



GUIDANCE NOTES FOR THOSE SEEKING REGISTRATION

INTRODUCTION

An important objective in establishing ACTRA was to initiate a process whereby the professional standing and credentials of Australasian toxicologists and risk assessors could receive some type of formal, peer-reviewed recognition. In furtherance of this objective, the ACTRA membership resolved at their 2007 Annual General Meeting to establish a professional Register of Registrants of ACTRA.

Applications are open to experienced scientists engaged in the field of toxicology and/or risk assessment. Registrants of ACTRA are required to have an acceptable education leading to an appropriate qualification together with any additional training required to achieve the necessary competence to practice their profession. Evidence attesting to education and training achievements should be documented.

Aim of Registration

By identifying professional toxicologists and risk assessors, it is intended that the Register promotes and fosters competence in the area and makes authoritative sources of information on toxicological and risk assessment matters available to the public.

The aims of the registration process are to:

- Provide a place of shared values and practices among the diverse organisations to encourage communication and sharing of experiences.
- Provide an environment to help develop, evaluate and maintain processes that help ensure excellence in the training of toxicologists and risk assessors.
- Provide support and development of education and training for professionals and students which supports their professional development, confidence and pathway to registration.
- Provide the community with a process of external validation of toxicologists and risk assessors.
- Provide a high-quality evaluation of each applicant's ability in toxicology and/or risk assessment on the basis of the information nominated by the applicant.

Conduct

Members of ACTRA are governed by its Code of Ethics. In addition, Registrants are governed by its Code of Professional Conduct. Registrants will be expected to observe these standards and sign a declaration to that effect.

Any Registrant found not to meet these requirements may be removed from the Register, and this removal may be made public.

Inclusion in the Register, exclusion or removal from it will be decided by a Registration Panel.

In the event of proposed removal from the Register a minimum of one month's notice will be given to provide an opportunity for personal representation, or through a representative, to the Registration Panel.

Such disciplinary action is governed by a ByLaw dealing with complaints and disciplinary proceedings.



REGISTRATION PROCESS

The Registration Process is set out in the By Law Registration Process to become a Registrant of the Australasian College of Toxicology and Risk Assessment.

There is a minimum academic qualification, being a degree in a relevant science from a bona fides tertiary institution plus at least 7 years subsequent relevant experience in toxicology or risk assessment or 5 years experience if the primary degree is an honours degree.

Applicants must be currently engaged in the practice of toxicology or risk assessment and be of good professional standing.

Applicants need to provide the names of two toxicologists or risk assessors as referees who can confirm their experience and current employment or professional standing of the applicant and are known personally to the applicant. Each should be from a different institution, can certify that the applicant has the extent of knowledge and training commensurate with the required state of competency and can confirm their experience and current employment. One sponsor, but not both, should be from the applicant's current place of employment and one should preferably be a Registrant. Referees should hold senior appointments and should recognise that they have a professional responsibility to ACTRA, to the applicant and to the general public. A referee support form is provided on page 15.

REGISTRATION PANEL

The Registration Panel will consist of 4 toxicologists or risk assessors of high professional standing, 2 from within Australasia and 2 from outside Australasia.

CONTINUING REGISTRATION

The requirements for continuing registration are set out in the By Law Registration Process for a Registrant of the Australasian College of Toxicology and Risk Assessment.

The Registration Panel will assess suitability for continuing registration every five years on evidence of continuing involvement in toxicology and/or risk assessment and the submission of Continuing Professional Development (CPD) forms for the previous 5 years appropriately completed.

The Secretariat is responsible for inviting registrants, at the appropriate time, to demonstrate their continuing expertise by way of confirmation of professional duties, attendance at meetings, contribution to reports and publications and any other evidence as is appropriate.

Verification of the facts so provided may be requested.

Members **MUST** inform the Registrar or Secretariat if they are no longer working directly in toxicology or risk assessment.

Note: Activities used in original Applications for Registration cannot count towards CPD.



