Program - Subcommittee Meeting

Thursday, November 19, 2026 Program Subcommittee to start immediately following the Policy Subcommittee meeting
Main Office Conference Room #205 , 3115 Ridge Road, Perkasie, PA 18944

1. **Call to Order**
2. **Enrollment and Transfers**
3. **Multi-Core Craft Curriculum 3**
4. **Lab Animal Caretaker (LAC) Pre-Apprenticeship**

PRE-APPRENTICESHIP STANDARDS – APPENDIX C

CURRICULUM AND HANDS-ON LEARNING OVERVIEW

This attachment is part of the approved pre-apprenticeship standards and outlines the competencies that the classroom and hands-on learning will teach. Identify all the topics that will be covered, the hours that will be allocated to each topic, and whether or not the topic includes a hands-on learning component. The bulleted lists provide more specific details about what will be covered under each topic. **Please add or remove additional topics and detail bullets as needed, while indicating which topics and or bullet details are hands-on elements.**

NOTE: Pre-RA Sponsors can use this suggested template or provide their own. If providing the classroom training and hands-on learning information in a different format, please ensure all the required information is included and properly labeled.

Program Name	PSBR's Entry to Laboratory Animal Caretaker
Program Sponsor	Pennsylvania Society for Biomedical Research (PSBR)
Provider Name	Animal Care Training Services (ACTS)
Classroom Training Provider Address	340 Cypress Cir, King of Prussia, Pennsylvania 19406
Classroom Training Contact Name	Gus Jimenez
Classroom Training Contact Phone	484-684-7268
Classroom Training Contact Email	gus@actstraining.com
Total Hours of Instruction	265

Topic # 1	OSHA-10	**Hours**	10
		Hands-on Learning? (YES/NO)	YES

Lecture Topics:

- Hazard recognition in vivarium settings **(2.0 hrs)**
- OSHA standards & worker rights **(1.0 hr)**
- Chemical/biological hazard awareness **(1.0 hr)**
- Incident reporting & safety culture **(1.0 hr)**

Hands-On Labs:

- Interactive hazard identification simulations *(virtual lab scenarios)* **(1.0 hr)**
- PPE selection and sequencing via virtual modules **(0.75 - 1 hr)**
- Emergency response simulations *(spill/exposure decision trees)* **(0.75 - 1 hr)**
- Virtual workplace safety walkthroughs *(video-based analysis)* **(0.75 - 1 hr)**
- Incident reporting exercises using case-based scenarios **(0.75 - 1 hr)**
-

Topic # 2	Facility Security & Emergencies	**Hours**	2
		Hands-on Learning? (YES/NO)	YES

Lecture Topics:

- Access control & biosecurity **(0.5 hr)**
- Emergency protocols **(0.25 hr)**

Hands-On Labs:

- Emergency scenario simulations such as reacting to chemical spills) **(0.5 hr)**
- Facility access simulations **(0.25 hr)**
- Evacuation planning **(0.25 hr)**
- Incident response role-play **(0.25 hr)**

Topic # 3	Occupational Health & Safety	**Hours**	3
		Hands-on Learning? (YES/NO)	YES

Lecture Topics:

- Zoonotic disease risks **(0.5 hr)**
- Exposure/allergy prevention **(0.5 hr)**
- Ergonomics basics **(0.25 hr)**

Hands-On Labs:

- Personal Protective Equipment (PPE) application practice **(0.5 hr)**
- Exposure response simulations via disposal, decontamination, and removal of biohazards **(0.5 hr)**
- Ergonomics simulations **(0.375 hr)**
- Zoonotic case analysis **(0.375 hr)**

Topic # 4	The Field of Laboratory Animal Science	**Hours**	3
		Hands-on Learning? (YES/NO)	NO

Lecture Topics:

- Industry overview **(0.75 - 1 hr)**
- Career pathways **(0.75 - 1 hr)**
- Regulatory framework *(Institutional Animal Care/Use Committee, US Dept. of Agriculture)* **(1.0 hr)**
- Ethics in research **(0.5 hr)**

Topic # 5	The Animal Research Environment	**Hours**	3
		Hands-on Learning? (YES/NO)	NO

