

AUSTRALASIAN COLLEGE OF TOXICOLOGY AND RISK ASSESSMENT Reregistration Handbook

Updated March 2021

Contents

INTRODUCTION.....	3
Background	3
Reregistration Requirement	3
Overview of Performance Criteria	3
Beginning in 2021.....	3
Time Requirements for Reregistration	3
Fees and Deadlines	4
Reregistration Application Procedure.....	4
Appeals Process	4
REREGISTRATION PERFORMANACE CRITERIA GUIDELINES	5
ACTIVE PRACTICE	5
Documentation of Active Practice	5
CONTINUING EDUCATION	6
Credit System and Documentation.....	6
Continuing Education Areas and Credits	6
Table 1. Continuing Education (CE) Credit Guidance.....	7
Table 2. Professional Meeting/Conference Attendance Credit Guide	7
Table 3. Professional Development Credit Guidance	7
MAINTAINING EXPERT KNOWLEDGE OF NOMINATED SPECIALISATIONS.....	8
APPLICATION REVIEW	9
PREFERRED PATHWAY TO FELLOWSHIP	9

INTRODUCTION

Background

An important objective in establishing ACTRA was to initiate a process whereby the professional standing and credentials of Australian and New Zealand toxicologists and risk assessors could receive some type of formal, peer reviewed recognition. In the initial registration process, peer review evaluates expert knowledge as demonstrated by education, experience and contributions to the disciplines of toxicology and risk assessment. Successful applicants are enrolled either as Registrants or Fellows for a period of five (5) years.

Other ACTRA objectives are to encourage the study of the science of toxicology and risk assessment and to advance exemplary standards of professional practice. It is ACTRA policy that Registrants and Fellows demonstrate continual commitment to excellence in the science of toxicology and risk assessment and maintenance of expert knowledge in their nominated specialties. Successful achievement of these goals will result in an individual maintaining recognition on the ACTRA Professional Register.

Reregistration Requirement

To maintain registration, a Registrant must successfully complete a reregistration process every five years. Registrant status and all entitlements therein, including the use of designators, RACTRA and FACTRA, shall cease upon failure to complete the reregistration process within the established deadlines.

Overview of Performance Criteria

The ACTRA Registration Subcommittee has identified three performance criteria by which a Registrant will be evaluated for reregistration. Registrants who are compliant with each of the three performance criteria will be reregistered for an additional five years.

These criteria are:

1. Active Practice;
2. Continuing Education; *and*
3. Maintaining Expert Knowledge in Nominated Specialities

Beginning in 2021

Beginning with applications for reregistration submitted June 30, 2021 and later, the ACTRA Registration Subcommittee will require all Registrants to reregister satisfying the three criteria. A standard method for reregistration that is common for all applicants is in accordance with international best practice.

Time Requirements for Reregistration

Reregistration applications are due by March 31 of the year of expiration of the current registration. For example, if you are registered through to December 31, 2022, the application for the next recertification must be submitted by 31 March of 2022. The exception will be for those Registrants and Fellows enrolled on the ACTRA Professional Register with expiry dates ending with 2018, 2019 2020 and 2021.

The ACTRA Registration Subcommittee will review activities of each of the three performance areas and notify the Registrant of acceptable progress or any deficiencies that need to be addressed. The Registrant will be given the opportunity to address deficiencies during the remaining part of the year of registration.

Fees and Deadlines

Application Fee	Deadline
Registrant Reregistration Application Fee of \$220	March 31 of 5 th year
Fellow Reregistration Application Fee of \$440	March 31 of 5 th year
Additional \$150 Late fee added to above	After March 31 of the 5 th year

Reregistration applications MUST be formally submitted online and payments made online to be considered on time.

Note: Emeritus Registrants are not required to submit a five-yearly reregistration or pay a five-yearly registration application fee as this is voluntary for this class of Registrant.

Reregistration Application Procedure

All Registrants must submit their application for reregistration using the ACTRA website at www.actra.org.au.

Appeals Process

The Registrant or Fellow may lodge an Appeal within 28 days of the decision via email or by letter to the President, ACTRA.

The Appeal must state the grounds for appeal in relation to the relevant requirements as detailed above.

Appeals will be heard by an appropriate Appeal Panel. The Appeal Panel will be made up of three members of the ACTRA Board, specifically the President (or a Board member nominated by the President) and two other Board members and are not members of the ACTRA Reregistration Subcommittee.

The Appeal Panel's role is to:

1. Consider the Reregistration decision made in relation to the relevant Reregistration Requirements (if required, the Panel may request a written response from the person or Committee that made the decision);
2. Decide if the appeal should be upheld and on what grounds; and
3. Record the decision of the Appeal Panel and the reasons.

Details of the decision documented and communicated to the person appealing:

1. The Appeal Panel's decision will be communicated to the Registrant or Fellow in writing by the ACTRA Secretariat within 28 days of the receipt of the Appeal.
2. The Appeal Panel's decision will be final and no further appeals are possible.
3. All appeal documentation will be stored by the ACTRA Secretariat.

