

# **The EUROPEAN REGISTERED TOXICOLOGIST (ERT)**

## **Guidelines for Registration**

(September 2018)

### **BELGIAN REGISTER OF EUROPEAN TOXICOLOGISTS**

#### **REGISTRATIONS: REQUIREMENTS AND IMPLEMENTATION.**

##### **1. INTRODUCTION:**

The European Registration of Toxicologists is a service of EUROTOX for toxicology and for individual toxicologists who attain appropriate standards of education, skills, experience, and professional standing. These toxicologists, upon application, can be certified as EUROPEAN REGISTERED TOXICOLOGIST (ERT). A European Registered Toxicologist (ERT) is a toxicologist who meets specific requirements in education as well as professional skills and experience. Toxicologists can, upon application, be certified as ERT.

In a first step, national registration boards evaluate applications of candidates and admit successful applicants to their national register. In the second step, upon request from the recognized national registers, EUROTOX will certify these individuals as ERT without further evaluation.

Applications to the Belgian Register of Toxicologists are open to experienced scientists engaged in the field of toxicology in Belgium and members of BelTox, BEMS or BLT, or active in countries with national societies that are member of EUROTOX. Applications from other countries will also be considered provided that there is an educational, training or professional relationship with Belgium.

Inclusion in the Belgian Register of Toxicologists applies for a period of 5 years after which reregistration is required.

##### **2. REQUIREMENTS FOR REGISTRATION**

Membership in the European Register of Toxicologists aims to recognize high standards of knowledge, skills, experience, and professional standing of scientists professionally engaged in the field of Toxicology.

Requirements for Registration include:

- An academic education and degree (MD, PhD, MSc, or BSc in a relevant subject)
- Documentation on basic competence in the essential areas of toxicology (see topics in section 8) through attendance of appropriate courses, recognised qualifications, or by certificated demonstration of specific practical experience and structured on the job training.
- At least 5 years of relevant toxicological experience
- Detailed documentation of the practical toxicological training and experience, evidenced by published works, confidential reports or assessments
- Current certificated professional engagement in the practice of toxicology

# The EUROPEAN REGISTERED TOXICOLOGIST (ERT)

## Guidelines for Registration

(September 2018)

To consider a candidate for registration, national registering committees will require and evaluate the documentation indicated in section 8 “Application Dossier”:

### **3. APPLICATION FOR REGISTRATION:**

The applicant should complete the application form (Annex A).

The application must be addressed via the BelTox website

< <http://beltox.be/belgian-register-of-european-toxicologists/>>.

The application must be accompanied by the receipt of 100 € payment as application fee deposited to deposit data.

In order to be qualified for Registration, candidates must submit to this national registering committee the following documentation for evaluation (in English):

A1. A **CV** containing relevant information such as details of scientific education, of post(s) held and of professional activities performed. Preferably, the CV should be in the format of Europass.

A2. **Documentation** of academic education before commencing training (entry level knowledgebase)

Before starting toxicological training leading to registration a candidate will have been educated in a science subject with a relevant link to toxicology such as biomedical sciences, medicine, veterinary medicine, pharmaceutical sciences, biochemistry, biology, toxicology, food and environmental sciences, agronomy, chemistry. This basic educational background will have been acquired by attendance of a full-time taught course at a university for at least three years and documented by a university degree.

A3. Documentation of Minimum accomplishments during training (applied knowledge-base)

In addition to basic academic training in science, a candidate for registration will have undertaken further theoretical and practical training, and will provide evidence for achievement of the minimum standards set out in section 8.

A3.1. Acquisition of basic theoretical knowledge **must be documented** by credits/certificates from appropriate courses or equivalent qualification.

A3.2. If a candidate wishes to demonstrate basic theoretical knowledge of relevant topics by long standing experience and/or structured on the job training this **needs to be appropriately documented** e.g. by examination, peer-reviewed publications, evidence of confidential reports, assessments, teaching activities, knowledge-based decision-making or advisory activities, or other achievements, subject to expert opinions (see section 4. EVALUATION).

A3.3. Documentation of practical training and acquisition of hands-on experience and communication skills will be shown by publications, reports, or assessments, subject to expert opinions (see section 4. EVALUATION).

# **The EUROPEAN REGISTERED TOXICOLOGIST (ERT)**

## **Guidelines for Registration**

(September 2018)

### **4. EVALUATION**

Expert opinions evaluating the candidate's knowledge, skills, experience, and professional standing should be provided by at least two senior toxicologists who are ERTs. Experts may be proposed by the applicant and should be appointed by the Belgian registration board which will also provide guidance on the level of evidence required. List of qualifications and suggested scoring are presented in Annex B. For positive evaluation the cumulative score should be more than 70 points.

