



BY LAW

REGISTRATION PROCESS FOR AN APPLICATION FOR REGISTRANT OR FELLOW OF THE AUSTRALASIAN COLLEGE OF TOXICOLOGY AND RISK ASSESSMENT

(By-law made pursuant to Clause 78 of the Rules)

Definitions

Applicant means, for the purpose of this By-Law, a Member applying for the qualification Registrant or Fellow of the Australasian College of Toxicology and Risk Assessment awarded by ACTRA

Application Form means the application form for Applicants available from ACTRA

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

Member means a member of ACTRA;

Register means a register of Registrants and Fellows maintained by ACTRA;

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

Registration Panel means the panel established under Clause 10;

Rules means the Rules of the Australasian College of Toxicology and Risk Assessment Inc.;

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

Qualification

1. The qualification Registrant or Fellow shall be available to those Applicants 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; and
 - 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. Registrants and Fellows will be entitled to:
 - a. entry on the Register as published on the ACTRA's website;
 - 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' or 'FACTRA' whichever is appropriate to the member's qualification on registration.
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 as set out in the By-Law Re-Registration Procedure for ACTRA Registrants or Fellows.



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Applications

7. Applicants must:
 - a. have a minimum of a degree in a relevant science from a bona fides tertiary institution and with at least seven (7) years subsequent relevant toxicological and/or risk assessment experience or five (5) years' experience if the primary degree is an Honours, Masters or PhD 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.
8. Registration years are to follow the calendar year starting the month the Registration is accepted.
9. If required, the applicant will be given the opportunity to provide additional information to support their application on one occasion.

Registration Panel

10. The ACTRA Management Committee will appoint a Registration Panel to be chaired by the Registrar of ACTRA.
11. 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.
12. The Registration Panel may devise its own procedures in keeping with its role, but nothing in those procedures shall be inconsistent with the Rules or By-Laws of ACTRA.
13. The Registration Panel's decision is not subject to appeal, but unsuccessful Applicants may resubmit after 12 months.

Practice Areas and Key Words

14. Applicants should nominate one or more Practice Areas and/or Key Words in their application for Registration.
15. 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 by the Registration Panel.



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Continuing Registration

16. Re-registration will be assessed by the Registration Panel on application by the Registrant or Fellow.
17. Applicants for re-registration must submit a detailed, quantitative CPD record as set out in the By-Law *Re-Registration Procedure for ACTRA Registrants and Fellows*.
18. The Secretariat is responsible for inviting Registrants and Fellows, 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.
19. Registrants and Fellows must inform the Registrar or Secretariat if they are no longer practicing in toxicology and/or risk assessment.
20. A Registrant may apply to be registered at the higher level of Fellow 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.

Conduct

21. Members of ACTRA are governed by its Code of Ethics. In addition, Registrants and Fellows are governed by its Code of Professional Conduct. Registrants and Fellows will be expected to observe these standards and sign a declaration to that effect.
22. Any Registrant or Fellow 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.
23. Such disciplinary action is governed by the Rules dealing with complaints and disciplinary proceedings.

Fees

24. A non-refundable application fee for consideration of inclusion on the Register must be submitted with an application. An annual retention fee will be charged.

Lapse of Registration

25. 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.



Guidance Note for the Application to become a Registrant or Fellow of ACTRA

Introduction

An important objective of the Australasian College of Toxicology and Risk Assessment (ACTRA) is to include a process whereby the professional standing and credentials of Australasian toxicologists and risk assessors can receive formal, peer-reviewed recognition. The ACTRA membership resolved at their 2007 Annual General Meeting to establish a professional Register of Registrants and Fellows of ACTRA.

Applications are open to experienced scientists engaged in the field of toxicology and/or risk assessment. Registrants and Fellows 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 in their profession. Applications with evidence of education and training will be assessed by a panel that may include international experts.

Aim of Registration

The Register of professional toxicologists and risk assessors intends to:

- promote and foster competence in these professional areas.
- provide authoritative sources of information on toxicological and risk assessment matters available to the public.
- provide the community with a process of external validation of toxicologists and risk assessors.
- provide a high-quality evaluation of a professional's ability in toxicology and/or risk assessment based on information nominated by the applicant.

Registration Process Summary

- Read the Registration Guidance Note.
- Complete the Application Form (page 7) and include payment.
- Complete Table 2 outlining the evidence necessary for consideration as a Registrant or Fellow.
- Provide your CV and an annotated document that highlights your relevant evidence, with transparent justification for the points you have allocated to each category.
- Provide two completed referee forms, including one from your current place of employment.
- Read the ACTRA By-Laws and Code of Professional Conduct.

Points and fees applicable to applicants for registration and re-registration as a Registrant or Fellow of the ACTRA are outlined in Table 1. Registration is valid for 5 years. The Registration year is 1 July to 30 June (in line with membership renewals).

Table 1. Points and fees for membership and registration

Level of Registration	Description	Points required (see Table 2)	Fee
None (Member)	Person interested in toxicology or risk assessment	N/A	Annual registration fee
Registrant	Professional and competent in the field of toxicology and/or risk assessment	50/100	\$100 application fee plus annual registration fee
Fellow	Highest professional grade in the field of toxicology and/or risk assessment	85/100	\$100 application fee plus annual registration fee



Guidance Note for the Application to become a Registrant or Fellow of ACTRA

Registration Process

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

There is a minimum academic qualification, being a degree in a relevant science from a bona fides tertiary institution plus at least seven (7) years subsequent relevant experience in toxicology or risk assessment or five (5) years' experience if the primary degree is an Honours, Masters or PhD 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. One of the referees needs to be from their current place of employment. A referee support form is provided on page 11.

