

Certification Examination for Professionals in IACUC Administration

Candidate Handbook

2022 CPIA Examination Dates

Spring 2022		
Application Begin Date October 18, 2021	Application Deadline April 15	Testing Window May 27 - June 24
Fall 2022		
Application Begin Date June 13	Application Deadline September 9	Testing Window October 7 - November 4

Contents

Code of Ethics for Certified Professionals in IACUC Administration	1	TESTING BY LIVE REMOTE ONLINE PROCTORING	
Administration	1	Remote Online Proctoring Experience Video	7
Certification.	1	Identification	7
Purposes of Certification.	2	Online Exam Security	7
Eligibility Requirements	2	Restrictions	7
Attainment of Certification and Recertification	2	Misconduct	8
Revocation of Certification	3	Copyrighted Examination Questions	8
APPLICATION PROCEDURE		Practice Examination	8
Application Procedure	3	Timed Examination	8
Appeal of Eligibility Determination.	3	Challenges to Examination	9
Fees	4	Report of Results	9
Scheduling Your Examination Appointment	4	Reexamination	9
Test Center Administration	4	Confidentiality	9
Requests for International Test Centers (Outside United States).	4	CONTENT OF EXAMINATION	
Live Remote Online Proctoring	5	CPIA Body of Knowledge/Content Outline.	10
Special Arrangements for Candidates with Disabilities	5	Sample Examination Questions.	11
Examination Appointment Changes.	5	Key References and Study Resources	11
Transferring to Another Examination Window.	5	EXAMINATION APPLICATION	14
Inclement Weather/Power Failure/Other Emergency	6	WORK EXPERIENCE VERIFICATION SUPPLEMENTAL FORM	16
TESTING AT A PSI TEST CENTER		REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS FORM	18
Test Center Experience Video	6	DOCUMENTATION OF DISABILITY-RELATED NEEDS FORM.	19
Identification	6	PRIM&R CPIA TRANSFER REQUEST FORM.	20
Test Center Exam Security	6		
Personal Belongings	6		
Restrictions	7		

This handbook contains necessary information about the Certification Examination for Professionals in IACUC Administration (CPIA® Examination). Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This handbook is subject to change.

Code of Ethics for Certified Professionals in IACUC Administration

The following code of ethics was developed in recognition of the vital role that Certified Professionals in IACUC Administration play in the ethical conduct of Institutional Animal Care and Use Committee (IACUC) activities. It is the responsibility of each Certified Professional in IACUC Administration (CPIA®) to aspire to the highest possible standards of conduct in order to enhance the humane care and use of animals in research, testing and teaching activities.

As a Certified Professional in IACUC Administration, I will:

- Conduct myself personally and professionally with honesty and integrity at all times to inspire trust and confidence in my actions;
- Promote due consideration for the balance of animal welfare, scientific objectives, and regulatory compliance;
- Consistently apply ethical standards pertaining to animal care and use in a research, testing, and/or teaching environment;
- Provide guidance to the IACUC, the investigators, and the institution to ensure that all activities are conducted in keeping with the ethical foundation of the US Government Principles for the Humane Care and Use of Animals;
- Know and adhere to applicable federal, state, and local laws and regulations, as well as institutional policies and guidelines pertaining to the care and use of animals;
- Fully disclose or avoid all potential conflicts of interest and personal bias when rendering professional services, judgments, and assessments;
- Avoid using proprietary knowledge or private information for personal gain;
- Ensure that all confidential and private information that comes into my possession is protected;
- Pursue ongoing education, network with colleagues, and consult with others to develop and maintain the highest possible level of current knowledge and understanding in my field;
- Facilitate and encourage open communication among all parties, recognizing the shared responsibility for the ethical conduct of research, teaching, and testing based on animal models;
- Only use the designation of CPIA during the period for which my certification is valid.

Effective Date: May 2007

Last Updated: May 2018

All questions about this code of ethics should be addressed to the Certified Professionals in IACUC Administration Council.

Administration

The certification program is overseen by the Council for Certified Professionals in IACUC Administration. The Certification Examination for Professionals in IACUC Administration is administered for the CPIA Council by PSI Services.

Questions and requests for information about certification should be directed to:

PRIM&R
CPIA Program
20 Park Plaza, Suite 1421
Boston, MA 02116
Phone: 617-423-4112
Fax: 617-423-1185
Email: certification@primr.org
Website: <http://primr.org/cpia>

Questions concerning examination scheduling should be referred to:

PSI Candidate Services
18000 W. 105th St.
Olathe, KS 66061-7543
Phone: 833-518-7455
Fax: 913-895-4650
Email: examschedule@psionline.com
Website: <http://schedule.psiexams.com>

Certification

Public Responsibility in Medicine and Research (PRIM&R) endorses the concept of voluntary certification by examination for all IACUC professionals, and has therefore established a certification program for IACUC professionals known as Certification for Professionals in IACUC Administration (CPIA®). Certification focuses specifically on the individual's current knowledge in a specialized area of practice. Certification for professional IACUC administrators provides formal recognition of knowledge of regulations and processes required for IACUC oversight of animal care and use programs.

Purposes of Certification

To advance the quality and consistency of an institution's animal care and use program through effective IACUC administration by:

1. Recognizing formally those individuals who meet the eligibility requirements established for the program and pass the Certification Examination for Professionals in IACUC Administration.
2. Encouraging continued personal and professional growth in the oversight of animal care and use programs.
3. Establishing and measuring the level of knowledge required for certification in IACUC administration.
4. Demonstrating a standard level of knowledge about management of IACUCs under United States rules and regulations to those involved in animal care and use, the institution, and the public.

