PRIM&R
PUBLIC RESPONSIBILITY IN MEDICINE AND RESEARCH

CPIA
CERTIFIED PROFESSIONAL IN IACUC ADMINISTRATION

Certification Examination for Professionals in IACUC Administration

Candidate Handbook

Continuous Testing is available

Contents

Code of Ethics for Certified Professionals in IACUC Administration 1
Administration 1
Certification 1
Purposes of Certification 2
Eligibility Requirements 2
Attainment of Certification and Recertification 2
Revocation of Certification 3
APPLICATION PROCEDURE
- Application Procedure 3
- Appeal of Eligibility Determination 3
- Fees 4
- Scheduling Your Examination Appointment 4
- Test Center Administration 4
- Requests for International Test Centers (Outside United States) 4
- Live Remote Online Proctoring 5
- Special Arrangements for Candidates with Disabilities 5
- Examination Appointment Changes 5
- Eligibility Extension Request 5
- Inclement Weather/Power Failure/Other Emergency 6

TESTING AT A PSI TEST CENTER
- Test Center Experience Video 6
- Identification 6
- Test Center Exam Security 6
- Personal Belongings 6
- Restrictions 7

TESTING BY LIVE REMOTE ONLINE PROCTORING
- Remote Online Proctoring Experience Video 7
- Identification 7
- Online Exam Security 7
- Restrictions 7

Misconduct 8
Copyrighted Examination Questions 8
Practice Examination 8
Timed Examination 8
Challenges to Examination 9
Report of Results 9
Reexamination 9
Confidentiality 9
CONTENT OF EXAMINATION
- CPIA Body of Knowledge/Content Outline 10
- Sample Examination Questions 11
- Key References and Study Resources 12

WORK EXPERIENCE VERIFICATION SUPPLEMENTAL FORM 16
REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS FORM 20
DOCUMENTATION OF DISABILITY-RELATED NEEDS FORM 21

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.

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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: https://test-takers.psiexams.com/primr

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:

- Two (2) 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 send a CPIA exam application (with link to https://test-takers.psiexams.com/primr/test/AAGYZZMX) including a work verification form and a CV that details IACUC administration-related responsibilities 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.

A person who currently holds certification and takes the examination but does not pass will be able to reapply for the examination again after 90 days. Candidates will remain certified through the end of their six month grace period. If a candidate is unable to pass the exam before the end of the grace period they will lose their certification and will have to pass the exam before the credential can be reissued. Credential holders should be aware that those who are eligible to recertify by continuing education but choose to take the examination instead must pass the exam before recertification is achieved.

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. Go to test-takers.psiexams.com/primr.

   Sign in or create an account,
   Click on View Available Tests,
   Select the test that you would like to take,
   Click the Apply Now button,
   Complete the fields in the application. If you need to save your progress to return later, there is an option to Save Application at the bottom of the page. When finished, click the Submit Application button.
   You do not have to pay at the time of application.

   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 https://test-takers.psiexams.com/primr. 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 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.

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

Exam fees for the Certification Examination for IRB Professionals Testing within the United States: $425

Testing in U.S.-territory or international Test Centers*: $535

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

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.Sign in using the same email and password that you created when applying to access your account. You will be able to view available tests, select the test for which you are eligible, and schedule.
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 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 https://test-takers.psiexams.com/primr. 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 https://test-takers.psiexams.com/primr. 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.

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. It is recommended that candidates use hard-wired internet connections (ethernet cord) when taking their exams. The secure browser does not give PSI remote access to candidates' computers; instead, candidates download a secure, lock-down browser that, when taking their exam, 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. Candidates are monitored throughout the duration of the examination in real-time by human exam administrators.

It is mandatory for candidates to run a Tutorial Test before exam day. The Tutorial Test ensures that a candidate's system is fully compatible with the exam software and will alert to anything that is incompatible. Candidates will find their unique link to the Tutorial Test in the exam appointment scheduling confirmation email from PSI. Candidates only have three total attempts at running the tutorial so if the computer is found to be incompatible, save an attempt to try on another computer. The Tutorial Test expires 2.5 hours before the scheduled exam so this must be done in advance of exam day.

