest processing. Please note that candidates' credentials are valid during the application review process.

If you are recertifying by check, please make out the payment to PRIM&R and send it to the PO Box listed below. Please email your application, documentation, and CE tracker to certification@primr.org and note that payment is forthcoming.

Payment Address: P.O. Box 849502, Boston, MA 02284-9502

Fax: 617.423.1185

Email: registration@primr.org

Note: We cannot accept payments requiring a signature. Please contact registration@primr.org if you have questions.

F. Appeals Process

Candidates' recertification application determination may be appealed within 30 days of the date on the original notification. Appeals must be directed to PRIM&R staff in writing, and must provide a rationale for the candidate's claim that the original determination was arbitrary or capricious. PRIM&R staff will facilitate the appeals process on behalf of the Council.

IV. Recertification through Examination

CPIAs must recertify through examination under the following circumstances:

- An individual who allows their certification to lapse for more than six months must retake the examination to renew certification.
- Those who are eligible to recertify by continuing education, but choose to take the examination and do not pass cannot subsequently recertify by continuing education. Such individuals must retake the exam and pass it to renew their certification. Expiration of the certification is effective on the date that the notification of the results from the examination is received. The applicant must pass the examination before the credential may be reissued.