Lecture Topics:

- Vivarium structure/workflow **(1.0 hr)**
- Research team roles **(0.75 - 1 hr)**
- Animal welfare standards **(0.75 - 1 hr)**
- Environmental controls **(0.5 hr)**

Topic # 6	Assessment & Professionalism	**Hours**	3
		Hands-on Learning? (YES/NO)	NO

Lecture Topics:

- Workplace conduct & reliability **(1.0 hr)**
- Ethics in animal care **(1.0 hr)**
- Accountability & performance expectations **(1.0 hr)**

Topic # 7	Facility Equipment	**Hours**	3
		Hands-on Learning? (YES/NO)	NO

Lecture Topics:

- Equipment types & functions **(1.0 hr)**
- Sterilization & sanitation systems **(1.0 hr)**
- Equipment identification via virtual walkthroughs **(0.5 hr)**
- Cleaning/sterilization process simulations **(0.5 hr)**

Topic # 8	Assessment & Managing Stress and Change	**Hours**	4
		Hands-on Learning? (YES/NO)	NO

Lecture Topics:

- Stress in animal care roles **(1.5 hrs)**
- Adaptability in lab environments **(1.0 hr)**
- Emotional resilience **(1.0 hr)**
- Work-life balance **(0.5 hr)**

Topic # 9	Assessment & Problem Solving	**Hours**	4
		Hands-on Learning? (YES/NO)	NO

Lecture Topics:

- Critical thinking in care tasks **(1.0 hr)**
- Identifying issues in animal environments **(1.0 hr)**
- Reporting/escalation **(0.5 hr)**
- Case-based problem solving **(1.0 hr)**
- Decision-making simulations **(0.5 hr)**

Topic # 10	Communication Skills	**Hours**	5
		Hands-on Learning? (YES/NO)	NO

Lecture Topics:

- Documentation & recordkeeping **(1.5 hrs)**
- Team communication protocols **(1.0 hr)**
- Supervisor/researcher communication **(0.5 hr)**
- Documentation exercises **(1.0 hr)**
- Communication role-play scenarios **(1.0 hr)**

Topic # 11	Assessment, Resolving Conflict, Anatomy	**Hours**	3
		Hands-on Learning? (YES/NO)	NO

Lecture Topics:

- Conflict resolution basics **(1.0 hr)**
- Intro to anatomy (job-relevant systems) **(1.0 hr)**
- Conflict resolution scenarios **(0.5 hr)**
- Anatomy identification exercises **(0.5 hr)**

Topic # 12	Rabbits	**Hours**	3
		Hands-on Learning? (YES/NO)	YES

Lecture Topics:

- Rabbit biology and behavior **(0.25)**
- Housing and nutrition requirements **(0.25)**
- Health monitoring and common conditions **(0.25)**
- Handling and restraint techniques **(0.25)**

Hands-On Labs:

- Virtual animal handling simulations **(0.75)**
- Digital cage setup and sanitation modules **(0.5)**
- Health observation exercises using recorded animal behavior **(0.5)**
- Restraint technique demonstrations **(0.25)**

Topic # 13	Swine	**Hours**	3
		Hands-on Learning? (YES/NO)	YES

Lecture Topics:

- Swine physiology and behavior **(0.25 hr)**
- Housing and feeding protocols **(0.25 hr)**
- Health monitoring and welfare **(0.25 hr)**
- Handling safety considerations **(0.25 hr)**

Hands-On Labs:

- Virtual animal handling simulations **(0.75)**
- Digital cage setup and sanitation modules **(0.5)**
- Health observation exercises using recorded animal behavior **(0.5)**
- Restraint technique demonstrations **(0.25)**

Topic # 14	Ruminants	**Hours**	3
		Hands-on Learning? (YES/NO)	YES

Lecture Topics:

- Ruminant digestive systems **(0.25 hr)**
- Housing and environmental needs **(0.25 hr)**
- Health monitoring practices **(0.25 hr)**
- Handling and safety **(0.25 hr)**

Hands-On Labs:

