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IACLAM Associate Membership – Guidance to Applicant Colleges

Introduction

One of IACLAM's goals 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 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 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.

Except where the following criteria contravene with those required by their national or multinational parent organization, associate member colleges will be expected to actively pursue a program leading to full membership. Such a program should include the following:

- The associate member college must create an organizing committee (or council or board, etc.) which includes officers.
- The associate member college must develop a constitution and/or by-laws that defines its purpose and outlines its operation.
- The associate member college must create 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.
- The associate member college must develop a detailed description of how their 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, associate member colleges should describe the differences and the rationale for them.
- The associate member college must generate 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.
- The associate member college must 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.
- The associate member college must 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.

Application for Associate Membership

A college which wishes to be considered for associate membership should, in the first place, contact the Secretary of the Board of IACLAM (see IACLAM website www.iaclam.org). IACLAM will provide an associate member application package to colleges seeking membership.

During the application process, colleges will be required to indicate in general terms how they intend to cover the aforementioned criteria required for full membership of IACLAM. This will include how the initial officers aim to perform their duties, how training programs will be established, and how examinations will be prepared, administered and monitored. Suitability for associate membership will be judged based upon such plans to deliver the criteria.

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). To assist each associate member college in its preparation for full membership, IACLAM will appoint a Board member to advise the college and to act as a liaison with the Board.

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.

Upon completion of all the listed criteria, an associate member college may apply to the IACLAM Board for full membership.

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 (normally assessed at 50 percent of full membership dues).