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## POLICY STATEMENT

This is a statement of the PAACB Spore Analyst Certification Program's registration and examination policies and procedures. Please print and sign your name at the bottom indicating that you have read and understand the policies and procedures governing this program.

Fax this letter with your registration form to 866-240-3044; or mail them to us at PAACB, 50 Palmer Road, Monson, MA 01057.

In recognition of the value in verifying identification skills and the need for certification programs for pollen and spore analysts, the Pan American Aerobiology Association Certification Committee has created the Pan American Aerobiology Certification Board (PAACB). The mission of the PAACB is to promote accuracy in the identification and quantification of airborne fungal spores and pollen grains by conferring certification to analysts who demonstrate a specific level of knowledge of aerobiology, and competency in microscopic identification. While the programs are strictly voluntary, we anticipate that certification will be recognized by clients, lawyers, employers, and organizations as an indication of quality, accuracy and consistency. Certification will provide the analyst an objective measure of competency and be a useful professional development tool, ultimately making the analyst more valuable and marketable.

The first level of certification covers the practical approaches to sample analyses, identification of commonly encountered spores, and calculation of concentrations from raw counts. The certification process involves completing and submitting a registration form and payment along with this form; preparing for, completing and passing a written take home qualifying examination with the aid of reference materials; and preparing for, completing and passing a certification examination. The certification examination will be scheduled in a convenient testing center near the candidate and will include multiple choice questions and digital images that will be assessed by the candidate. Guidance documents and additional information are available on the website ([www.paacb.org](http://www.paacb.org)) or upon request to assist in preparation for the qualifying and certification examinations.

The written qualifying examination is a "take-home" exam and candidates may use any reference material (books, literature, internet resources, etc) as aids to answering the questions. However, the work must be the sole work of the candidate and consultation with others is not allowed. In addition, the content of the exam may not be shared with others in any form (no photocopying or discussion of exam questions).

In order to receive PAACB Level I Spore Analyst Certification, a candidate must successfully complete the following steps:

- Submit a registration form and \$450 nonrefundable registration and written qualifying exam fee along with this form;
- Return written examination supplied by PAACB within 3 weeks;
- Pass written qualifying examination;
- Pay a \$400 nonrefundable certification fee; and
- Sign up for and pass a computerized certification examination at a nearby testing center after receiving written examination passing score notification.

Before attempting certification it is strongly recommended that a candidate have one of the following levels of experience:

- 6 months full-time spore counting and identification; OR
- 12 months part-time spore counting and identification.

Please direct any questions or comments about the program to [administrator@paacb.org](mailto:administrator@paacb.org).

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I understand the above registration and examination policies and procedures.

Name (please print):

Signed and dated: