

Certified Manager Animal Resources Application Form

Your aim to become a CMAR demonstrates your commitment to high standards and professional growth in the laboratory animal management field. Before applying, verify with AALAS that you have the current application.

► Candidate Information

Please print.

AALAS membership number _____ LAMA membership status _____
(If you are a LAMA member but not an AALAS member, please provide documentation of your current membership to receive the processing fee waiver.)

Name _____ First/Middle/Last Name for certificate _____
Exact name as you wish it to appear on your CMAR certificate.

Home:

Address _____

City _____ State _____ Zip _____

Country _____

Phone _____

Email _____

Work:

Employer _____

Address _____

City _____ State _____ Zip _____

Country _____

Phone _____

Fax _____

Email _____

Preferred mailing address: Home Work

► Education

Provide information on your diploma or highest degree. Include copies of degrees, transcripts, and/or diplomas to verify eligibility. Foreign documentation must be translated into English.

Eligibility: I am applying under the Bachelor's degree eligibility Associate's degree eligibility High school diploma eligibility

Institution Name _____ Location _____

Degree _____ Date _____

► Certified Manager Exams

The CMAR Program consists of four exams: the Animal Resources Exam, which is administered by AALAS, and three Certified Manager (CM) exams, which are administered by the Institute for Certified Professional Managers (ICPM).

Have you applied to ICPM to take the CM exams? Yes No
 Have you completed all the CM exams? Yes No

► Request for Animal Resource Exam Venue

Please indicate the venue of your choice for taking the Animal Resource Exam. Exam date must be within the next 15 months. For venue information, refer to www.aalas.org/certification/cmar.aspx. Eligibility is based upon your work experience and your educational background.

Venue _____ Date _____

► Certification Announcement *(optional)*

AALAS would like to extend you a special invitation to share the news of your accomplishment with others at your workplace. If there is a dean, director, supervisor, or other colleague who you would like AALAS to notify of your achievement, please list that individual below. If you prefer that no one be notified, just leave this section blank.

Dr. Mr. Ms. Name _____ Title _____

Notify by:

Email Email address _____

Letter Street _____ City _____ State _____ Zip _____

CMAR Work Experience Verification Form

The Work Experience Verification form is used to document your experience for the CMAR application form. Send a copy of this page to each person who will verify your work experience. Submit completed Work Experience Verification forms with your CMAR application. Please print.

► Applicant

Name _____ Phone _____ Email _____

► Individual Verifying Work Experience

Name _____ Position _____

Institution _____ Phone _____ Email _____

Signature _____ Date _____

► Request for Work Experience Verification

I am submitting an application for management certification with the American Association for Laboratory Animal Science (AALAS), and I must document eligibility requirements related to my work experience in the laboratory animal field. I am asking you to verify my work experience by providing the information requested below. This is a very important part of the application process, and my application cannot be processed without this information. Thank you for your help.

The applicant is/was employed at _____ for _____ years from _____ to _____.
(company/organization) (mo/yr) (mo/yr)

Position _____ Hours per week _____ Is/was this a managerial position? Yes No

Description of applicant's duties. Mark all that apply.

- Animal care & husbandry
- Animal health observation, monitoring, or treatment
- Data collection or recordkeeping
- Database management
- Diagnostics (clinical pathology, necropsy, parasitology, radiology, etc.)
- Experimental procedures/techniques (dosing, sample collection, etc.)
- IACUC service or involvement in laboratory animal science
- Occupational safety or biohazard management
- Pre- or postoperative 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

Please check the following skills or attributes routinely used as part of managerial duties.

- Interview (e.g., assess, score, rank potential candidates)
- Performance reviews
- Delegating (e.g., assignment of duties and tasks)
- Controlling (e.g., budget and/or accounting responsibilities, marketing strategies)
- Organizing (e.g., assign duties, responsibilities, recordkeeping, physical arrangement of people and/or resources)
- Make decisions on hiring/termination
- Leading teams and/or work groups (e.g., motivate, coach, mentor, act as a visionary, provide support)
- Planning (e.g. mission, goals, strategy, costs)
- Day-to-day operational support & oversight (e.g., frontline supervisor, project manager, team leader)
- Organizing (e.g., assign duties, responsibilities, recordkeeping, physical arrangement of people and/or resources)

Other _____