Eligibility Requirements

The Certified Professional in IACUC Administration (CPIA) program is for individuals whose primary job responsibilities include a substantive role in the development, management, oversight, and administration of an institution's animal care and use committee (IACUC) and/or assigned to perform the daily activities in the administration of the institution's animal care and use program. The CPIA designation is not intended to be used as a means of qualification for IACUC-related employment for applicants who do not have any prior IACUC-related work experience. Candidates must qualify to sit for the CPIA examination by one of the following routes:

- A bachelor's degree and two (2) years of qualifying, relevant IACUC experience within the past seven (7) years
- or**
- Four (4) years of qualifying, relevant IACUC experience within the past seven (7) years

Part-time experience is calculated by the percentage of effort spent on IACUC administration-related work, based on the following formula:

1 year of experience x 50% effort in IACUC administration
= 6 months of eligible experience

If your institution does not employ an FTE exclusively assigned to IACUC administration-related work, part-time experience is calculated by the percentage of effort the institution assigns for IACUC administration, based on the following formula:

1 year of experience x 30% of institutional program effort
= 4 months of eligible experience

Experience comprises both time and quality components and is defined as the direct performance or responsibility for activities that characterize the IACUC administrator. Qualifying, relevant institutional IACUC experience must represent a commitment to ensure appropriate care of research animals and requires the performance of IACUC functions, as listed below, at the institutional level. Candidates must be responsible for the development, management, implementation, oversight, and administration of the:

- IACUC protocol review process, from submission to approval
- Semiannual program review and facility inspection processes
- IACUC policies, procedures, and guidelines
- Regulatory/accreditation processes (e.g., AAALAC, DOD, OLAW/PHS, USDA, VA)
- Continuing IACUC oversight of animal activities and the investigation of animal welfare concerns and/or noncompliance
- Support for IACUC committee functions
- Training programs regarding IACUC functions and animal care and use regulations/guidelines.

The following roles alone **do not** meet the primary eligibility requirements for performance of IACUC administrative functions:

- IACUC member
- Veterinary professional or paraprofessional
- Institutional official
- Investigators/research staff
- Laboratory animal facility management and staff

If these requirements are met, a candidate must then:

- Complete and file a [CPIA Exam Application](#) including a CV/résumé that clearly reflects responsibilities and experience in the administration of an IACUC and animal care use program and the associated percentage time commitment
- Adhere to the Code of Ethics for Certified Professionals in IACUC Administration

Attainment of Certification and Recertification

Candidates who pass the Certification Examination for Professionals in IACUC Administration are eligible to use the registered designation "CPIA[®]" after their names and will receive certificates from PRIM&R. A registry of Certified

Professionals in IACUC Administration will be maintained by PRIM&R and may be reported in its publications.

Certification is recognized for a period of five (5) years at which time the candidate must retake and pass the current CPIA examination or meet such alternative requirements that demonstrate continuing professional growth and education as set forth in the [CPIA® Recertification Guidelines](#). The CPIA Council highly recommends that certified individuals be aware of their credential expiration date. PRIM&R routinely sends certification expiration reminders to CPIAs. However, it is the credentialed individual’s responsibility to ensure their contact information with PRIM&R is up to date and to initiate the recertification process.

An individual wishing to continue using the CPIA credential after his/her name must maintain a current certification. CPIAs are responsible for maintaining their certification. Individuals who fail to recertify within six months of their certification expiration date must cease to use the CPIA® credential after their name.

Revocation of Certification

Certification will be revoked for any of the following reasons:

1. Falsification of an application
2. Misrepresentation of certification status
3. Violation of CPIA® Code of Ethics

An individual may appeal their revocation in writing to PRIM&R staff, who will facilitate Council review. This appeal must be dated no later than 30 days from the date on the original notification from the Council, and the candidate must provide a rationale for his/her claim that the decision to revoke was arbitrary or capricious.

Application Procedure

The examination application can be submitted online or completed using the application form in this handbook. Candidates must complete the examination application in full, using their name exactly as it appears on their current government-issued photo ID such as a driver’s license or passport.

NOTE: All applications are subject to audit and request for supporting documentation.

1. **Apply online.** The completed application, with all documentation (if required), can be submitted and paid for online at: <http://schedule.psiexams.com>. Click on “Begin Scheduling” and follow the simple, step-by-step instructions to choose your examination program, create an online account and Register for this Exam. Please have your credit card available for online payment of examination fees.

Candidates must upload a current CV/résumé as well as a supporting signature from a supervisor, human resources representative, or a CPIA®-certified sponsor on the Work Experience Verification Supplemental Form. Note that the training and experience requirements must be completed before submitting your application. Do not submit an application if you have not met the eligibility requirements.

or

2. **Apply by mail.** Complete and sign the examination application found in this handbook. An electronic form is available on <http://schedule.psiexams.com>. Read and follow the directions on the application and in this handbook.

Mail the application, required documentation, and fee(s) to: **PSI, CPIA Examination Application, 18000 W. 105th St., Olathe, KS 66061-7543.**

Once your application is received, PSI will email you a receipt confirmation recording payment and will coordinate the eligibility review process. Remember to save the login ID and password that you created and add the domains @psionline.com and @goamp.com to your safe senders list. This receipt confirmation includes your unique candidate ID number, and you should retain this for your records.

The CPIA Council aims to turn around complete applications within two weeks. Incomplete applications will result in a slower review time; if a component of your application is missing or incomplete, someone will reach out to you for that additional information.

The application and appropriate fees for the examination must be submitted online or postmarked on or before the Application Deadline for the 2022 Testing Windows.	
For the May 27 - June 24, 2022 Testing Window	
Apply beginning October 18, 2021	Application Deadline April 15, 2022
For the October 7 - November 4, 2022 Testing Window	
Apply beginning June 13, 2022	Application Deadline September 9, 2022

Appeal of Eligibility Determination

Candidates’ eligibility 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.

Fees

Testing in the United States:

PRIM&R Members	\$350
Nonmembers	\$475

Testing in U.S.-territory or international
Test Centers*:

PRIM&R Members	\$460
Nonmembers	\$585

Transfer fee to next testing window \$150

*The \$110 international Test Center fee will be waived for candidates who test by Live Remote Online Proctoring.

