

# CMAR APPLICATION FORM

## Instructions

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.

**Step 1:** Complete the work experience portion of this form. You must meet one of the following criteria:

- Candidates with a bachelor's degree must have at least 5 years (9,750 hours) of work experience in the laboratory animal field. At least 3 years of that work experience must be in a managerial capacity.
- Candidates with an associate's degree must have at least 8 years (15,600 hours) of work experience in the laboratory animal field. At least 3 years of that work experience must be in a managerial capacity.
- Candidates with a high school diploma or GED must have at least 10 years (19,500 hours) of work experience in the laboratory animal field. At least 3 years of that work experience must be in a managerial capacity.

**Step 2:** Complete the educational background portion of this form and include a copy of diplomas and/or transcripts.

**Step 3:** Have your current and previous employers complete a Work Experience Verification Form for you. Completed forms must be submitted with your CMAR application.

**Step 4:** Complete the Assurances section. Read each statement, then sign and date the line below.

**Step 5:** Attach payment by check or fill in all charge card information.

**Step 6:** Register and take the Animal Resources Exam within the next 15 months.

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)

Exact name as you wish it to appear on certificate *(please print)*

\_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_ (City) (State) (Zip)

Country \_\_\_\_\_

Home phone \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_

Business address \_\_\_\_\_

\_\_\_\_\_ (City) (State) (Zip)

Business phone \_\_\_\_\_

Business fax \_\_\_\_\_

Business email \_\_\_\_\_

**Preferred Mailing Address:**  Home  Work

## Request Notification Letter

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

Dr.  Mr.  Mrs.  Ms. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Notify by  E-mail E-mail address: \_\_\_\_\_

Letter Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Education

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

Are you 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](http://www.aalas.org); click on Certification, then Management Certification. Eligibility for the Animal Resource Exam is based upon your work experience and your educational background.

Conference/Meeting title \_\_\_\_\_

Date \_\_\_\_\_

**Laboratory Animal Experience**

Complete a Work Experience Verification Form for each employment you list in this section. Attach additional sheets as needed to list additional institutions. 1,950 hours of experience (average of 37.5 hours a week) equates to one year of work experience.

= Total Years

**Laboratory Animal Resources Experience**

■ Institution name \_\_\_\_\_ *Start date mo/yr* *End date mo/yr*  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Position/job duties (be specific) \_\_\_\_\_  
 \_\_\_\_\_

■ Institution name \_\_\_\_\_ *Start date mo/yr* *End date mo/yr*  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Position/job duties (be specific) \_\_\_\_\_  
 \_\_\_\_\_

**Managerial Experience**

The definition of a managerial experience, with regards to the CMAR program, is experience that relates to planning, organizing, leading and controlling human or organizational resources to achieve organizational goals.

= Total

■ Institution name \_\_\_\_\_ *Start date mo/yr* *End date mo/yr*  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Position/job duties (be specific) \_\_\_\_\_  
 \_\_\_\_\_

■ Institution name \_\_\_\_\_ *Start date mo/yr* *End date mo/yr*  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Position/job duties (be specific) \_\_\_\_\_  
 \_\_\_\_\_

**Work Experience Verification**

The Work Experience Verification Form is used to document your experience reflected on the CMAR Application Form. Send a copy of this page to each person who will verify your work experience. Submit completed Work Experience Verification form(s) with your CMAR application.

**Individual verifying work experience**

Name \_\_\_\_\_ Position \_\_\_\_\_  
 Institution \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Applicant**

Name \_\_\_\_\_ Position \_\_\_\_\_  
 Institution \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**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.

- 1) The applicant is/was employed at \_\_\_\_\_ for \_\_\_\_\_ years from \_\_\_\_\_ to \_\_\_\_\_.  
(company/organization) (mo/yr) (mo/yr)
- 2) Position \_\_\_\_\_
- 3) Location (site) \_\_\_\_\_
- 4) Job Function; Duties; Responsibilities (be specific) \_\_\_\_\_  
 \_\_\_\_\_
- 5) Please estimate percentage of time spent on managerial duties. (The definition of a managerial experience, with regards to the CMAR program, is experience that relates to planning, organizing, leading and controlling human or organizational resources to achieve organizational goals.)  
 \_\_\_\_\_
- 6) Additional Comments \_\_\_\_\_  
 \_\_\_\_\_
- 7) Signature of individual verifying work experience \_\_\_\_\_

**Please return this form by fax or mail to the candidate.** (Candidate: Please fill in your return address below)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Fax: \_\_\_\_\_

