I Training Program

1. On behalf of the Animal Use Subcommittee, herein referred to as the ACC - the ACVS Research Education Team or other ACC-approved animal trainers will:
   
   1.1 Develop appropriate training programs with reference to CCAC requirements;
   
   1.2 Assess the training requirements of all personnel at the University and its affiliated institutions that have been added to the Personnel Training Requirements section within Animal Use Protocol, and Protocol Modification forms, and those associated with animal care and use as employees of the University and its affiliates;
      
   1.2.1 Where problems of animal care and use occur, the ACC may require further individual training before animal work may resume.
   
   1.3 Communicate outstanding training requirements and associated processes to individuals and their supervisors (Principal Investigator or Supervisor);
   
   1.4. Implement training programs;
   
   1.5 Document training requirements and history using a training database for all individuals requiring CCAC-mandated training.

2. Any concerns associated with CCAC-mandated training and/or animal user competence that cannot be readily resolved by accountable parties must be forwarded to the ACC Executive as per the Concerns Identification, Project Refinement and Corrective Response policy.

II Training Exemptions

1. Training exemptions may be considered if written documentation illustrating equivalent training obtained elsewhere is provided to the ACVS Research Education Team or other ACC-approved animal trainers.
   
   1.1 The ACC has final authority for the granting of training exemptions.
   
   1.2 An animal user may request exemption from institutional animal training, as outlined in 1., by electronically submitting a Training Exemption Form with accompanying documentation outlining previous training history to the Animal Trainer.
   
   1.3 The Animal Trainer reviews and forwards all related documents to the ACC requesting consideration of the exemption request.
   
   1.4 The ACC reviews all provided material, determines the exemption request outcome, and sends an email to the requestor outlining its decision, either:
      
      1.4.1. Exemption granted, or
      
      1.4.2. Competency assessment required, or
      
      1.4.3. Institutional training session required.
   
   1.5 Any concerns associated with ACC decisions must be forwarded to the ACC Executive.
2. Competency Assessment – Principal Investigators may request a competency assessment for their research staff in lieu of hands-on workshop completion. Competency assessments are available only to individuals with extensive and demonstrated experience in animal care and use. In lieu of instruction, participants will be asked to demonstrate skills as outlined within their Animal Use Protocols. The ACC Chair and/or the ACVS Director and/or an ACVS Veterinarian and/or arms-length Principal Investigators with recognized expertise may be asked to assist the ACVS Research Education Team in evaluating the Animal User’s eligibility for a competency assessment or other training exemption.

2.1. Individuals exempted through a competency assessment (II. 1.) will receive a Certificate of Competence from the ACVS Research Education Team or its designates.

2.2. The ACC may revoke a Certificate of Competence if evidence is presented to the Committee that the individual is no longer competent in a defined procedure or specialty. The individual will be required to take training indicated by the ACC before resuming.