Make cashier's check, money order or company check payable to PSI Services Inc. VISA, MasterCard, American Express and Discover also are accepted. Please complete the credit card payment form on the application. Personal checks and cash are not accepted.

Fees may not be transferred from one individual to another.

For candidates found ineligible and unable to schedule a testing appointment, PSI will refund the examination fee to the candidate, less a \$6 processing fee.

In order to obtain the special member registration rate, PRIM&R members must provide proof of their membership. To do so, please follow these instructions: primr.org/certification/exams/instructions.

Scheduling Your Examination Appointment

Once your application has been received, processed, and your eligibility verified, PSI will notify you of your eligibility through email. You may schedule your examination appointment with PSI by one of the following methods:

1. **Online Scheduling.** Visit <http://schedule.psiexams.com> and select "Begin Scheduling" to schedule an examination appointment. Log into your account by clicking the "Log in here" hyperlink, and you will be prompted to schedule an examination appointment at a PSI Test Center or schedule a Remote Online Proctored Exam.
2. **Telephone Scheduling.** Call PSI at 1-833-518-7455 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday.

Test Center Administration

Examinations are delivered by computer at PSI Test Centers located throughout the United States and internationally. Computer examinations are administered during the testing window by appointment only Monday through Friday. Saturday appointments may be scheduled based on availability. Appointment times are first-come, first-served, so schedule your appointment as soon as you receive notice of your eligibility. Starting times may vary by location.

It is your responsibility as the candidate to schedule your examination appointment. It is highly recommended that you become familiar with the testing site prior to the exam. Specific address information will be provided when you schedule your examination appointment. Please plan for weather, traffic, parking, and any security requirements that are specific to the testing location. **A candidate who arrives more than 15 minutes after the scheduled examination time will not be admitted.**

PSI Test Centers have been selected to provide accessibility to the most candidates in all states and major metropolitan areas. A current listing of PSI Test Centers, including addresses and driving directions, may be viewed at the website <http://schedule.psiexams.com>. Candidates are monitored throughout the duration of the examination in real-time by human test center administrators.

Requests for International Test Centers (Outside United States)

PRIM&R and PSI are making computerized examinations available outside of the United States. For information regarding the availability of international computerized Test Centers, please visit the website <http://schedule.psiexams.com>. PSI is continuing to expand its international locations, and more locations are being added throughout the year.

Individuals who reside in one of the U.S. territories or applicants who reside outside of the United States who are interested in testing at an international Test Center will need to submit a completed application form, the application fee, and an international Test Center fee of \$110. Candidate identification numbers will be assigned when the applications are processed. All other rules and regulations regarding the computerized examination apply to international examination applicants. All examinations will be given in computerized format only. Candidates will be mailed their results by PSI within four to six weeks of the close of the testing period.

Live Remote Online Proctoring

Examinations are delivered by Live Remote Online Proctoring to a candidate using their own computer from their home. The candidate must have a computer with a web camera that can be moved to display the entire room, a microphone, and stable internet connection to download the PSI secure browser. The secure browser does not give PSI remote access to candidates' computers; instead, candidates download a secure, lock-down browser that blocks their access to all other programs and features such as hyperlinks, chat screens, copy/paste/screenshot functions, right mouse click menus, and peripheral monitors. A compatibility check of the computer's audio/video, webcam and system is required prior to scheduling. Candidates are monitored throughout the duration of the examination in real-time by human exam administrators.

Candidates who wish to schedule a Live Remote Online Proctored Exam **MUST FIRST CHECK THE COMPATIBILITY OF THE COMPUTER** to include Audio/Video Check, Webcam Check and System Check. You must use Google Chrome Browser. Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. Candidates who are using employer-issued computers should consult their IT departments regarding firewall, server, and network settings prior to exam day. It is best to conduct another compatibility check on the machine that you will be taking your exam at least 24 hours prior to your scheduled exam. You may also check your compatibility before or after registering for your exam at <https://syscheck.bridge.psiexams.com/>. It is recommended that candidates use hard-wired internet connections (ethernet cords) when taking their exams.

Special Arrangements for Candidates with Disabilities

PSI complies with the Americans with Disabilities Act and ensures that no individual with a disability is deprived of the opportunity to take an examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to PSI at least 45 calendar days prior to the desired examination date by completing the Request for Special Examination Accommodations and Documentation of Disability-Related Needs forms included in this handbook or online at https://psi-cdexp.zendesk.com/hc/en-us/requests/new?ticket_form_id=360000150872. The information you provide and any documentation regarding your disability and your need for accommodations will be treated with strict confidentiality. Candidates who have questions about special accommodations may call PSI at 800-367-1565 ext. 6750.

Examination Appointment Changes

You may reschedule an examination appointment to another date within the two-week testing window once at no charge by calling PSI at 833-518-7455 at least two business days prior to your scheduled examination appointment. (See table below.)

If your Examination is scheduled on...	You must contact PSI by 3:00 p.m. Central Time to reschedule the Examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday/Saturday	Tuesday

Transferring to Another Examination Window

Candidates who are unable to take the examination as scheduled may request a transfer to the next testing period. The transfer must be made in writing, submitted to PSI within 30 days of the originally scheduled testing date and must be submitted with a rescheduling fee of \$150.

Please note that the transfer fee is based on cost and is not punitive in nature. The Council reserves the right to review and adjudicate any additional requests to reschedule an exam beyond an initial request that has been approved. If a candidate is unable to attend the examination on the date for which they registered and a timely request to transfer is not made, the application will be closed and all fees will be forfeited. There will be no refund of fees.