- Virtual animal handling simulations **(0.75)**
- Digital cage setup and sanitation modules **(0.5)**
- Health observation exercises using recorded animal behavior **(0.5)**
- Restraint technique demonstrations **(0.25)**

Topic # 15	Birds	**Hours**	3
		Hands-on Learning? (YES/NO)	YES

Lecture Topics:

- Avian biology and behavior **(0.25 hr)**
- Housing and environmental conditions **(0.25 hr)**
- Nutrition and health monitoring **(0.25 hr)**
- Handling techniques **(0.25 hr)**

Hands-On Labs:

- Virtual animal handling simulations **(0.75)**
- Digital cage setup and sanitation modules **(0.5)**
- Health observation exercises using recorded animal behavior **(0.5)**
- Restraint technique demonstrations **(0.25)**

Topic # 16	Assessment & Time Management	**Hours**	2
		Hands-on Learning? (YES/NO)	NO

Lecture Topics:

- Prioritization in animal care tasks **(0.5 hr)**
- Scheduling and workflow management **(0.25 hr)**
- Efficiency in daily routines **(0.25 hr)**
- Accountability and deadlines **(0.25 hr)**
- Task prioritization scenarios (animal care workflow) **(0.5 hr)**
- Daily scheduling simulation exercises **(0.25 hr)**

Topic # 17	Difficult Conversations & Feedback	**Hours**	2
		Hands-on Learning? (YES/NO)	NO

Lecture Topics:

- Giving and receiving feedback **(0.25 hr)**
- Handling sensitive workplace conversations **(0.25 hr)**
- Professional communication strategies **(0.25 hr)**
- Conflict de-escalation **(0.25 hr)**

- Role-play: giving and receiving feedback **(0.5 hr)**
- Conflict resolution scenario exercises **(0.5 hr)**

Topic # 18	Assessing Your Strengths & Working Across Cultures	**Hours**	2
		Hands-on Learning? (YES/NO)	NO

Lecture Topics:

- Self-awareness and strengths identification **(0.5 hr)**
- Cultural competency in the workplace **(0.5 hr)**
- Working in diverse teams **(0.25 hr)**
- Inclusive communication practices **(0.25 hr)**
- Self-assessment and strengths mapping activity **(0.5 hr)**

Topic # 19	Assessment & Building Relationships	**Hours**	4
		Hands-on Learning? (YES/NO)	NO

Lecture Topics:

- Team collaboration and trust-building **(0.75 - 1 hr)**
- Networking in the life sciences field **(0.5 hr)**
- Building professional relationships **(0.5 hr)**
- Workplace teamwork dynamics **(0.25 hr)**
- Team collaboration scenario exercises **(1.0 hr)**
- Professional interaction and networking role-play **(0.5 hr)**
- Workplace communication/team dynamics simulations **(0.5 hr)**

Internship # 1	Senior Year Employer-Based Internship	**Hours**	80
		Hands-on Learning? (YES/NO)	YES

Note: *Internship experiences will vary based on the operational scope, species, policies, and procedures of each approved employer partner. Pre-apprentices will participate in activities appropriate to the host facility while achieving the intended learning outcomes of the Laboratory Animal Care Pre-Apprenticeship Program.*

Schedule: 4 hours per week x 20 weeks
Setting: Employer Laboratory *(e.g., Lampire, Charles River, Merck, J&J, etc.)*
Focus: Exposure to industry pace, compliance, and production-level animal care

Phase 1: Orientation, Safety & Compliance
Duration: Weeks 1 – 4 = **16 Hours**
Aligned ACTS Topics: OSHA-10, Facility Security, Occupational Health & Safety
Hands-On Tasks:

- Perform facility safety walkthroughs, identifying hazards in active vivarium spaces
- Demonstrate proper PPE selection, donning/doffing, and disposal in live workflows
- Participate in biosecurity entry/exit procedures (restricted access, sanitation barriers)
- Complete incident response simulations (spill/exposure scenarios in real lab context)

- Assist with equipment sanitation and sterilization procedures (autoclave observation/use)

Phase 2: Core Animal Care & Husbandry
Duration: Weeks 5 – 10 = **24 Hours**
Aligned ACTS Topics: Animal Research Environment, Equipment, Rabbits, Swine, Ruminants, Birds
Hands-On Tasks:

