



OFFICE OF LABORATORY ANIMAL CARE

Policy

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| Policy Number: | 002 | Attendance for AALAS Meetings and Others | Revision #: | 0 |
| Date Effective: | 8/2/24 | | Supersedes: | 0 |

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PROCEDURE

Attendance for AALAS Meetings for OLAC Staff (Veterinarians are Exempt from this Policy)

1. Institutional Membership

1. Any educational or research facility/institution, government or civilian, whose interests are promoted or aided by interaction with the AALAS scientific/educational community may apply for institutional membership in AALAS.
2. One Gold, one Silver and multiple Bronze memberships
 - a. The Gold Member is the Financial Officer for OLAC since he or she receives the invoice for membership renewals, and is the only person authorized to add members on behalf of the institutional member = OLAC Financial Supervisor
3. Membership includes discounts on the following:
 - a. AALAS Store products,
 - b. AALAS Learning Library group subscription fees,
 - c. Certification exams,
 - d. Meeting registrations.
 - e. Access to the AALAS Community Exchange
 - f. Free participation in the AALAS Mentor/Mentee program
4. Members may be added at any time during the year.
 - a. Changes may be made to the institutional member's record in instances of an employee's termination or resignation except for the 60 days preceding the AALAS National Meeting but discounts only apply at time of renewal.
 - b. Requests for record changes must be made in writing and accompanied by proof of action (termination/resignation).

2. Who is Included in the Institutional Membership at OLAC:

1. Only AALAS certified staff members are eligible.

3. AALAS Testing**1. ALAT: Assistant Laboratory Animal Technician**

- a. Must meet one of the following requirement categories

1. No high school (HS) diploma or GED: 2 years of Laboratory Animal Science experience
2. HS Diploma or GED: 1 year of Laboratory Animal Science experience
3. Any 2-4 year College Degree: 6 months of Laboratory Animal Science experience

2. LAT: Laboratory Animal Technician

- a. Must meet one of the following requirement categories

1. No HS diploma or GED: 3 years of Laboratory Animal Science experience
2. Any AA/AS Degree: 2 years of Laboratory Animal Science experience
3. Any BA/BS or higher degree: 1 year of Laboratory Animal Science experience
4. ALAT Certification plus HS Diploma or college degree: 6 months of Laboratory Animal Science experience
5. ALAT Certification without HS Diploma, college degree: 2 years of Laboratory Animal Science experience

3. LATG: Laboratory Animal Technologist

- a. Must meet one of the following requirement categories

1. HS Diploma or GED: 5 years of Laboratory Animal Science experience
2. Any AA/AS Degree: 4 years of Laboratory Animal Science experience
3. Any BA/BS or higher degree: 3 years of Laboratory Animal Science experience
4. LAT Certification plus HS Diploma/GED or college degree: 6 months of Laboratory Animal Science experience

4. CMAR: Certified Manager of Animal Resources

- a. Candidates may apply under one of the following criteria

1. BA/BS with 5 years of Laboratory Animal work experience and 3 years of Laboratory Animal managerial experience
2. AA/AS with 8 years of Laboratory Animal work experience and 3 years of Laboratory Animal managerial experience
3. HS/GED with 10 years of Laboratory Animal work experience and 3 years of Laboratory Animal managerial experience

5. AALAS Certification Examination

- a. OLAC provides necessary training books
- b. OLAC provides mentorship for individuals studying for these exams
- c. OLAC will pay the fees associated with testing (currently \$160.00) for the first attempt
 1. All failed attempts thereafter are paid by the applicant
 2. Once the applicant receives a passing score, OLAC will retroactively pay for that testing session

6. "R" Designation

- a. Indicates a Registered individual within each of the training categories

1. Given at the time of achieving a passing score for the exam
2. An individual has 2 years to obtain the required number of CE
3. 1 CE = 1 Hour of meeting attendance for in house or outside courses, any life science or management related college course, Journal of AALAS CE test questions (2 CE units per issue), ILAM attendance (32 CE), AALAS Learning Library Course, etc. (See list at AALAS.org)
- b. ALAT: 10 CE
- c. LAT: 14 CE
- d. LATG: 24 CE

4. Local AALAS Meetings

1. NCB AALAS (Northern California Branch) covers the Northern California region.
<https://ncbaalas.org/>
 - a. Holds an annual educational meeting in the fall of each year, as a one day event, generally in South San Francisco
 - b. OLAC pays a yearly institutional membership fee
 1. Members are limited to staff that have obtained AALAS certification
 - c. Who can attend:
 1. Up to 10 OLAC staff that are AALAS Certified members can attend this meeting
 - a. Includes Animal Care staff, Animal Health Technicians, and Office Staff
 - b. The number of attendees can be influenced by the status of the budget
 2. Facility Manager and Supervisors decide who can attend
 - a. Attendance is based on work performance and work attendance
2. District 8 covers the Western US: California, Oregon, Washington, Hawaii, Arizona, Nevada, Utah, Idaho and Montana
<https://d8aalas.org/district-8/district-eight-aalas>
 - a. Holds an annual educational meeting in the spring of each year that is rotated between the branches to allow for greater participation by the local branch members.
 - b. The meeting is a 3-day event
 - c. Who can attend:
 1. Only OLAC staff that are AALAS Certified can attend this meeting - this may be limited to certified members that maintain the "R" status of their certification.
 - a. Includes Animal Care staff, Animal Health Technicians, and Office Staff
 - b. The number of attendees can be influenced by the status of the budget
 2. OLAC Director decides if anyone is allowed to attend this meeting
 - a. Requests must be submitted or discussed with the director
 - b. Individuals with poster presentations or session presenters are guaranteed attendance. However, this again will be predicated on having no disciplinary actions or attendance issues.
 3. Facility Manager and Supervisors decide who can attend
 - a. Attendance is based on work performance, work attendance

5. National AALAS Meetings

1. The largest gathering in the world of professionals concerned with the production, care and use of laboratory animals.
2. Provides annual educational sessions as well as business development opportunities for over 4,000 attendees and 300 exhibitors.
3. Who can attend:
 - a. The director will determine the number of people that can attend this meeting.
 - b. Attendance will be on a rotational basis for facility supervisors, office staff, veterinary staff, veterinarians and certified staff.
 - c. OLAC Staff: AALAS Certified members can attend this meeting. Certified members that maintain the "R" status of their certification will be considered first. A history of disciplinary action or poor attendance within the last 12-24 months will be considered and may impact attendance.
 - d. Individuals with poster presentations or session presenters are guaranteed attendance. However, this again will be predicated on having no disciplinary actions or attendance issues.
 - e. Minimum Qualifications: 1 year of continuous work with OLAC, AALAS certification and good standings.

6. AALAS membership services open to all Certified and Non-Certified Staff

1. AALAS Learning Library

7. Attendance Selection Guidelines

1. Presenters
2. Those who have never attended a national meeting and meets all other requirements
3. Individuals with the highest number of years since their last attendance and meets all other requirements
4. Followed by the second highest number of years since and so on

REFERENCE DOCUMENTS

| REVISION HISTORY | | | |
|------------------|-----------|----------------|-------------|
| REVISION NUMBER | AUTHOR(S) | EFFECTIVE DATE | REVISION(S) |
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