Inclement Weather/Power Failure/ Other Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit <http://www.psonline.com/openings> prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

For computer based examinations, if power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

Testing at a PSI Test Center

On the day of your examination appointment, report to the Test Center no later than your scheduled time. Once you enter the building, look for the signs indicating PSI Test Center Check-In. A candidate who arrives more than 15 minutes after the scheduled examination time will not be admitted.

Test Center Experience Video

A video overview of the testing process and what to expect on your test day can be viewed at <https://psi.wistia.com/medias/3321yp1ic8>.

Identification

To gain admission to the Test Center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

Examples of valid primary forms of identification are current: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.

The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).

If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

Candidates must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

After your identification has been confirmed, you will be directed to a testing carrel. You will be prompted on-screen to enter your candidate identification number. Your photograph, taken before beginning the examination, will remain on-screen throughout your examination session. This photograph will also print on your score report.

Test Center Exam Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes. The following security procedures apply during the examination:

- Examinations are proprietary. You are prohibited from reproducing, communicating or transmitting any test content in any form for any purpose.
- No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- No guests, visitors or family members are allowed in the testing room or reception areas.

Personal Belongings

No personal items, valuables or weapons should be brought to the Test Center. Only wallets and keys are permitted. Large coats and jackets must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room.

The proctor will lock the soft locker prior to you entering the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- Watches
- Hats
- Wallets
- Keys

Once you have placed your personal belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If you bring personal items that will not fit in the soft locker, you will not be able to test.

The site will not store or be responsible for your personal belongings. If any personal items are observed or heard (such as cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

Restrictions

- The use of any writing device or scratch paper is prohibited. No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- No calculators are allowed, nor is one required for the examination.
- Eating, drinking or smoking is not permitted in the Test Center.
- You may take a break, but you will not be allowed additional time to make up for time lost during breaks.

Testing by Live Remote Online Proctoring

Candidates may log in to their account up to 30 minutes prior to the scheduled start time, but will not be connected with a proctor until their exam time. By not starting your exam within 15 minutes after your scheduled appointment time, you forfeit your examination scheduling fee or exam eligibility. Fees and exam eligibilities are non-refundable.

If you have any questions regarding your compatibility check, or if you experience issues launching your exam, you may contact our remote proctoring technical support team at (844) 267-1017. You may also initiate a chat after you close the Secure Browser Software by [clicking here](#).

Remote Online Proctoring Experience Video

A video overview of the live remote online proctoring testing process and what to expect on your test day can be viewed at <https://psi.wistia.com/medias/5kidxdd0ry>.

Identification

Candidates must provide proper identification to the remote online proctor. You must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted.

Examples of valid primary forms of identification are current: driver's license with photograph; state identification card with photograph; or passport. **NOTE:** A military identification card is not acceptable for remote online proctored exams.

The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).

If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

Online Exam Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The following security procedures apply during the remote online examination:

- You are prohibited from reproducing, communicating or transmitting any test content in any form for any purpose. This behavior will result in the disqualification of examination results, will be reported to your Licensing Authority/Sponsor and may lead to legal action.
- With the exception of your testing machine, electronic devices and recording devices of any kind (including but not limited to cell phones, pagers, cameras) are NOT permitted during the remote online proctored exam.
- You will be asked to scan the room where you are testing prior to launching your exam. If there are notes, drinks, a box of tissues or any such items on your desk, you will be asked to remove them prior to releasing the exam. Walls should be clear of any materials though art and decor are permitted.
- Other people are not allowed in the room while you are testing. Someone else entering the room and/or talking to you is considered an exam violation and may result in termination of your exam.

Restrictions

- The use of any writing device or scratch paper is prohibited during the remote online exam duration. There is a comment space available on each question screen which can be used to make notes to determine an answer to the question or to make comments about the question.
- No calculators are allowed, nor is one required for the examination.
- No questions concerning the content of the examination may be asked during the examination.
- Breaks are allowed; however, you must return within 15 minutes. You will not be allowed additional time to make up for time lost during breaks.
- No food or drink is allowed.

Misconduct

For all examination delivery modes, if you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- Create a disturbance, are abusive or otherwise uncooperative;
- Display and/or use electronic communication devices such as pagers, cellular/smart phones;
- Talk or participate in conversation with other examination candidates;
- Give or receive help or are suspected of doing so;
- Leave the Test Center or exit the camera view during the administration;
- Attempt to record examination questions or make notes;
- Attempt to take the examination for someone else;
- Are observed with personal belongings, or
- Are observed with unauthorized notes, books or other aids.

Copyrighted Examination Questions

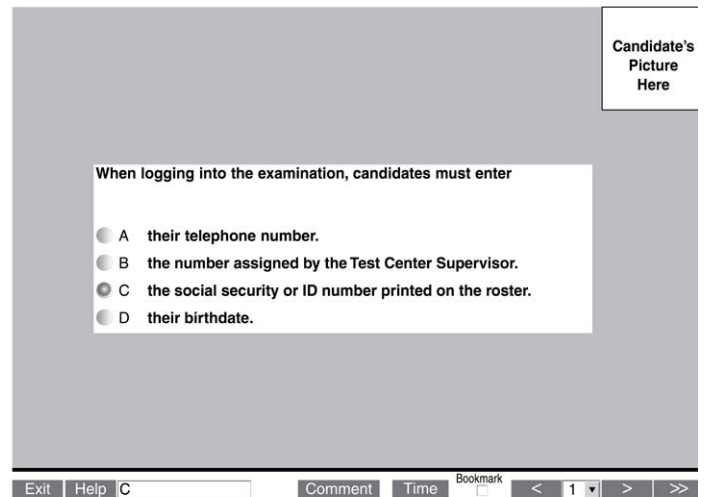
All examination questions are the copyrighted property of PRIM&R. It is forbidden to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject the candidate to disciplinary action as well as legal sanctions.