REREGISTRATION PERFORMANCE CRITERIA GUIDELINES

The specific guidelines for the three criteria for reregistration (Active Practice, Continuing Education and Maintaining Expert Knowledge in Nominated Specialties) are outlined in this section.

ACTIVE PRACTICE

Active practice is defined as performing, directing or managing toxicology and/or risk assessment activities such as research, testing, consulting, teaching, clinical or regulatory practice, and conference organisation, committee membership and newsletter contributions to ACTRA.

Documentation of Active Practice

By performing, directing, or managing activities such as research, testing, teaching, consulting or regulation in the fields of risk assessment and/or toxicology the ACTRA Registration Subcommittee is able to establish Active Practice for the purposes of reregistration. Active practice is not assigned a specific number of credits; it is a demonstration that the Registrant is actively working or practicing in the fields of risk assessment or toxicology.

Emeritus members listed on the ACTRA Professional Register are exempt from the requirements to document active practice.

The most common way to demonstrate active practice is through employment in a field related to the applicant's self-nominated specialisation(s) during the period of the applicant's reregistration cycle. When using employment to support the ACTRA reregistration criteria of active practice, the following information should be included in the work history section of application.

- Job title(s)
- Job Descriptions(s): Responsibilities and a detailed description of duties and types of functions performed (e.g. basic and applied research; consulting; human health risk/safety assessment of products, devices, chemicals, pharmaceuticals etc., regulatory risk assessment and toxicology; pre-clinical and clinical testing, etc.)
- Dates of position(s)

The ACTRA Registration Subcommittee recognises that continuous employment in a field related to the applicant's self-nominated specialisation(s) may be unrealistic for some applicants due to a variety of personal, professional and/or economic factors, inclusive of transition to semi-retirement or attainment of permanent retirement from the workforce. As such, the ACTRA Registration Subcommittee will consider other methods by which Registrants can demonstrate active practice when continuous employment is not possible. Examples of such methods are listed below.

1. Major professional accomplishments (number of students, grants, report etc.).
2. List of publications using full bibliographic citations.
3. Major external activities (positions and memberships with related professional associations, expert working groups, adjunct appointments, participation in grant reviews or study sections; courses taught, indicating number of hours or lectures and brief summary of content).
4. Honours, awards or other recommendations received from professional, academic, industrial or other organisations.

5. Membership on journal editorial boards or service as reviewer of manuscripts. List journal(s) and level of effort.

CONTINUING EDUCATION

Continuing Education encompasses defined activities that serve to maintain a Registrant's current knowledge, but more importantly, is also aimed at expanding the Registrant's knowledge base and skill set. The documentation provided by the applicant should emphasise new knowledge. A successful program of CE may encompass a diverse range of activities. The study of published texts, periodicals, scientific journals and attendance at seminars and courses (both physical and virtual) related to the applicant's self-nominated specialisations are a means by which Registrants routinely maintain or expand their knowledge. Other evidence of a commitment to CE is attendance at specific programs, courses or scientific conferences where toxicology and risk assessment themes are presented in a comprehensive or in-depth manner.

Credit System and Documentation

The ACTRA Registration Subcommittee has established an objective, credit-based system for the evaluation of CE activities for the reregistration process. The CE year is the calendar year (1 January to 31 December) in line with the registration year.

The goal of this system is for the Registrant to obtain an average of 20 credits per year for CE activities during the applicant's reregistration cycle. The intention of this goal is to substantiate and demonstrate continuing professional development and learning as well as maintenance of competence in fields of specialisation.

The Registrant is responsible for maintaining and keeping appropriate records for active practice and CE activities, including documentation of completion of CE courses, attendance at/participation in scientific programs and associated activities, webinars, etc.

Continuing Education Areas and Credits

Each applicant for reregistration is required to have:

- An average of 20 CE credits per year of their reregistration cycle (a total of 100 credits over the 5-year period).
- At a minimum, 10 credits must be earned for each year of the applicant's recertification cycle to demonstrate continuing, active engagement in toxicology and/or risk assessment.
- Credits must come from at least two of the three different areas listed below in each year.

The ACTRA Registration Subcommittee has categorized CE activities into three different areas (see 1-3, below).

1. Continuing Education
2. Professional Meeting Attendance
3. Professional Development

The following tables are provided as guidance of acceptable credits. While these tables list many common CE activities, they do not provide an exhaustive or all-inclusive list of activities. Other activities may also be considered on a case-by-case basis.

Table 1. Continuing Education (CE) Credit Guidance

Credits	Activity
Up to 5 per course	Completion of toxicology-related and or risk assessment related coursework as part of fulfilling requirements for a post graduate-level degree.
1 per hour	Attendance at: 1) Toxicology and/or risk assessment-related CE courses administered by an appropriate educational institution or professional organisation; 2) Toxicology and/or risk assessment-related online CE courses; and 3) Webinars offered on toxicology and risk assessment-related topics by academic institutions, professional organisations, trade associations, regulatory agencies etc. <u>NOTE Attending scientific sessions in meetings/conferences can NOT be applied to CE credits. These activities are covered in 'Professional Meeting Attendance' (refer to Table 2).</u>
3 per presentation hour	Presentations of toxicology and/or risk assessment-related lectures at universities and other educational venues.
3 per presentation hour	Presentation of toxicology and/or risk assessment-related at scientific meetings (also includes presentations as part of CE courses, symposia, workshops, platform sessions etc).
1 per hour up to 3 per year	Private study with the goal of expanding and advancing the applicant's knowledge base and skills set in toxicology and/or risk assessment-related area. Details of these activities can be described in log book/file note entries.