CURRENT FEES

A non-refundable application fee for consideration of inclusion must be submitted with applications. An annual retention fee will be charged as will an application fee for re-registration.

THE ASSESSMENT FORM

Applicant must complete an Individual Evaluation Record (see Schedule 1 of the By Law).

Specific Guidance is provided under Table 2.

COMPLETED FORMS

Please return the completed application form to:

ACTRA Secretariat

Suite 5, 250 Gore Street

Fitzroy, Vic, 3065

e-mail: secretariat@actra.org.au



BY-LAW REGISTRATION PROCESS FOR A REGISTRANT OF THE AUSTRALASIAN COLLEGE OF TOXICOLOGY AND RISK ASSESSMENT

(By-law Made Pursuant to Clause 30 of the Constitution)

Definitions

Registration Panel means the panel established under Clause 10;

Member means a member of ACTRA;

Registrant means a person with the qualification Registrant of the Australasian College of Toxicology and Risk Assessment awarded by ACTRA;

Secretariat means the entity contracted by ACTRA to conduct its day-to-day business.



QUALIFICATION

1. The qualification Registrant shall be available to those Members who meet the required criteria.
2. Processing of applications will be the responsibility of the Secretariat. Applications will be ratified by the Registration Panel.
3. The criteria for the use of the qualification are:
 - (a) financial membership of ACTRA;
 - (b) payment of a prescribed fee;
 - (c) agreement to undertake a program of continuing professional development (CPD) in accordance with the requirements set down by the Registration Panel and to adhere to the ACTRA Code of Professional Conduct and Code of Ethics;
4. A Registrant will be entitled to:
 - (a) entry on the register of Registrants of ACTRA;
 - (b) certificate of registration;
 - (c) use of any trademark associated with the qualification in association with their name and practice; as defined by the Registration Panel; and
 - (d) use of the post-nominal 'RACTRA'
 - (e) use of the Fellow post-nominal 'FACTRA'
5. Inclusion in the register, exclusion or removal from it will be decided by a Registration Panel.
6. The period of registration will be for 5 years. Re-registration is dependent on fulfilment of the CPD requirements for re-registration as assessed by the Registration Panel.
7. In the event of proposed removal from the Register a minimum of one month's notice will be given to provide an opportunity for personal representation, or through a representative, to the Registration Panel.

APPLICATIONS

8. Applicants must:
 - (a) have a minimum of a degree in a relevant science from a bonafides tertiary institution and with at least 7 years subsequent relevant toxicological and/or risk assessment experience or 5 years experience if the primary degree is an honours degree;
 - (b) be currently engaged in the practice of toxicology and/or risk assessment and be of good professional standing;
 - (c) provide the names of two toxicologists and/or risk assessors as referees who can confirm the experience and current employment of the applicant and are known personally to the applicant; and
 - (d) submit a completed Application Form in the form of that set out in Schedule 1.
9. Registration years are to follow the calendar year starting the month the Registration is accepted.
10. If required, the applicant will be given the opportunity to provide additional information to support their application on one occasion.



REGISTRATION PANEL

11. The ACTRA Management Committee will appoint a Registration Panel to be chaired by the Registrar.
12. The Registration Panel is to have at least 4 members, consisting of at least 2 members of the ACTRA Management Committee and at least 2 members of international standing in the field of toxicology and risk assessment appointed by the ACTRA Management Committee.
13. The Registration Panel may devise its own procedures in keeping with its role, but nothing in those procedures shall be inconsistent with the Constitution or By-Laws of ACTRA.
14. The registration Panel's decision is not subject to appeal, but unsuccessful applicants may resubmit after 12 months

PRACTICE AREAS AND KEY WORDS

15. Applicants should nominate one or more Practice Areas and/or Key Words in their application for Registrations as set out in Schedule 4.
16. Practice Areas/Key Words may be modified at any time during the registration period by submitting the appropriate written justification to the ACTRA Secretariat or Registrar to allow verification of by the Registration Panel.