Practice Examination

Prior to attempting the timed examination, you will be given the opportunity to practice taking an examination on computer. The time you use for this practice examination is not counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

Timed Examination

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination are provided on-screen. The examination contains 250 questions. Four hours are allotted to complete the examination. The following is a sample of what the computer screen will look like when candidates are attempting the examination:



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time limit. You may click on the Time button in the lower right portion of the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The time feature may also be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. The entire examination question appears onscreen (i.e., stem and four options labeled: A, B, C, and D). Indicate your choice by either entering the letter of the option you think is correct (A, B, C, or D) or clicking on the option using the mouse. To change your answer, enter a different option by typing A, B, C, or D or clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

A question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When the examination is completed, the number of questions answered is reported.

If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to answer each question before ending the examination. **There is no penalty for guessing.**

Challenges to Examination

Candidates may question the reliability, validity, and/or fairness of examination questions. During the examination, you may make comments for any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

Additionally, candidates can formally challenge exam content by submitting their concern in writing to PRIM&R staff, who will facilitate the Council's review. The letter of challenge or complaint must be dated no later than 14 days from the date on which the complainant took the exam. The Council will not consider challenges or complaints sent after this deadline.

If the Council determines that changes are merited by an appeal and/or by its review of the relevant regulatory requirements and established regulatory guidance, then an amendment will be made to the answer key. The impact on passing scores will be assessed; if it is determined that a change would alter the outcome for an unsuccessful candidate, the Council shall either issue the certification or (if the candidate has already retaken and passed the exam) issue a refund of the examination fee. Examination material is not available for review by candidates

Report of Results

Candidates will be mailed their results in writing by PSI within four to six weeks of the close of the testing period. Scores on the major areas of the examination and on the total examination will be reported. Successful candidates will receive certificates from PRIM&R.

Reexamination

The Certification Examination for Professionals in IACUC Administration may be taken as often as desired upon filing of a new application and fee. There is no limit to the number of times the examination may be repeated.

Confidentiality

PRIM&R will release individual test scores ONLY to the individual candidate or to persons or organizations authorized by the candidate in writing to receive the score(s).

Any questions concerning test results should be referred to PSI.

Content of Examination

1. The Certification Examination for Professionals in IACUC Administration is a written examination composed of a maximum of 250 multiple-choice, objective questions with a total testing time of four (4) hours.
2. The content for the examination is described in the Body of Knowledge/Content Outline on page 10.
3. The questions for the examination are obtained from individuals with expertise in the oversight of animal care and use programs and are reviewed for construction, accuracy, and appropriateness by the CPIA Council.
4. The CPIA Council, with the advice and assistance of PSI, prepares the examination.
5. The questions for the Certification Examination for Professionals in IACUC Administration will be weighted in approximately the following manner:

I. Regulatory Foundations, Historical Development, Government Oversight, and Accreditation of Laboratory Animal Care Programs	23%
II. Program Management, Requirements, Administration, and Responsibilities: Roles and Responsibilities for institutional Animal Care and Use Programs	25%
III. IACUC Functions, Content, and Process	34%
IV. Shared Oversight Responsibilities and Ancillary Program Components	18%

CPIA Body of Knowledge/Content Outline

- I. Regulatory foundations, historical development, government oversight, and accreditation of laboratory animal care programs (23%)
 - A. Historical Development of Laboratory Animal Oversight
 - B. Agency Oversight, Documents, Regulations, and Requirements
 - a. USDA
 - b. HHS (Public Health Service/NIH)
 - c. AAALAC
 - d. DOD and VA
 - e. Other: Federal, State, Local Requirements
- II. Program Management, Requirements, Administration, and Responsibilities: Roles and Responsibilities for Institutional Animal Care and Use Programs (25%)
 - A. Institutional Official/Chief Executive Officer
 - B. IACUC
 - C. IACUC Administrator and Staff
 - D. Attending Veterinarian
 - E. Principal Investigator
 - F. Institution
- III. IACUC Functions, Content, and Process (34%)
 - A. Program Review
 - B. Facility Inspections
 - C. Reports to the Institutional Official
 - D. Review Concerns Involving the Care and Use of Animals
 - E. Make Recommendations to the Institutional Official
 - F. Protocol Review
 - G. Suspension of Activities
- IV. Shared Oversight Responsibilities and Ancillary Program Components (18%)
 - A. Training and Education
 - B. Post-Approval Monitoring
 - C. Occupational Health and Safety Programs
 - D. Disaster Planning and Emergency Preparedness
 - E. Collaborations

Sample Examination Questions

In the following questions, choose the one best answer.

1. Which of the following offers a voluntary accreditation program of institutional animal care and use programs?
 - A. PHS
 - B. USDA
 - C. OLAW
 - D. AAALAC

2. Which of the following is a required member of the IACUC?
 - A. Institutional Official
 - B. Laboratory animal technician
 - C. Individual not otherwise affiliated with the institution
 - D. Representative from a local animal advocacy organization

3. According to USDA Regulations, an IACUC may have no more than how many members from any one administrative unit?
 - A. 3
 - B. 4
 - C. 5
 - D. 6

4. Which of the following does NOT need to be maintained by the IACUC?
 - A. Copy of Assurance
 - B. Semiannual reports
 - C. Logs of laboratory records
 - D. Minutes from IACUC meetings

5. The IACUC may suspend an activity only after
 - A. a vote of a majority of the quorum present at a convened meeting.
 - B. a discussion with the Principal Investigator takes place.
 - C. the Institutional Official has been notified in writing of the event.
 - D. all fact finding of the event has been conducted and documented.

6. Training and instruction of personnel must include guidance in which of the following areas?
 - A. Effective writing of animal use proposals
 - B. Proper use of personal protective equipment
 - C. Appropriate communication with animal activist groups
 - D. Research or testing methods that limit the use of animals

CORRECT ANSWERS TO SAMPLE QUESTIONS:

1. D, 2. C, 3. A, 4. C, 5. A, 6. D

Key References and Study Resources

The key references and study aids listed below may assist in preparing for the Certification Examination for Professionals in IACUC Administration. These references and resources include information of significance to IACUC administrators and animal research protection programs. Inclusion of references on this list does not constitute an endorsement by the CPIA Council or PRIM&R of specific professional literature which, if used, would guarantee candidates' successful passing of the certification examination.