- Perform daily husbandry tasks:
  - Feeding, watering, cage cleaning, bedding changes
- Assist with environmental monitoring (temperature, humidity, lighting logs)
- Set up and maintain animal housing and enrichment protocols
- Support sanitation workflows using facility equipment
- Observe and assist with species-specific care practices (rabbits, swine, ruminants, avian)

Phase 3: Animal Handling, Observation & Documentation
Duration: Weeks 11 – 15 = **20 hours**
Aligned ACTS Topics: Health Monitoring, Communication Skills, Problem Solving
Hands-On Tasks:

- Assist with animal handling and restraint techniques under supervision
- Conduct daily health checks, identifying:
  - Abnormal behavior
  - Signs of stress, illness, or distress
- Perform behavioral observation logging using facility systems
- Maintain accurate documentation and recordkeeping (feeding logs, treatment logs)
- Participate in shift handoffs and team communication briefings

Phase 4: Applied Lab Support & Problem Solving
Duration**:** Weeks 16 – 20 = **20 Hours**
Aligned ACTS Topics: Problem Solving, Communication, Professionalism
Hands-On Tasks:

- Observe and assist with basic procedures:
  - Dosing, injections, blood collection, anesthesia (observation → limited support)
- Support quarantine and acclimation procedures for new animals
- Participate in problem-solving scenarios, such as:
  - Identifying and responding to changes in animal condition
  - Addressing sanitation or environmental deviations
- Assist in inventory tracking (feed, bedding, PPE)
- Engage in professional communication with supervisors and technicians

Internship # 2	Summer Academic Lab Internship	**Hours**	120
		Hands-on Learning? (YES/NO)	YES

Schedule: 20 hours per week x 6 weeks
Setting: Academic Research Lab *(e.g., UPenn, Drexel, Jefferson, CHOP)*
Focus: Exposure to research environments, protocols, and academic lab workflows

Phase 1: Lab Orientation & Research Environment
Duration: Week 1 = **20 Hours**
Aligned ACTS Topics: Field of LAS, Animal Research Environment, OSHA
Hands-On Tasks:

- Participate in lab orientation and research protocol overview
- Conduct lab safety walkthroughs and hazard identification exercises
- Learn and apply Institutional Animal Care and Use Committee compliance and ethical standards in practice
- Assist with lab setup, sanitation, and equipment preparation

Phase 2: Animal Care in Research Context
Duration: Weeks 2 & 3 = **40 Hours**
Aligned ACTS Topics: Animal Care, Facility Equipment, Species Modules
Hands-On Tasks:

- Perform daily husbandry tasks in research setting
- Support animal housing setup for research protocols
- Assist with environmental enrichment and welfare monitoring
- Maintain clean and sterile environments for study integrity
- Assist with animal identification and tracking systems

Phase 3: Research Support & Data Collection
Duration: Weeks 4 & 5 = **40 Hours**
Aligned ACTS Topics: Health Monitoring, Communication, Documentation
Hands-On Tasks:

- Observe and assist with research-related procedures:
  - Dosing, injections, sample collection
- Conduct health and behavior monitoring tied to research outcomes
- Record data and observations for research teams
- Assist with documentation and lab reporting systems
- Participate in team meetings and research briefings

Phase 4: Applied Learning, Analysis & Professional Skills
Duration: Week 6 = **20 Hours**
Aligned ACTS Topics: Problem Solving, Communication, Professionalism
Hands-On Tasks:

- Participate in case-based problem solving:
  - Changes in animal condition
  - Environmental or procedural issues
- Assist with study preparation and lab organization
- Present a brief summary of internship experience and learning outcomes
- Demonstrate professional communication and teamwork in lab setting

Note: The below chart captures Lampire's 145-hour ACTS delivered RAP RTI. The highlighted topics will count as RAP RTI hours earned by LAC pre-apprentices. Pre-apprentice completers can earn up to 65

hours toward the RAP's full 216 required RTI hours. For reference also, the following below modules have hands on components: OSHA, Facility Security & Emergencies, Occupational Health & Safety, Rabbits, Swine, Ruminants and Birds