CONTINUING REGISTRATION

17. Re-registration will be assessed by the Registration Panel on application by the Registrant.
18. Applicants for re-registration must submit a detailed, quantitative Continuing Professional Development (CPD) record. Evidence of at least 50 credits per year (total 250 credits in 5 years) spent on these activities will be considered commensurate with the requirements to support re-registration. Schedule 3 provides guidance for the allocation of CPD credits.
19. The CPD activities must be directly related to toxicology and risk assessment.
20. The Registration Panel will assess suitability for continuing registration every five years on evidence of continuing involvement in toxicology and/or risk assessment and the submission of appropriately complete CPD forms for the previous 5 years.
21. The Registration Panel may require the applicant to provide supporting documents to substantiate the CPD record.
22. The Secretariat is responsible for inviting Registrants, at the appropriate time, to demonstrate their continuing expertise by way of confirmation of professional duties, attendance at meetings, contribution to reports and publications and any other evidence as is appropriate.
23. Registrants must inform the Registrar or Secretariat if they are no longer practicing toxicology and/or risk assessment.
24. A Registrant may apply to be registered at a higher level at any time during the registration period, or upon submitting an application for re-registration. Sufficient information to justify the change in Registration status should be provided (i.e. an updated Schedule 1, table 2 with 85 points or above allocated justifying the change in registration status).



FEES

25. A non-refundable application fee for consideration of inclusion must be submitted with an application. An annual retention fee will be charged. The initial application fee, re-registration fee and annual fee are set out in Schedule 2.

LAPSE OF REGISTRATION

26. Applications will not be accepted following the lapse of an applicant's original registration without the demonstration of new and recent experience to the value of the points required for registration.



SCHEDULE 1

Demonstration Of Competency

Please provide a detailed CV that outlines your experience in toxicology and/or risk assessment, and supports your application for registration. It is suggested that you divide up your CV into the three sections outlined below (education, professional experience and professional recognition) and allocate points for each line as you deem appropriate.

The required points for each level of registration are detailed in Table 1 below.

Table 1. Points required for registration

Level of Registration	Description	Points required
Registered member	Competent professional in the field of toxicology and or risk assessment	50/100
Fellow	Highest Professional Grade in the field of toxicology and or risk assessment	85/100

An example of the points that could be attributed to certain activities is provided in Table 2 below. Note, the points described in Table 2 should be treated as a guide only. The applicant is responsible for the allocation of points and must demonstrate that the allocation provided is reasonable. All activities must be directly related to toxicology and/or risk assessment.



SCHEDULE 1 (cont.) Individual Evaluation Record

Applicant: _____

Table 2. Summary of allocation of points for activities⁽¹⁾

Activity	Maximum points allowed (example of points that could be allocated)	Score
EDUCATION (min: 10 pts, max: 20 pts)	TOTAL	/20
Qualifications⁽²⁾		
Higher degrees (MD/DSc/LLD etc.)	16 points	
PhD	14 points	
Masters	12 points	
B. Sc with honours	10 points	
B. Sc. or equivalent	6 points	
Attendance at post graduate or professional education courses ⁽³⁾	6 points	
Postgraduate research	1 point per year	
PROFESSIONAL EXPERIENCE (min: 30 pts, max: 50 pts)	TOTAL	/50
Publishing		
Article including review or editorial ⁽⁴⁾	10 points (2 points first or main author, 1 points other authors)	
Chapter in book	5 points (1 point per chapter)	
5 best major reports for government or industry ^(5,6)	10 points (2 points per report)	
5 best minor reports for government or industry ^(5,6)	5 points (1 point per report)	
Career advancement ⁽⁷⁾ and work experience ⁽⁸⁾ (provide details and chronology) including other prior registrations e.g. DABT	10 points	
Attendance at:		
Lectures/meetings/workshops/conferences	5 points (1 point per event)	
Teaching and training:		
Lecturing, training, supervising or examining ⁽⁹⁾	5 points (1 point per student/staff member or per group training session)	
PROFESSIONAL RECOGNITION (min: 10 pts, max: 30 pts)⁽¹⁰⁾	TOTAL	/30
Professional recognition		
Member of society, committee or panel ⁽¹¹⁾	10 points	
Awards and professional honours ⁽¹²⁾	5 points	
Research and project presentation		
Plenary or invited lecture	6 points (2 points/invitation)	
Poster/oral presentation	5 points (1 point/poster)	
Organising committee for conference or symposium	4 points (2 points/conference)	
	OVERALL TOTAL	/100



SCHEDULE 1 (cont.)

Individual Evaluation Record

Notes for Table 2:

1. Provide a copy of your annotated CV, and provide additional information where applicable to support your allocation of points.
2. Allocate points for degrees relevant to toxicology and/or risk assessment only. Allocate points for highest qualification only.
3. List the course/s taken with the number of hours for each course in your CV. Points should not be allocated for research leading to a higher qualification, eg. PHD
4. May include, but is not limited to, refereed article or editorial in scientific journal or non-refereed article published by government organisation (e.g. enHealth or NEPC) or in non-conventional scientific journal. The reputation of the journal in which the paper is published and the number of authors associated with the publication may also be considered. In your CV, indicate the significance of the paper and your role in the publication if you are not the first or senior author of the paper.
5. May include, but is not limited to, toxicological reviews, risk assessments, toxicity evaluations and technical documents e.g. guidelines. Please indicate (and justify) in your CV whether you consider the report qualifies as a minor or major report and note how many of these type of reports you have written in your career. In your CV, please nominate your involvement in each report, where points have been allocated eg. 10% authorship, 90% authorship, review capacity etc. Also note whether the report was subject to external review (and by whom).
6. ACTRA recognizes that there may be situations where, because of confidentiality requirements, it would not be feasible to provide details for certain efforts although the candidate has contributed significantly to toxicology and/or risk assessment. In such cases, it would be appropriate to describe the nature of the contribution and its impact in a more general manner. For unpublished technical reports, briefly describe the content to the extent possible avoiding confidential information, the type of peer review (e.g., internal, regulatory authority, etc.) and your role (percent effort) in the technical report. If possible, provide contact details for someone who can verify your involvement in the work.
7. Provide title(s) of positions held and include a description of the position(s), demonstrating how each position reflects increasing responsibility.
8. Indicate your years of professional experience in the active practice of toxicology and/or risk assessment to support your allocation of points.
9. Includes supervising of honours, masters or PhD students, mentoring or training of staff, presentation of internal training sessions and staff development activities.
10. This section is intended to identify those activities demonstrating a high level of recognition for expertise in and practice of toxicology and/or risk assessment. In particular, this section seeks evidence that the candidate's expertise is recognized and valued by third parties such as employers and other external scientific bodies.
11. Award points for society/committee/panel relevant to the field of toxicology and/or risk assessment only. Specify role in society/committee e.g. president, secretary, general member etc. to support your allocation. Includes member of Expert Support Team for Environmental Auditor or invited expert panel or committee member.
12. Awards and professional honors given to the individual by the candidate's own or other external organizations should be included, although more weight may be given to those awarded from external organizations.



SCHEDULE 2

Fees applicable to applicants for registration and re-registration as a Registrant of the Australasian College of Toxicology and Risk Assessment are outlined in Table 3 below. Please note that registration is valid for 5 years.

Table 3. Application fees

Level of Registration	Registration fee (AUD)
Registered member or fellow	\$100
Annual fee (payable every year)	\$25
Application to be registered at a higher level	At the discretion of ACTRA



Schedule 3 (CPD)

Requirements for CPD

The overall credit requirement for re-registration is a minimum of 250 credits over the 5 year registration period. This is an average of 50 points per year and registrants should aim to record a minimum of 30-40 credits per year throughout their registration period. The CPD year is the calendar year (1 January to 31 December) in line with the registration year.

