

Tips for Diplomates Completing Recertification Records

October 2009

Professional Development/Continuing Education

- Maximum Hours for the major Laboratory Animal Medicine focused meetings are generally accepted as:

ACLAM Forum	2009	16 hours
	2008	14 hours
	2007	16 hours
	2006	16 hours
	2005	16 hours
	2004	15 hours
	2003	14 hours

APV All Years 20 hours*

AALAS All Years 32 hours*

AVMA All years Portions of the program attended which are laboratory animal medicine related.

- Institutional seminar series are more appropriately defined as coursework, rather than meetings, as the seminars generally lack the broader participation and subject material of a meeting.
- Coursework given credit for ACLAM continuing education is defined as postgraduate or equivalent formal coursework in a subject that enhances the Diplomate's direct or ancillary knowledge in laboratory animal medicine. Examples include resource management, regulatory courses, pathology, medicine, physiology, genetics, etc. While valuable learning experiences, coursework in subjects such as accounting and law may not be accepted without additional explanation.
- When requesting credit for study of ACLAM approved continuing education materials, include the name of the specific journal or material, and the date of the activity. A list of recognized journals may be found at the ACLAM website (www.aclam.org).

Scholarly Activity

- Book reviews and letters to the editor are not considered publications, as they generally do not encompass the degree of preparation and review involved in journal or textbook publications. They can be considered service work, however.
- Teaching credits are limited to actual contact time with a student or students in formal courses.

- Failure to include all of the requested information may result in denial of credit requests

Service Activity

- Routine job responsibilities, including membership duties on an IACUC as an affiliated member, are not considered service.
- Service credits for AAALAC site visits and Council on Accreditation meetings are limited to 8 hours per day, and for the actual dates of the visit or meeting. Dates for each should be included to support the request.

General

- Round up when calculating a partial hour of service or meeting attendance.
- Check for math errors.
- Check again for math errors.
- If more than one “Record of Recertification Credits” form is submitted in a given year, the total number of credits that will be verified and approved for each Diplomat will be limited to the maximum allowed per category (i.e., 400 credits for “professional Development/Continuing Education”, 300 credits for “Scholarly Activities”, 200 credits for “Service Activities”) and/or 400 total credits.

* Hours for national AALAS and APV are based on typical program schedules/maximum participation.