



## Procedure for accreditation (granting quality label) within the framework of the continuing education in laboratory animal science

### CONTEXT

The framework of the continuing education is described in the Note on Continuing Education in Laboratory Animal Science

### APPLICATION

The completed [application form](#) is sent by the applicant to VLUHR QA (<https://www.kwaliteitszorg.vluhr.be/>) via [kwaliteitszorg@vluhr.be](mailto:kwaliteitszorg@vluhr.be).

VLUHR QA charges an hourly fee of EUR 100 for the quality assessment of a training initiative. VLIR members pay a fixed price, depending on the size of the initiative: either EUR 200 for half a day (four hours) or less of contact time, or EUR 400 for more than half a day. Other applicants can apply to BCLAS ([admin@bclas.org](mailto:admin@bclas.org)) for a refund of the charges above either EUR 200 or 400. VLUHR QA will deliver an invoice to the applicant when the accreditation procedure is finished.

After VLUHR QA receives and checks the completeness of the application, and within two weeks of receipt, the application is forwarded by VLUHR QA to three members of the accreditation committee for review. If the application is incomplete VLUHR QA will alert the applicant who, within four weeks, can re-apply without extra charge.

Reviewers refrain from reviewing training initiatives in which they participate as instructors or organisers or which are organised by companies or institutions to which they belong. They alert VLUHR QA of this conflict of interest, and a different reviewer will be sought.

### REVIEW

The appointed reviewers send their advice back to VLUHR QA within 28 days. The advice is given by means of the [evaluation form](#) (appendix).

The review of the accreditation committee is either unanimous or divided:

- In case of a unanimous positive or negative review of the three members, VLUHR QA will inform the applicant of the decision.
  - In case of a unanimous negative review, a remedial recommendation may be given. Applicants whose initiative has been negatively assessed are expected to submit an amended dossier in the form of a new application, if they so wish. Applicants may also choose not to submit a new application and to organise the programme without the accreditation originally envisaged.
  - In case of a positive review the reviewers can also add recommendations, with confidence in the follow-up.
- In case of divided opinions consisting of one negative and two positive reviews, VLUHR QA starts a consultation round with the involved reviewers. This consultation lasts a maximum of

two weeks. The reviewers strive for consensus (which may be either positive or negative). Here as well, the reviewers can add recommendations.

- In case of divided opinions consisting of two negative and one positive review, the proposal submitted will not be accepted. Here as well, the reviewers can add recommendations.

The assessment is binary, so the advice to the applicant is:

Accepted (positive)

Not accepted (negative)

An accreditation is valid for six years.

VLUHR QA sends the decision to the applicant within 2 weeks, with BCLAS (Belgian Council for Laboratory Animal Science) in cc, the Animal Welfare Service of the Flemish Government and the members of the VLIR Working Group on Laboratory Animals.

The list of accepted training courses will be published via [BCLAS](#). This list contains at least the title and contact details as well as a link to a website of the applicant where the location, time and registration modalities are announced. On pain of suspension of accreditation, the applicant must ensure that the information in the link is kept up-to-date.

#### **Agreements between VLIR and VLUHR QA:**

The operation of the accreditation committee will be evaluated annually by the VLIR Working Group on Laboratory Animals. The functioning of the VLUHR QA will also be evaluated. VLUHR QA draws up a concise overview of the number of projects handled, time spent and difficulties experienced during the procedure. Collaboration with VLUHR QA can be terminated after an evaluation. VLUHR QA commits to archiving the information about applications and reviews for at least six years after the application.

Three years after the introduction of the procedure, this regulation will also be evaluated by the Flemish Laboratory Animal Commission (VPDC).