Additionally, candidates may perform an online proctoring compatibility check at any time to see whether their computer's webcam, microphone, and internet bandwidth are compatible with the online exam at https://syscheck.bridge.psiexams.com/. Candidates must use the Google Chrome Browser to access the compatibility check. Please note an additional compatibility check would need to be made after any type of systems update (i.e. software, server, firewall, webcam, etc.) as that may impact compatibility. Please note that this online proctoring compatibility check does not take the place of the required Tutorial Test.

Virtual Private Networks (VPNs) must be disconnected. We recommend candidates use a computer that does not have a VPN installed; even when disabled, the VPN might prevent the exam package from downloading or interrupt the connection to the testing platform when taking the exam. Candidates must use a personal computer. Employer-issued computers often have incompatible programs and require administrator privileges. If a candidate attempts to launch the exam using a work computer, it is possible that their network's VPN, security, or firewall settings will prevent them from downloading the exam package or interrupt the connection to the exam platform while taking the test. Please review PSI's online proctoring guide and system requirements to get familiarized with the technical requirements.

If a candidate's computer is unable to meet all of these requirements, they will need to take the exam at a test center. Please note that if a candidate attempts to launch the exam with an incompatible system, the candidate will be unable to begin the exam and will have to pay another exam fee to schedule a new appointment. In some cases, candidates may have to go through the application process again if the candidate has reached the end of your eligibility window.

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 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

Eligibility Extension Request

Candidates who cannot take the examination as scheduled and are unable to reschedule to another date within their eligibility window may request a 90-day extension. Candidates can submit the 90-day extension request in their PSI profile. This request must be made at least 2 business days in advance of the scheduled examination date. The candidate's originally scheduled date will automatically cancel once the extension request is complete. Candidates will pay an extension fee of $150 at the time of making the request. Please note that the extension fee is based on cost and is not punitive.

The eligibility extension can only be requested one time. 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 extend 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.psionline.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
- Wallets
- Hats
- 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

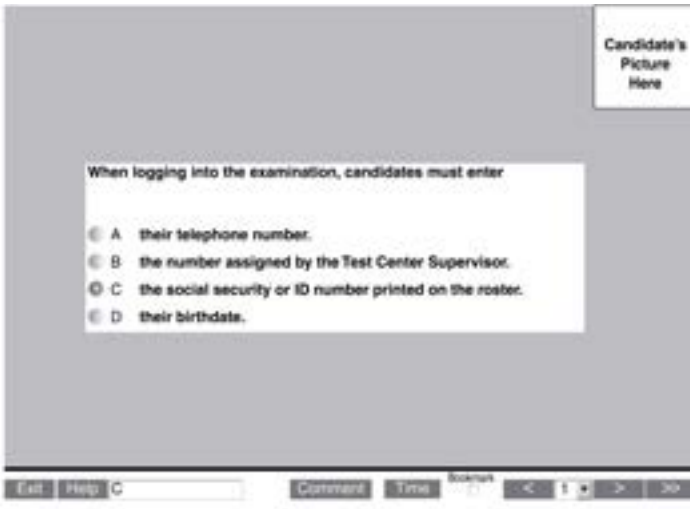
All examination questions are the copyrighted property of PRIM&R. It is forbidden to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject the candidate to disciplinary action as well as legal sanctions.

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 135 questions. Three 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 receive their score reports by email within an hour of testing.

Reexamination

The Certification Examination for Professionals in IACUC Administration may be taken as often as desired upon filing of a new application and fee. Unsuccessful candidates must wait 90 days before re-taking their exams. 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.

CPIA Body of Knowledge/Content Outline

Content of Examination

1. The Certification Examination for Professionals in IACUC Administration is a written examination composed of a maximum of 135 multiple-choice, objective questions with a total testing time of three hours. Of the 135 total questions, 120 of these are scored; 15 questions are pre-test items that will not be scored. Candidates will not know which questions are scored and which are unscored.
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	27%
III.	IACUC Functions, Content, and Process	32%
IV.	Shared Oversight Responsibilities and Ancillary Program Components	18%

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 (27%)
   - 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 (32%)
   - 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