These publications are listed as general resources that include information relevant to the Body of Knowledge/Content Outline required for this certification. In preparing for the Exam, applicants should focus on those sections of these materials that relate to IACUC administration and the Body of Knowledge/Content Outline in this handbook.

Depending on your browser settings, some of these items might download to your downloads folder, instead of bringing you to a webpage.

KEY REFERENCES

AAALAC International

- [AAALAC FAQs](#)
- [AAALAC Position Statements](#)

American Association for Laboratory Animal Science (AALAS)

- [The 50 Years of Laboratory Animal Science](#)
- [The History of the Animal Welfare Act](#)
- [The History of the Public Health Service Policy on the Humane Care and Use of Laboratory Animals](#)

ARENA/OLAW Institutional Animal Care and Use Committee Guidebook, 2nd Edition 2002.

AVMA Guidelines for the Euthanasia of Animals: 2020 Edition.

The Care and Use of Laboratory Animals in DOD Programs. February 16, 2005.

Department of Defense Instruction 3216.01: Use of Animals in DOD Conducted and Supported Research and Training. March 20, 2019.

Department of Veterans Affairs. Handbook 1200.07, Use of Animals in Research. November 23, 2011.

Guide for the Care and Use of Agricultural Animals in Research and Teaching. Federation of Animal Science Societies, Third Edition, January 2010.

Guide for the Care and Use of Laboratory Animals. National Research Council, 2011.

Nuremberg Code.

National Institutes of Health Office of Laboratory Animal Welfare (NIH OLAW)

- FAQs
- Guidance Notices
- Articles By OLAW Staff and References
- Commentary

Public Health Service Policy on Humane Care and Use of Laboratory Animals

- Health Research Extension Act of 1985
- Policy on Humane Care and Use of Laboratory Animals

- US Government Principles for the Utilization and Care of Vertebrate Animals Used in Teaching, Research, and Training

US Department of Agriculture Animal and Plant Health Inspection Service (USDA APHIS)

- Animal Welfare Act
- Animal Welfare Inspection Guide
- Animal Welfare Regulations
- Licensing and Registration under the Animal Welfare Act: Guidelines for Dealers, Exhibitors, Transporters, and Researchers
- Publications and Reports

STUDY AIDS and RESOURCES

American Association for Laboratory Animal Science (AALAS) Learning Library, Compliance and IACUC Training Modules

Collaborative Institutional Training Initiative (CITI) Program
Some of these modules are restricted to institutional subscribers.

Occupational Health and Safety in the Care and Use of Research Animals. National Research Council, National Academy of Sciences. 1997.

American College of Laboratory Animal Medicine Position Statement on Adequate Veterinary Care. December 8, 2016.

RESEARCH OVERSIGHT ACRONYMS

Below is a list of common research oversight-related acronyms that you may encounter in your day-to-day work, or when preparing for the CPIA examination.

3Rs	Replacement, Reduction, and Refinement
AAHRPP	Association for the Accreditation of Human Research Protection Programs, Inc.
AE	Adverse Event
APHIS, AC	Animal and Plant Health Inspection Service, Animal Care (USDA)
AV	Attending Veterinarian
AVMA	American Veterinary Medical Association
AWA	Animal Welfare Act
AWAR/AWR	Animal Welfare Act Regulations

AWIC	Animal Welfare Information Center (USDA)
CDC	Centers for Disease Control and Prevention
CEO	Chief Executive Officer
CER	Comparative Effectiveness Research
CFR	Code of Federal Regulations
CIOMS	Council for International Organizations of Medical Sciences
COC	Certificate of Confidentiality
COI	Conflict of Interest
DEA	Drug Enforcement Agency
DHHS	Department of Health and Human Services
DMC	Data Monitoring Committee
DMR	Designated Member Review
DOD	Department of Defense

DOEd	Department of Education	NDA	New Drug Application
DOJ	Department of Justice	NHP	Nonhuman Primate
DSMB	Data Safety Monitoring Board	NIH	National Institutes of Health
DSMP	Data Safety Monitoring Plan	NSF	National Science Foundation
EPA	Environmental Protection Agency	NSR	Non-Significant Risk
ESCRO	Embryonic Stem Cell Research Oversight Committee	OEHS	Occupational and Environmental Health and Safety
FCR	Full Committee Review	OHRP	Office of Human Research Protections
FDA	Food and Drug Administration	OIG	Office of Inspector General
FERPA	Family Educational Rights and Privacy Act	OLAW	Office of Laboratory Animal Welfare (NIH)
FFP	Fabrication, Falsification, and Plagiarism	ORI	Office of Research Integrity
FOIA	Freedom of Information Act	OSHA	Occupational Safety and Health Administration
FWA	Federalwide Assurance	PAM	Post-Approval Monitoring
GCP	Good Clinical Practice	PCOR	Patient-Centered Outcomes Research
GINA	Genetic Information Nondiscrimination Act	PHI	Protected Health Information
GLP	Good Laboratory Practice	PHS	Public Health Service
GWAS	Genome-Wide Association Studies	PI	Principal Investigator
HDE	Humanitarian Device Exemption	PPRA	Protection of Pupil Rights Amendment
HHS	Department of Health and Human Services	QA	Quality Assurance
HIPAA	Health Insurance Portability and Accountability Act	QI	Quality Improvement
HPA	Horse Protection Act	QRP	Questionable Research Practices
HRPP	Human Research Protections Program	RCR	Responsible Conduct of Research
HUD	Humanitarian Use Device	RIO	Research Integrity Officer
IACUC	Institutional Animal Care and Use Committee	RM	Research Misconduct
IBC	Institutional Biosafety Committee	SACHRP	Secretary's Advisory Committee on Human Research Protections
ICF	Individual Consent Form/Informed Consent Form	SAE	Serious Adverse Event
ICH	International Conference on Harmonisation	SBER	Social, Behavioral, and Educational Research
IDE	Investigational Device Exemption	SOP	Standard Operating Procedure
ILAR	Institute for Laboratory Animal Research	SR	Significant Risk
IND	Investigational New Drug	USDA	United States Department of Agriculture
IO	Institutional Official	VA	Department of Veterans Affairs
IRB	Institutional Review Board	VMO	Veterinary Medical Officer
IVD	In Vitro Diagnostics	VVC	Veterinary Verification and Consultation
LAR	Legally Authorized Representative	WHO	World Health Organization
NCI	National Cancer Institute		