Week	Topic(s)	Duration (min)	Duration (hrs, rounded)
01-03	OSHA-10		10
4	Facility Security & Emergencies (ALAT Chapter 3)	148	2
5	Occupational Health & Safety (ALAT Chapter 4)	184	3
6	The Field of Laboratory Animal Science (ALAT Chapter 1)	165	3
7	The Animal Research Environment (ALAT Chapter 2)	183	3
8	Assessment & Professionalism	197	3
9	Facility Equipment (ALAT Chapter 5)	182	3
10	Caging Systems (ALAT Chapter 6)	179	3
11	The Laboratory Animal Environment (ALAT Chapter 7)	193	3
12	Housekeeping Tasks & Contamination Control (ALAT Chapte	161	3
13	Feed & Nutrition (ALAT Chapter 9)	171	3
14	Assessment & Managing Stress and Change	261	4
15	Husbandry (ALAT Chapter 10)	222	4
16	Animal Procurement & Quarantine (ALAT Chapter 11)	162	3
17	Medications (ALAT Chapter 12)	159	3
18	Colony Health Surveillance (ALAT Chapter 13)	183	3
19	Euthanasia (ALAT Chapter 14)	160	3
20	Introduction to Science & Metrics (ALAT Chapter 15)	178	3
21	Experimental Design & Methodology (ALAT Chapter 16)	152	3
22	Heredity & Breeding (ALAT Chapter 17)	166	3
23	Assessment & Problem Solving	227	4
24	Communication Skills	312	5
25	Assessment, Resolving Conflict, Anatomy	167	3
26	Mice (ALAT Chapter 18)	165	3
27	Rats (ALAT Chapter 19)	141	2
28	Hamsters (ALAT Chapter 20)	145	2
29	Gerbils (ALAT Chapter 21)	133	2
30	Guinea Pigs (ALAT Chapter 22)	144	2
31	Rabbits (ALAT Chapter 23)	152	3
32	Cats (ALAT Chapter 24)	145	2
33	Dogs (ALAT Chapter 25)	144	2
34	Swine (ALAT Chapter 26)	157	3
35	Ruminants (ALAT Chapter 27)	167	3
36	Nonhuman Primates (ALAT Chapter 28)	149	2
37	Birds (ALAT Chapter 29)	166	3
38	Fish (ALAT Chapter 30)	149	2
39	Amphibians (ALAT Chapter 31)	151	3
40	Ferrets (ALAT Chapter 32)	137	2
41	Less Common Research Animals (ALAT Chapter 33)	178	3
42	Assessment & Time Management	133	2
43	The Guide for the Care and Use of Laboratory Animals	238	4
44	The Guide for the Care and Use of Laboratory Animals	238	4
45	The Guide for the Care and Use of Laboratory Animals	238	4
46	The Guide for the Care and Use of Laboratory Animals	238	4
47	Difficult Conversations & Feedback	111	2
48	Assessing Your Strengths & Working Across Cultures	107	2
49	Assessment & Building Relationships	259	4
		Study Total	
		ACTS TOTAL	**145**
			Pre-RA Total (hours)
			65

MEMORANDUM OF UNDERSTANDING

LAC Pre-Apprenticeship Program

Between Pennsylvania Society for Biomedical Research (PSBR) and Upper Bucks County Technical School

Effective Date: _____
Program Year: 2026-2027

1. Purpose

This Memorandum of Understanding ("MOU") establishes a collaborative relationship between the Pennsylvania Society for Biomedical Research (PSBR) and [High School / School District Name] ("School" or "School District") to support the recruitment, education, development, and career advancement of students participating in the Laboratory Animal Care (LAC) Pre-Apprenticeship Program. The purpose of this partnership is to provide qualified high-school students with an industry-informed pathway that combines classroom-based pre-apprenticeship instruction, career awareness, skills development, and exposure to employment opportunities in laboratory animal science, biomedical research, and related fields. The parties recognize that successful implementation requires coordination among the School or School District, PSBR, participating employers, and other education and workforce partners.