PRIM&R PUBLIC RESPONSIBILITY IN MEDICINE AND RESEARCH

CPIA CERTIFIED PROFESSIONAL IN IACUC ADMINISTRATION

CPIA® Exam Key References and 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 and the Body of Knowledge/Content Outline required for this certification. For your convenience, web links to these items can be found below. Depending on your browser settings, some of these documents 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 Animals in DOD Research. September 1, 2022.
- Department of Defense Instruction: Use of Animals in DOD Programs. September 13, 2010; amended March 19, 2019.
- Department of Veterans Affairs. Handbook 1200.07, Use of Animals in Research. May 23, 2023.
  - Guidance for VHA Directive 1200.07 VA Research with Animals. May 2023.
- Guide for the Care and Use of Agricultural Animals in Research and Teaching. Federation of Animal Science Societies, Fourth Edition, 2020.
- 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

Last Updated: May 6, 2025

- ▲ 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 and 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

- ▲ AALAS Learning Library, Compliance & IACUC Training Modules

- ▲ Collaborative Institutional Training Initiative (CITI) Program. Animal Care and Use Modules
  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.

- ▲ The IACUC Handbook (3rd Edition). CRC Press. 2014.
  This resource is not freely available.

Common Research Oversight-Related 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.
AALAS	American Association for Laboratory Animal Science
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
DOJ	Department of Justice
DSMB	Data Safety Monitoring Board
DSMP	Data Safety Monitoring Plan
EPA	Environmental Protection Agency
ESCRO	Embryonic Stem Cell Research Oversight Committee
FBR	Full Board Review
FCR	Full Committee Review
FDA	Food and Drug Administration
FDP	Federal Demonstration Partnership
FERPA	Family Educational Rights and Privacy Act
FFP	Fabrication, Falsification, and Plagiarism
FOIA	Freedom of Information Act
FWA	Federalwide Assurance
GCP	Good Clinical Practice
GDPR	General Data Protection Regulation
GINA	Genetic Information Nondiscrimination Act
GLP	Good Laboratory Practice
GWAS	Genome-Wide Association Studies
HDE	Humanitarian Device Exemption
HHS	Department of Health and Human Services
HIPAA	Health Insurance Portability and Accountability Act
HPA	Horse Protection Act
HRPP	Human Research Protections Program
HUD	Humanitarian Use Device
IACUC	Institutional Animal Care and Use Committee
IBC	Institutional Biosafety Committee
ICF	Individual Consent Form/Informed Consent Form
ICH	International Conference on Harmonisation
IDE	Investigational Device Exemption
ILAR	Institute for Laboratory Animal Research
IND	Investigational New Drug
IO	Institutional Official
IRB	Institutional Review Board
IVD	In Vitro Diagnostics
LAR	Legally Authorized Representative
MOU	Memorandum of Understanding
NCI	National Cancer Institute
NDA	New Drug Application
NHP	Nonhuman Primate
NIH	National Institutes of Health

NSF	National Science Foundation
NSR	Non-Significant Risk
OCR	Office for Civil Rights
OEHS	Occupational and Environmental Health and Safety
OHRP	Office of Human Research Protections (HHS)
OIG	Office of Inspector General
OLAW	Office of Laboratory Animal Welfare (NIH)
ORI	Office of Research Integrity
OSHA	Occupational Safety and Health Administration
PAM	Post-Approval Monitoring
PCOR	Patient-Centered Outcomes Research
PHI	Protected Health Information
PHS	Public Health Service
PI	Principal Investigator
PPRA	Protection of Pupil Rights Amendment
QA	Quality Assurance
QI	Quality Improvement
QRP	Questionable Research Practices
RCR	Responsible Conduct of Research
RIO	Research Integrity Officer
RM	Research Misconduct
SACHRP	Secretary's Advisory Committee on Human Research Protections
SAE	Serious Adverse Event
SBER	Social, Behavioral, and Educational Research
SOP	Standard Operating Procedure
SR	Significant Risk
USDA	United States Department of Agriculture
VA	Department of Veterans Affairs
VMO	Veterinary Medical Officer
VVC	Veterinary Verification and Consultation
WHO	World Health Organization

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CPIA
CERTIFIED PROFESSIONAL IN IACUC ADMINISTRATION

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/resume

Candidate Name _____

Job Title _____

Organization _____

Start Date _____ End Date _____

Percentage of work time dedicated to IACUC administration duties _____ %

Please describe the IACUC administration-related duties for which you are responsible: (Not all duties need to be described)

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.

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

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CPIA® Examination Work Experience Verification Supplemental Form

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

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)

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

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CPIA® Examination Work Experience Verification Supplemental Form

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

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

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CPIA
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CPIA® Examination Work Experience Verification Supplemental Form

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: _____

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

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.