Table 2. Professional Meeting/Conference Attendance Credit Guide

Credit	Activity
2 points per one-half meeting day (4 points total per day) Maximum No more than 10 points per year may be claimed.	Attendance at toxicology and/or risk assessment-related professional society meetings (e.g. ACTRA, SOT, SRA, SETAC, Eurotox, AsiaTox, country-specific toxicology and/or risk assessment organisations etc), workshops and conferences whether local, state, regional, national, or international in nature. Note: Credit for attending continuing education (CE) courses given at professional meetings is captured in Table 1 Continuing Education Credit Guidance.

Table 3. Professional Development Credit Guidance

Credit	Activity
2 per journal article	Invited peer-review of a submitted journal article.
2 per proposal/report	Invited review of grant or Government report.
4	First or sole authorship of a publication of original research in a peer-reviewed journal.
2	Contributing (other than first) authorship of a publication of original research in a per-reviewed journal.
4	First or sole author of a review article or book chapter published in a peer-reviewed journal or book.

2	Contributing (other than first) authorship of a review article or book chapter published in a peer-reviewed journal or book.
4	First or sole author of a scientific report to Government.
2	Contributing (other than first) authorship of a scientific report to Government.
10 per year	Serving as an Editor-in-Chief, editor or Associate Editor of a peer-reviewed journal or a book/textbook – if serving in these capacities no credits can be claimed from review/referee of articles for the journal or the book/textbook.
3 per year	Serving on peer-reviewed journal Editorial boards or as an Editorial Advisor.
3	First or sole author for a poster presentation at a national, international regional or local toxicology and/or risk assessment-related professional meeting.
1	Contributing author for a poster presentation at a national, international or local meeting.
5 per year*	Service, during the period of reregistration, in an elected position (e.g. President, Immediate Past President, President-Elect, Vice-President, Secretary, Treasurer, Membership Officer, Committee Member) of recognised national and international toxicology and/or risk assessment organisations such as ACTRA.
2 per year*	Service, during the period of reregistration, as appointed member(s) of a committee of recognised national and international toxicology and/or risk assessment organisations such as ACTRA.
3 per year*	Service on local, national and international toxicology and/or risk assessment related committees/workgroups/taskforces including but not limited to, those sponsored by government agencies, non-profit organisations, professional societies, etc.
1 per year per professional society	Full or Associate Membership in professional scientific societies at a National or International Level (e.g. SOT, Eurotox or equivalent)
1 per hour up to 5 per year	Participate/volunteer to educate toxicology-related topics (e.g., K-12 programs) to non-toxicology and risk assessment related organisations; disseminating toxicology information to the public or media.
*Note: For any of the Service to toxicology and risk assessment-related organisations, Registrants can claim only two of those listed above each year.	

MAINTAINING EXPERT KNOWLEDGE OF NOMINATED SPECIALISATIONS

It is recognised that Registrants must be able to synthesise, translate and communicate complex scientific information in the self-nominated fields of specialisation at a level consistent with being a leader in professional practice. It is held that an objective mechanism is required for the Registrant and the ACTRA Registration Subcommittee to gauge their efforts to maintain expert knowledge in their self-nominated specialisations.

A way of achieving this as part of the reregistration process is for Registrants to write a one-page abstract on a current, emerging or topical issue of their choice, relevant to a self-nominated “Practice Area” that will be published in the ACTRA newsletter for the information of ACTRA members.

APPLICATION REVIEW

All applications will receive a comprehensive review. The process will be overseen by the ACTRA Registration Subcommittee. Registrants will be notified in writing of any deficiencies in their applications and be given a chance to address these deficiencies. Notifications will be sent out in September of the fourth year of registration for timely reregistration by 31 March of the fifth year.

Once a Registrant is approved for reregistration, a confirmatory letter will be sent by email in December of the fifth year of the current certification process, indicating their reregistration for the next five years.

<p><u>Note: The exception will be for those Registrants and Fellows enrolled on the ACTRA Professional Register with expiry dates ending with 2018, 2019, 2020 and 2021.</u></p>
--

PREFERRED PATHWAY TO FELLOWSHIP

An important objective in establishing the ACTRA Professional Register was to initiate a process that recognises an individuals' professional standing and credentials are dynamic and change over time. A natural progression for an ACTRA member is to enter the Professional Register as a Registrant and at a time considered appropriate by the individual seek reregistration as a Fellow. The 5-yearly reregistration process is a timely opportunity for a Registrant to consider whether their personal and professional circumstances are sufficient to warrant consideration as a Fellow.