Certified Professionals in IACUC Administration (CPIA®) CPIA
EXAMINATION APPLICATION

You must complete all sections of this form. Please include credit card information or enclose a company check, cashier's check or money order payable to PSI Services Inc. for the appropriate amount. Mail the application and fee to:

CPIA Examination, PSI, 18000 W. 105th St., Olathe, KS 66061-7543.
For further information, call Candidate Services at 833-518-7455.

PERSONAL INFORMATION (please print using black or blue ink)

Name: _____
 (Last, First, Middle)

Date of Birth: _____

Daytime Telephone Number: _____ Evening Telephone Number: _____

Email Address: _____

Street Address: _____

City: _____ State: _____

Zip Code/Postal Code: _____ Country: _____

ELIGIBILITY REQUIREMENTS

Please indicate which of the following eligibility requirements qualifies you for the examination:

- Bachelor's degree plus two (2) years of relevant IACUC experience, completed on or before the first choice of the chosen testing period, within the past seven years
- Four (4) years of relevant IACUC experience, completed on or before the first choice of the chosen testing period, within the past seven years

EXAMINATION INFORMATION

I am including a Special Accommodations Request:

- No
- Yes (Complete the form included in this handbook.)

I am a:

- New Applicant
- Reapplicant
- Recertifier

ENCLOSED DOCUMENTATION

- Résumé or CV showing relevant IACUC experience
- CPIA Exam Work Experience Verification Supplemental Form

MEMBERSHIP STATUS

If you are a current member of PRIM&R, you are eligible for the reduced CPIA Examination fee. Please provide your membership number below.

Membership Number: _____

EXAMINATION FEE

Payment may be made by credit card, company check, cashier's check or money order payable to PSI Services Inc.

Candidates testing within the United States

- Member of PRIM&R \$350
- Non-Member. \$475

Candidates testing in U.S.-territory or international Test Center

- Member of PRIM&R \$460
- Non-Member. \$585

If payment is made by credit card, complete the following;

- VISA MasterCard
- Discover American Express

I agree to pay the amount indicated according to card issuer agreement.

 Credit Card Number

 Expiration Date

 Name on Card

 Signature

DEMOGRAPHIC QUESTIONS

1. Which of the following best describes your certification status?
 - I have never been CPIA certified.
 - I am currently CPIA certified and am applying for recertification.
 - I was previously certified but my certification has lapsed, and I am applying for reinstatement.
2. What percent of your working time is currently spent on IACUC activities?
 - Less than half of my time
 - More than half of my time
 - All of my time is spent on IACUC activities.
3. What is your primary role on IACUC activities?
 - IACUC Staff/Administrator/Manager
 - IACUC Chair with IACUC administrative responsibility
 - Other
4. How many years of experience do you have in IACUC activities?
 - 2 years
 - 3 – 4 years
 - 5 years
 - 6 – 10 years
 - More than 10 years
5. Which of the following is your primary employer?
 - Academic - Nonmedical
 - Academic - Medical
 - Biotechnology Company/Device Manufacturer
 - Clinic/Hospital
 - Contract Research Organization/Site Management Organization
 - Government (Federal, State, Local)
 - Industrial/Corporate
 - Research Institute/Foundation
 - VA/Military Medical
 - Other
6. What is the highest academic level you have achieved?
 - High school or equivalent
 - Some college
 - Associate’s degree
 - Bachelor’s degree
 - Master’s degree
 - Doctoral degree
 - DVM/VMD
7. What is the number of full-time or equivalent people in your office supporting IACUC activities?
 - Less than 1.0
 - 1.0 – 2.9
 - 3 – 4.9
 - 5.0 – 9.9
 - More than 10
8. My institution is: *(Check all that apply)*
 - AAALAC accredited
 - PHS-assured
 - USDA-registered
 - DOD-funded
 - VA-funded
 - None of the above
9. Which of the following are your job functions? *(Check all that apply)*
 - Manage the workflow for the IACUC protocol review process, from submission to approval, or communicate the IACUC’s review of the protocol
 - Manage the facility inspection and program review processes
 - Develop, manage, and/or implement IACUC policies, procedures, and guidelines
 - Direct the preparation of and/or prepare regulatory/accreditation documents (e.g., AAALAC, DOD, OLAW/PHS, USDA, VA)
 - Manage the continuing IACUC oversight of animal activities and the investigation of animal welfare concerns and/or noncompliance
 - Provide administrative support for IACUC committee functions
 - Develop and/or manage training programs regarding IACUC functions and animal care and use regulations/guidance
10. Where did you hear about the CPIA Program?
 - PRIM&R Conference/Newsletter
 - Job Requirement
 - Colleague
 - Other
11. Are you a member of PRIM&R? *(Membership is not required for eligibility)*
 - Yes
 - No
12. What is your ethnicity? *(optional information that will be used only for statistical summaries)*
 - American Indian or Alaska Native (including all Original Peoples of the Americas)
 - Asian (including Indian subcontinent and Philippines)
 - Black or African American (including Africa and Caribbean)
 - Native Hawaiian or Other Pacific Islander (Original Peoples)
 - White (including Middle East)
 - Hispanic/Latino (including Spain)
 - I prefer not to say.
 - Other
13. What is your age range? *(optional information that will be used only for statistical summaries)*
 - 19 – 24
 - 25 – 34
 - 35 – 44
 - 45 – 54
 - 55 – 65
 - 65 or older
 - I prefer not to say.
14. What is your gender? *(optional information that will be used only for statistical summaries)*
 - Female
 - Male
 - Transgender
 - Self-Identify _____
 - I prefer not to say.