Registration Panel

The Registration Panel will consist of toxicologists or risk assessors of high professional standing, with the aim of having at least two from within Australasia and two from outside Australasia.

Continuing Registration

Successful applicants are enrolled either as Registrants or Fellows for a period of five (5) years. To maintain registration, a Registrant must complete a re-registration every five years. A call for re-registration will be conducted in the year prior to expiration of the 5 years.

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 registrant needs to follow the requirements of the Re-registration Handbook.

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 the re-registration. A Continuing Professional Development (CPD) form for the previous 5 years needs to be completed.

The Secretariat is responsible for inviting re-registration, at the appropriate time, to demonstrate an ACTRA member's continuing expertise by way of confirmation of professional duties, attendance at meetings, contribution to reports and publications and any other evidence as is appropriate.

The ACTRA Registration Subcommittee may ask for verification of these activities.

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

Members MUST inform the Secretariat if their contact details have changed.

Note: Activities used in the original Application 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.



Guidance Note for the Application to become a Registrant or Fellow of ACTRA

Completed Forms

Please return the completed application form and relevant documents to:

ACTRA Secretariat

PO Box 192,

PORT MELBOURNE, VIC, 3207

e-mail: secretariat@actra.org.au



Registration Application Form

Name of Applicant

First Name _____

Last Name _____

Mobile _____ Work Phone _____

Email _____

Second Email _____

Date of membership or last renewal _____

Current Membership of ACTRA is mandatory for listing on the Register.

(Signify assent by initialing in the relevant box)

- I have read the By-Law Registration Process for an Application for Registrant or Fellow of the Australasian College of Toxicology and Risk Assessment made Pursuant to Clause 78 of the ACTRA Rules 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.

Nominated Practice Areas (up to 3)	Nominated Key Words (up to 5)

Signature of applicant:

Date / /



Registration Application Form

To demonstrate Competency in Toxicology or Risk Assessment, please provide a detailed CV outlining your experience in toxicology and/or risk assessment that 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. Please include transparent justification for the points you have allocated to each category.

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

Please also nominate Practice Area/s and Key Words by selecting from the lists below. 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. This will be reviewed by the Registration Panel, and if accepted, displayed on the Register.

Practice Areas

Toxicology

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

Ecotoxicology:

- Aquatic
- Terrestrial

Ecological Risk Assessment:

- Regulatory
- Experimental
- Academic/Teaching
- Consulting

Human Health Risk Assessment

- Regulatory
- Experimental
- Academic/Teaching
- Consulting

Supporting Sciences:

- Epidemiology
- Expert Support

Key Words

You may also nominate up to 5 Key Words that describe any additional competency in the field of toxicology and/or risk assessment. Please provide evidence (e.g. in your CV) to support your nominated Key Words. Key Words will allow organisations to use ACTRA's Register to search for an individual with expertise in an area that may not be adequately described by the Practice Areas above. Your Key Word/s will be reviewed by the Registration Panel, and if accepted, displayed on the Register.



Table 2: Individual Evaluation Record

Name of Applicant: _____

Summary of allocation of points for activities (refer to notes for Table 2)¹⁾

Activity	Maximum points allowed (example of points that could be allocated)	Member score	Panel score
EDUCATION (min: 10 pts, max: 20 pts)			
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		
EDUCATION TOTAL		/20	/20
PROFESSIONAL EXPERIENCE (min: 30 pts, max: 50 pts)			
Publishing: Article including review or editorial ⁽⁴⁾	10 points (2 points first or main author, 1 point other authors)		
Publishing: 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)	10 points		
Registration of DABT or other prior registrations			
Attendance 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 EXPERIENCE TOTAL		/50	/50
PROFESSIONAL RECOGNITION (min: 10 pts, max: 30 pts)⁽¹⁰⁾			
Member of society, committee or panel ⁽¹¹⁾	10 points		
Awards and professional honors ⁽¹²⁾	5 points		
Research and project presentation: Plenary or invited lecture	6 points (2 points/invitation)		
Research and project presentation: Poster/oral presentation	5 points (1 point/poster)		
Organising committee for conference or symposium ⁽¹³⁾	4 points (2 points/conference)		
PROFESSIONAL RECOGNITION TOTAL		/30	/30
OVERALL TOTAL		/100	/100



Table 2: Individual Evaluation Record

Notes for Table 2:

1. Provide a copy of your annotated CV, and 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, e.g. 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 types of reports you have written in your career. In your CV, please nominate your involvement in each report, where points have been allocated e.g. 10% authorship, 90% authorship, review capacity etc. Also note whether the report was subject to external review (and by whom).
6. ACTRA recognises 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. This section seeks evidence that the applicant's expertise is recognised and valued by third parties such as employers and other external scientific bodies. These awards should not include scholarships.
11. Award points for society/committee/panel relevant to the field of toxicology and/or risk assessment only. Only 1 point will be allocated for membership of a society, 2 points for membership of ACTRA and (an additional) 2 points for active duty. 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 honours given to the individual by the candidate's own or other external organisations should be included, although more weight may be given to those awarded from external organisations.
13. Organising committee is intended for a professional society and not for an inhouse work meeting.



Name of Applicant

Applicant Name _____

Company/Institution _____

Supervisors Name _____

Referee Details _____

Employment Information

Please provide details regarding experience of active practice in toxicology or risk assessment.

I have reviewed the CV and application forms and endorse _____ (name of applicant) has the experience and requirements to be included in the Register of the Australasian College of Toxicology and Risk Assessment (ACTRA).



CPD GUIDELINES

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 financial year (1 July to 30 June) 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 (note there are maximum numbers of credits you can earn for each activity; for details refer to the Re-registration Handbook).

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.

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. ACTRA, 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).