

August 2016

## Annex 2 to the ERT Guideline

### **EUROTOX recognition of courses providing comprehensive training in toxicology for the purpose of registration (ERT courses), or providing continuing professional development for the purpose of maintaining ERT registration (CPD courses)**

#### **I. Introduction**

EUROTOX has set standards of qualification for [European Registered Toxicologists \(ERT\)](#) in the [Guidelines for Registration 2012](#). There are currently a number of [ERT courses](#) available that have been approved by national societies and registers, offering comprehensive theoretical training required for registration of toxicologists.

This document provides guidance for course providers who wish to obtain recognition by EUROTOX for courses as part of the comprehensive theoretical training for registration of toxicologists or continuing professional development (CPD) for the purpose of maintaining ERT registration.

#### **II. Scope and limitations**

This guidance applies to the recognition of courses by EUROTOX. Recognition means that EUROTOX is satisfied that a course is suitable for the purpose of providing

- a) comprehensive training according to Annex 1 of the Guidelines for Registration (**ERT courses**), or
- b) CPD for maintaining ERT registration (**CPD courses**).

Recognition is given for individual courses, not for entire educational programmes (e.g. those leading to an academic degree).

EUROTOX does not promote the attendance at a particular course. Prospective course participants are encouraged to check with their national register whether the course of interest is recognised locally.

#### **III. Evaluation Committee**

The process for recognition is overseen by an Evaluation Board appointed by the EUROTOX Education and Registration Subcommittees. Membership and procedures of the Evaluation Board are subject to regulations approved by the EUROTOX Executive Committee.

#### **IV. Process for recognition**

1. Course providers who wish to have a course recognised should apply to the Evaluation Board at least 3 months before the start of the course with the following information:
  - i. Purpose and aims of the course
  - ii. Course provider (e.g. university, scientific society, ...)
  - iii. Target audience
  - iv. Subjects and topics covered (for ERT courses these must correspond to Annex I of the Guidelines)

- v. Faculty
  - vi. Number of teaching hours; where appropriate, credit points offered
  - vii. Assessment (written examination is mandatory for ERT courses)
  - viii. Course fees
  - ix. If appropriate, recognition by other bodies (e.g. learned societies)
2. The Evaluation Board will assess applications in accordance with the provisions of the Guidelines.
    - a) For **ERT courses**, particular emphasis will be placed on compliance with the aims, content and learning outcomes listed in Annex 1 of the Guidelines. The number of teaching hours must be appropriate to the subject (for further details see section B of the Guidelines). As a general rule, an appropriate written examination is required.
    - b) **CPD courses** can cover a broad range of subjects related to toxicology and the course provider should give sufficient details. An examination is not mandatory for CPD courses.
  3. The Evaluation Board will notify the course provider whether the course can be recognised. In cases of doubt it may request additional information, or ask for modifications to be made to the course programme. If the evaluation committee decides not to recognise the course it will provide its reasons to the applicant.

## V. Appeals process

Course providers may appeal to the EUROTOX Education and Registration Subcommittees against decisions made by the Evaluation Board.

## VI. Statement of recognition

Once recognition has been granted the course provider may use the statement of recognition on information material related to the course. A suggested form of wording is

- a) For ERT courses  
*“This course is recognized by EUROTOX as providing XX hours of comprehensive training in toxicology on the following topic(s) [list all applicable]”*
- b) For CPD courses  
*“This course is recognized by EUROTOX as providing XX hours of education for continuing professional development”.*

The course provider is reminded that they must not use any form of wording that implies EUROTOX is promoting attendance at the course, or that the course is **automatically** accepted by a national register for ERT registration or re-registration.

## VII. Duration of recognition

Applications can be made for individual courses as a one-off, or for courses held on an on-going basis. If recognition has been granted for a course held on an on-going basis the duration of recognition is limited to a maximum of 5 years. After this time a new application has to be made. EUROTOX reserves the right to withdraw recognition at any time if it considers that the conditions of recognition are no longer met.