SIGNATURE

I certify that I meet eligibility requirements for certification as a Certified Professional in IACUC Administration, as outlined in the CPIA Handbook. My IACUC experience has been substantial and ongoing, as described in the CPIA Handbook. I have not had any disciplinary action taken against my professional license or certification which I currently hold or have held in the past. I have read and agree to abide by the Code of Ethics, as outlined in the CPIA Handbook. All information provided in support of this application is current, accurate and complete.

I understand that any falsification of facts in the application, violation of testing procedures or violation of the CPIA Code of Ethics may lead to revocation of CPIA certification or may bar me from applying for such certification.

Names and contact information of all successful candidates will be provided to PRIM&R.

By signing and dating below, I certify to all of the above statements.

Sign and date in ink.

Name (Please Print): _____

Signature: _____ Date: _____



CPIA® Examination Work Experience Verification Supplemental Form

This form is to be completed by the applicant, and included with their CPIA Exam Application and CV/resumé.

Candidate Name _____

Job Title _____

Organization _____

Start Date _____ End Date _____

Percentage of work time dedicated to IACUC administration duties _____

Please check the IACUC administration-related duties for which you are responsible, and include the corresponding information in the spaces below, or on a separate sheet of paper.

Describe how you manage the workflow for the IACUC protocol review process, from submission to approval, or communicate the IACUC’s review of the protocol

Describe how you manage the facility inspection and program review processes

Describe your responsibility in the development, management, and implementation of IACUC policies, procedures, and guidelines

Describe your responsibilities with regard to the regulatory/accreditation processes (e.g., AAALAC, DOD, OLAW/PHS, USDA, VA)

Describe your role in the management of continuing IACUC oversight of animal activities and the investigation of animal welfare concerns and/or noncompliance

If your eligible experience is from more than one position, please fill out separate forms for each job.

Describe your responsibilities in providing administrative support for IACUC committee functions

Describe your role in the development and management of training programs regarding IACUC functions and animal care and use regulations/guidelines

I certify that I meet the eligibility requirements to take the examination for certification as a Certified Professional in IACUC Administration. My IACUC experience does not primarily consist of participation as an IACUC member, as an attending veterinarian, or as an institutional official. I also certify that I have read the CPIA Handbook for Candidates and that the information I have given in this application is in accordance with the Handbook instructions, and is accurate, correct and complete.

Candidate Name (Print): _____

Candidate Signature: _____

Date: _____

Approval of Work Experience

By signing, I certify that I have reviewed the application, and to the best of my knowledge, the listed experience is correct and complete.

Please select one:

I am a direct supervisor

I am a human resources employee

I am a CPIA sponsor

Name (Print): _____

Signature: _____

Organization: _____

Date: _____



Request for Special Examination Accommodations

If you have a disability covered by the Americans with Disabilities Act, **please complete this information and provide the Documentation of Disability-Related Needs on the next page with your application at least 45 days prior to your requested examination date.** The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Candidate ID # _____ Requested Test Center: _____

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City State Zip Code

Daytime Telephone Number Email Address

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

- Reader
- Extended testing time (time and a half)
- Reduced distraction environment
- Please specify below if other special accommodations are needed.

Comments: _____

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with PSI staff my records and history as they relate to the requested accommodation.

Signature: _____ Date: _____

Return this form with your examination application and fee to:

PSI, 18000 W. 105th St., Olathe, KS 66061-7543

or submit your accommodations request online at

https://psi-cdexp.zendesk.com/hc/en-us/requests/new?ticket_form_id=360000150872

If you have questions, call Candidate Services at 800-367-1565 ext. 6750.



Documentation of Disability-Related Needs

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that PSI is able to provide the required accommodations.

Professional Documentation

I have known _____ since ____ / ____ / ____ in my capacity as a
Candidate Name Date

My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the Request for Special Examination Accommodations form.

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Date: _____ License # (if applicable): _____

Return this form with your examination application and fee to:

PSI, 18000 W. 105th St., Olathe, KS 66061-7543

or attach this form to your online request at

https://psi-cdexp.zendesk.com/hc/en-us/requests/new?ticket_form_id=360000150872

If you have questions, call Candidate Services at 800-367-1565 ext. 6750.



PRIM&R CPIA Transfer Request Form

The transfer process allows you to pay the fee of \$150 to transfer to the next CPIA testing period. The transfer request must be submitted within 30 days of the originally scheduled testing date.

Directions: To transfer to the next CPIA testing period, please fill out and submit this form along with the \$150 fee payable only by credit card to PSI, 18000 W 105th St., Olathe, KS 66061 or fax the form to 913-895-4650.

Candidate Identification Number _____

First Name	MI	Last Name	Other Name Used
------------	----	-----------	-----------------

Street Address or P.O. Box

City	State	Zip Code	Country
------	-------	----------	---------

Home Phone	Work Phone	Cell Phone
------------	------------	------------

Email Address

Fee: \$150

Payment Method: Please provide credit card information.

VISA
 MasterCard
 American Express
 Discover

Credit Card Account Number	Expiration Date (Month/Year)
----------------------------	------------------------------

I agree to pay the above amount according to card issuer agreement.

Signature	Date
-----------	------