

# **International Association of Colleges of Laboratory Animal Medicine**

## **Guidance to Applicant Colleges for Associate and Full Membership**

### **Introduction**

One of the goals of the International Association of Colleges of Laboratory Animal Medicine (IACLAM) is to encourage the development of colleges of specialists in laboratory animal medicine in regions or countries where such colleges do not exist. The development of colleges is a process that requires a number of steps with the initial steps often being taken by a core group of “foundation” specialists.

It may take a considerable period of time to meet all of the criteria for full membership. However, the Board of IACLAM believes it is important to encourage and assist developing colleges by offering associate membership. This form of membership is intended to aid in developing workable frameworks for certifying veterinarians in the specialty of laboratory animal medicine based on the collective experience of established colleges located around the world. Associate membership provides recognition of efforts to establish a college of laboratory animal medicine and of the achievement of identified milestones.

### **Criteria for Associate Membership**

Those interested in IACLAM associate membership are encouraged to begin a dialogue with the IACLAM Board (contact information is available at <http://iaclam.org/> ) even if they are in the earliest stages of developing a college. The following criteria are essential pre-requisites for an emerging college to be considered for associate membership:

- All members of the organizing committee of the college applying for associate membership status (the applicant college) must be graduate veterinarians.
- The applicant college must share the primary purpose of IACLAM’s full member colleges of certifying veterinarians as board certified specialists in the specialty of laboratory animal medicine.
- The applicant college must cover a significant geographical area, either a national area or a multinational area, sufficiently large to ensure its long-term viability.
- The applicant college must be supported by a national or multinational veterinary medical and/or laboratory animal science organization where such parent organization(s) exist. This is to ensure the college is part of the wider national or regional veterinary specialization and/or laboratory animal science structure.

Colleges able to comply with the above pre-requisites will be considered by the Board of IACLAM for associate membership.

Associate member colleges will be expected to actively pursue a program leading to full membership. Associate membership will initially be granted on a three-year renewable basis.

Renewal will be contingent on evidence of progress (completion of multiple key tasks for establishment of the college).

If a college fails to make adequate progress, as judged by the IACLAM Board in relation to the listed criteria, it may lose its status as an associate member college. In such an event, it can seek reinstatement as an associate college upon making agreed progress.

Associate member college representatives may participate in all IACLAM discussions, but will not be eligible for executive positions nor have voting privileges within IACLAM. Associate member colleges will pay dues at a reduced level (50 percent of full membership dues).

### **Criteria for Full Membership**

- An organizing committee (or council or board, etc.) which includes officers.
- A constitution and/or by-laws that defines its purpose and outlines its operation.
- A syllabus or role delineation document, consistent with that of full member colleges, that defines the knowledge base and skills that a minimally competent diplomate should have in order to be considered a specialist in the field of laboratory animal medicine.
- A detailed description of how the college will evaluate and ultimately define approved qualifying routes, within and outside of standard residency or degree programs, to qualify candidates for examination in a timely manner. In describing these qualifying routes, the college must include details on the education, experience, publications, and research requirements as well as the nature of supervision of the training of the candidate and the qualifications of those mentoring the candidate. These requirements should be consistent with standards for IACLAM member colleges. Where differences exist, colleges should describe the differences and the rationale for them.
- Training program criteria. These should provide evidence that the facilities, course of study and required clinical programs are appropriate and available for advanced training of veterinarians. Such criteria should ensure that the necessary information and experience is available to trainees to fulfill the requirements for certification.
- In the absence of specific training program criteria, the college must show evidence of criteria for selection of *de facto* founding members of the college and evidence of their specialization in laboratory animal medicine in their country.
- Define the credentialing process of candidates, plan the schedule for examination of candidates, identify examination resource materials and prepare test questions based upon the syllabus or role delineation document.
- Define and implement an examination process that ensures adherence to the subject matter and subject/species emphasis set forth in the syllabus or role delineation document, that the content of the exam is not released prematurely, and that a mechanism of assuring the performance and fairness of the examination over time and the impartiality of the grading process.

Colleges able to comply with the above pre-requisites will be considered by the Board of IACLAM for full membership.

Full member colleges shall appoint three members, at least one being an officer or council member of the College, to the IACLAM Board; who shall be eligible for executive positions and have voting privileges.

Member colleges pay annual dues (presently \$500 USD).

**APPROVED by the IACLAM BOD on May 10, 2021.**

Questionnaire for Colleges applying for IACLAM Associate Membership

1. Name and contact information (address, email, phone number) of applicant College.
2. Provide the names, occupation and education of the members of the College organizing committee. Indicate whether each person is a graduate veterinarian.
3. Is the primary purpose of your College to certify veterinarians as board certified specialists in the specialty of laboratory animal medicine?
4. What geographical area, either a national area or a multinational area, will your College cover?
5. What national or multinational veterinary medical and/or laboratory animal science organization supports the development of your College?
6. Please describe your plans to develop
  - a. a constitution and/or by-laws
  - b. a role delineation document
  - c. methods to evaluate and approve qualifying routes, within and outside of standard residency programs, to qualify candidates for examination
  - d. training program criteria, and
  - e. a credentialing process.

Questionnaire for Colleges applying for Full Membership in IACLAM

1. Name and contact information (address, email, phone number) of applicant College.
2. Provide the names, occupation and education of the members of the College organizing committee. Indicated whether each person is a graduate veterinarian and who are the Officers of the College.
3. What is the primary purpose of your College, i.e. is it to certify veterinarians as board certified specialists in the specialty of laboratory animal medicine?
4. From what geographical area, either a national area or a multinational area, does your College certify veterinarians as board certified specialists in the specialty of laboratory animal medicine?
5. What is the name of the national or multinational veterinary medical and/or laboratory animal science organization that supports your College? *[This is to ensure the college is part of the wider national or regional veterinary specialization and/or laboratory animal science structure.]*
6. Provide a copy of your College constitution and/or by-laws that defines its purpose and outlines its operation.
7. Provide a copy of your College's syllabus or role delineation document, that defines the knowledge base and skills that a minimally competent diplomate should have in order to be considered a specialist in the field of laboratory animal medicine.
8. Provide a detailed description of how your College evaluates and ultimately defines approved qualifying routes, within and outside of standard residency or degree programs, to qualify candidates for examination. In describing these qualifying routes, the College must include details on the
  - a) education,
  - b) experience,
  - c) publications,
  - d) research requirements,
  - e) nature of supervision of the training of the candidate, and
  - f) qualifications of those mentoring the candidate.
9. Provide a copy of your College's training program criteria. *[These should provide evidence that the facilities, course of study and required clinical programs are appropriate and available for advanced training of veterinarians. Such criteria should*

*ensure that the necessary information and experience is available to trainees to fulfill the requirements for certification.]*

10. What is your College's credentialing process of candidates? Include the following information:
  - a) The schedule for examination of candidates.
  - b) The list of examination resource materials.
  - c) Does your College prepare test questions based upon the syllabus or role delineation document?
  - d) How does your College ensure that the content of the exam is not released prematurely?
  - e) What is the mechanism of assuring the performance and fairness of the examination over time and the impartiality of the grading process?