Note: Activities included in original Applications for Registration cannot count as CPD.

There may be situations where the registrant is unable to accumulate the minimum requirement of points for a particular year. If this is a result of absence from work, the registrant should catch up with the expected rolling total credits as soon as practicable. Exceptions may be considered in special circumstances at the discretion of the Registration Panel.

Please contact the ACTRA secretariat or the ACTRA Registrar for support and to discuss options if you have reasons to believe that you may not meet the criterion for credits over five years because of extenuating circumstances.

Guidelines for allocation of CPD credits

ACTRA's CPD scheme allows you flexibility in selecting relevant activities, choosing your preferred learning method and deciding upon the educational value of the activity in earning CPD credits for all three categories required for registration i.e. education (20), professional experience (50) and professional recognition (30). The proportion of credits earned over five years for the three categories should be consistent with the proportion of total credits needed for registration. In cases where the distribution of CPD credits is at variance with these targets (i.e. targets are not met), the applicant should justify why they should be considered for re-registration. The Registration Panel will exercise its discretion in deciding whether or not the application should be accepted. The considerations may be different for Registrants and Fellows depending on the extent of their professional development.

For example, registrants should aim to obtain credits as follows:

Category	Credits (% of total)	
	Registrant	Fellow
Education	5 – 10	5 – 10
Professional experience	80-90	70-80
Professional recognition	5 – 10	10-20

Guidelines for apportioning CPD credits

The following guidelines are provided for apportioning CPD credits to professional activities:

Non ACTRA activities:

- 1 credit equating to one hour of educational activity where you are the participant.
- 2 credits equating to one hour of educational activity where you are the trainer/lecturer or teacher.

ACTRA activities:

- 2 credits equating to one hour of educational activity where you are the participant.
 - 4 credits equating to one hour of educational activity where you are the trainer/lecturer or teacher.
- Credits can be allocated for activities including, but not limited to, the following:

Education:

- Examined and non-examined post graduate or professional education courses.
- Personal study or personal based development e.g. review of published scientific literature.



Schedule 3 (CPD)

Requirements for CPD (cont.)

Professional experience:

- Publishing including refereed or non-refereed articles, reports, editorials, reviews and book chapters.
- Teaching, supervising and examining including academic and non-academic (i.e. workplace based).
- Career advancement and work experience.
- Attendance at lectures, meetings, workshops or conferences.

Professional recognition:

- Member or committee member of a professional organisation e.g. SOT, SETAC, ALGA, ASCEPT etc.
- Presentations at lectures, meetings, workshops or conferences.
- Organisation of conferences, workshops or symposiums.
- Professional activities including sitting on (or being invited to sit on) committees, boards, or review panels.
- Service to toxicology and risk assessment.
- Professional awards or honours.

Documentation of allocated credits

The applicant must be able to support the credits claimed by relevant supporting information demonstrating participation or engagement in the activities for which CPD credits are being claimed and provide a signed declaration attached to the description of the activities undertaken in the submission, with the supporting documentation available on request by the Registration Panel.

Supporting documentation may include:

- Attendance records and certificates (for formal workshops/training courses).
- Lists of attendees, student names, topic and organisation/course name (for teaching, training or examining activities).
- A short description of the scope and outcomes of the work (for reports) or a copy of the published work (for articles).
- A summary of the career advancement of the registrant.
- Personal notes and a list of subject matter reviewed (for self-accredited activities).



SCHEDULE 4

Nominated Practice Areas

Please nominate your Practice Area/s by selecting from the list below. A Practice Area is defined as the area that you feel competent working in. You must be actively working in, and have demonstrated experience in, each practice area nominated. Please provide evidence (e.g. in your CV) to support your nominated Practice Areas. Your nominated Practice Area/s will be reviewed by the registration panel, and if accepted, displayed on the Registrar. Please note that the panel's decision is final.