2. Responsibilities of PSBR

PSBR will serve as the primary program coordinator and industry liaison for the LAC Pre-Apprenticeship Program and will:

1. Provide the School with access to the approved LAC Pre-Apprenticeship curriculum, instructional materials, program guidance, and related resources.
2. Provide or coordinate technical assistance and support to School personnel responsible for implementing the LAC curriculum.
3. Coordinate, as appropriate, with participating laboratory animal science and biomedical research employers to provide students with industry exposure, career awareness, guest presentations, facility tours, work-based learning, and internship opportunities.
4. Assist the School in identifying appropriate internship and work-based learning opportunities for qualified students.
5. Provide guidance regarding industry expectations, occupational competencies, employability skills, and potential career pathways.
6. Monitor overall program implementation and collaborate with the School to identify challenges, student support needs, and opportunities for improvement.
7. Maintain appropriate communication with the School regarding program participation, student progress, employer engagement, and internship opportunities.

3. Responsibilities of the School

Upper Bucks County Technical School will serve as the primary student recruitment and school-based implementation partner and will:

1. Recruit and identify students who demonstrate interest, aptitude, readiness, or career goals aligned with laboratory animal care, biomedical research, veterinary science, life sciences, or related occupations.
2. Provide participating students with appropriate access to the LAC Pre-Apprenticeship curriculum and instructional activities during the agreed-upon program period.
3. Designate appropriate school personnel to coordinate implementation of the program and serve as the primary point of contact with PSBR.
4. Monitor student participation and progress through the LAC curriculum, including attendance, assignment/module completion, skills development, and other agreed-upon performance measures.

5. Communicate with PSBR regarding student progress, participation concerns, barriers to completion, and other issues that may affect successful program completion.
6. Provide appropriate academic, counseling, and student-support services to help participants successfully complete the pre-apprenticeship program.
7. Assist PSBR and participating employers in identifying and facilitating internship placements for qualified students, including coordinating schedules, required school documentation, parental/guardian permissions where applicable, and other school requirements.
8. Support students in preparing for internships and employment opportunities, including resumes, interviews, workplace expectations, and professional conduct.

4. Student Participation and Work-Based Learning

The parties agree that the LAC Pre-Apprenticeship Program is intended to provide students with a progression from career awareness and technical instruction to authentic workplace exposure and potential employment. Where appropriate opportunities are available, PSBR and the School will work collaboratively to connect qualified students with internships, job-shadowing, facility tours, employer presentations, or other work-based learning experiences. Internship placement will be based on student readiness, employer requirements, available positions, scheduling, safety requirements, and applicable school and employer policies. Participation in the pre-apprenticeship program does not guarantee employment or an internship placement.

5. Communication and Coordination

The School and PSBR will maintain regular communication regarding program implementation and student participation. Each party will designate a primary contact:

PSBR Program Contact:
Name: Thomas A. Leach
Title: Executive Director
Email: tom@psbr.org
Phone: 717-731-3557

School Program Contact:
Name: _____
Title: _____
Email: _____
Phone: _____

The parties may conduct periodic meetings or check-ins to review student progress, curriculum implementation, employer engagement, internship opportunities, and program outcomes.

6. Term and Modification

This MOU will become effective on the date of the last signature and will remain in effect through June 27, 2027, unless either party terminates it earlier upon written notice. The parties may modify this MOU by mutual written agreement. This MOU may be renewed upon mutual agreement of PSBR and the School.

7. Nature of Agreement

This MOU represents the parties' mutual understanding and commitment to collaborate in support of the LAC Pre-Apprenticeship Program. Unless otherwise expressly stated in a separate written agreement, this MOU does not create an employment relationship, joint venture, or financial obligation between the parties.

8. Signatures

PENNSYLVANIA SOCIETY FOR BIOMEDICAL RESEARCH (PSBR)

By: _____
Name: **Thomas A. Leach**
Title: **Executive Director**
Date: _____

Upper Bucks County Technical School (UBCTS)

By: _____
Name: _____
Title: _____
Date: _____

5. **Completer presentation**
6. **Next Scheduled Meeting: December 17, 2026.**
7. **Adjournment**