If you are unsure of which Practice Area/s to nominate, please contact the Secretariat for further information and assistance.

Nominated Practice Areas:

Toxicology:

- Regulatory
- Clinical
- Experimental
- Academic/Teaching
- Consulting

Ecotoxicology:

- Aquatic
- Terrestrial

Human Health Risk Assessment:

- Regulatory
- Experimental
- Academic/Teaching
- Consulting

Ecological Risk Assessment:

- Regulatory
- Experimental
- Academic/Teaching
- Consulting

Supporting Sciences:

- Epidemiology
- Expert Support

Nominated Key Words

In addition to nominating Practice Area/s, you also have the opportunity to nominate a maximum of 5 Key Words that describe your competency in the field of toxicology and/or risk assessment. Please provide evidence (e.g. in your CV) to support your nominated Key Words. The nomination of Key Words will allow organisations to use ACTRA's Register to search for an individual with expertise in a key area that may not be adequately described by the Practice Areas (above). Your nominated Key Word/s will be reviewed by the registration panel, and if accepted, displayed on the Register. Please note that the panel's decision is final.

If you are unsure of which Key Word/s to nominate, please contact the Secretariat for further information and assistance.

Nominated Key Words:



APPLICATION TO BECOME A REGISTRANT OF THE AUSTRALASIAN COLLEGE OF TOXICOLOGY AND RISK ASSESSMENT

Name of applicant: _____

Contact details: _____

I am a current member of ACTRA: yes/no

[Note: current membership of ACTRA is mandatory for listing on the Register]

Date of membership application or latest renewal: _____ / _____ / _____

Attachment checklist:

1. Current Curriculum Vitae (CV) detailing educational history, work history, honours, publications etc
2. Completed claim form for points
(Schedule 1 from the ACTRA By-Law REGISTRATION PROCESS FOR A REGISTRANT OF THE AUSTRALASIAN COLLEGE OF TOXICOLOGY AND RISK ASSESSMENT)
3. Statements by the applicant supporting points claimed in each of Schedule 1, Table 2.
In particular addressing:
 - responsibilities in current position
 - responsibilities in similar previous positions
 - any documentation relating to current activities demonstrating your active practice of toxicology and/or risk assessment
 - continuing education activities undertaken since gaining your initial qualifications
4. Nomination of one or more Practice Areas and up to 5 Key Words
5. Initialed declarations (see attached page) signifying your agreement to be bound by the ACTRA Rules and Codes of conduct.
6. Signed letters of support from two independent referees (letters of invitation enclosed)
7. Payment (\$100)



Declarations (signify assent by initialling in the relevant box)

- I have read the By-law made Pursuant to Clause 30 of the ACTRA Constitution and I acknowledge that entry onto the ACTRA Register of Australasian Toxicologists and Risk Assessors is subject to approval by the Registration Panel established under that By-Law.
- I agree to be bound by the Rules relating to Registration established under the By-Law, and to abide by the Code of Professional Conduct established in conjunction with that By-Law.
- I acknowledge that entry onto the Register is for an initial period of five years, provided that ACTRA membership is maintained throughout this period, and that continued registration beyond that five years is subject to review procedures established in the By-Law
- I assent to my contact details being listed in the area of the Register available to the public
- My payment of \$100 is enclosed.

Signature of applicant

_____/_____/_____
Date

I have enclosed additional information to support the applicant: Yes No



In Confidence

Application for inclusion into the Register of the Australasian College of Toxicology and Risk Assessment (ACTRA)

by:

The above named individual has applied for inclusion into the Register of the Australasian College of Toxicology and Risk Assessment (ACTRA)

I (Full name) _____

of (address / affiliation) _____

endorse (Applicants name) _____

as an Applicant who has successfully demonstrated all the requirements to be included into the Register of the Australian College of Toxicology and Risk Assessment (ACTRA).

Signed _____

Date / /