### **5. RE-REGISTRATION**

On a five-year basis, Registered Toxicologists will be expected to re-affirm their registration credentials and document their continued professional awareness, education and practice. To remain registered, a candidate must be working as a toxicologist, and must submit the following to the registering body:

5.1. An updated CV containing relevant information such as details of post(s) held and of professional activities performed during the past 5-year period of registration.

5.2. Confirmation of professional activity as a toxicologist in responsible positions by evidence such as list of internal studies (with information on numbers, topics, methods used, branch of customers), list of publications, employment references, delegation into expert committees, teaching and mentoring.

5.3. Documentation of continued professional awareness and education in Toxicology such as yearly attendance of educational courses and meetings, presentation of lectures or posters, teaching activities, publications, activities in expert committees and similar. These activities will comprise at least five working days per year.

### **6. BELGIAN REGISTERING BOARD:**

6.1. The Belgian Registration board consists of 6 members appointed for 5 years from the members of 3 Societies of Toxicologists : BelTox, BEMS or BLT.

6.2. The appointed members elect a Chair and a Secretary of Registry.

6.3. The Chair of the Registration Board together with the Secretary of Registry organize the Secretariat of the Registration Board which is responsible for

# **The EUROPEAN REGISTERED TOXICOLOGIST (ERT)**

## **Guidelines for Registration**

(September 2018)

- Organization of the Registration Board meetings every 6 months, formulation of meeting's agenda and scientific community information about forthcoming meeting.
- Collection and processing of applications for registration.
- Communications between applicants and the Registration Board.
- Keeping records of the dates for the forthcoming Registration Board meetings as well as the results of the past meetings.
- Maintaining updated the registration register.
- Communication with registrants inviting them to submit an application for re-registration, at the appropriate time (at five-year intervals). Registrants should supply information to the Registration Panel at least 6 weeks before the Panel meeting date. Verification of the facts so provided may be requested.

6.4 The Board prepares a draft annual summary every January for submission to Belgian Society of Toxicology and Ecotoxicology (BelTox) and reporting the following:

- The number of those applying for inclusion in the register or maintenance of registration, the outcome of applications and the names of those approved for inclusion in the register or the maintenance of registration.
- The names of those who have been removed from the register.
- The current financial status of the register.

Inclusion, exclusion or removal from this Register will be decided by a Registration board. Members of the Register must inform the Secretariat if they retire or if they are no longer working directly in toxicology.

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.

6.5 The current Registration Board appointed by the 3 Societies of Toxicologists consists of:

- Chair: ( name)
- Secretary of Registry: ( name)
- Members: ( name)

## **7. APPEALS COMMITTEE**

# The EUROPEAN REGISTERED TOXICOLOGIST (ERT)

## Guidelines for Registration

(September 2018)

Appeals against the decisions of the Board may be made to an Appeals Committee appointed by the Belgian Society of Toxicology and Ecotoxicology. The Appeals committee will be composed of 3 eminent toxicologists in total. A representative of EUROTOX Registration Subcommittee will be included in the Appeals Committee. The decision of the appeals committee will be binding on all parties.

### **8. APPLICATION DOSSIERS**

The application dossier should contain:

- an application form completed addressed to Registering Board Chair (Annex A)
- a detailed CV (4 page limit)
- a list of publications on peer reviewed journal or study reports
- 2 recommendation letters
- Detailed documentation of theoretical and practical experience

When completed, the application should be submitted via the BelTox website. The registration board and each of its regular members will keep in strict confidentiality all information provided by an applicant if designated by the applicant as confidential.

### **9. STANDARDS OF KNOWLEDGE, SKILLS, EXPERIENCE AND PROFESSIONAL STANDING REQUIRED FOR REGISTRATION.**

Membership in the European Register of Toxicologists aims to recognize high standards of knowledge, skills, experience, and professional standing of scientists professionally engaged in the field of Toxicology. Requirements for Registration include:

#### A. Theoretical knowledge

It is expected that applicant has basic knowledge in the major areas of toxicology e.g.

- Molecular and Cellular Toxicology
- Toxicology of Environmental Pollutants
- Biomonitoring and Exposure Assessment
- Occupational Toxicology
- Genotoxicity and Carcinogenicity
- Reproductive and Developmental Toxicology
- Risk Assessment of Chemicals
- Clinical and Forensic Toxicology
- Analytical Toxicology
- Food Toxicology
- Doping
- Regulatory Toxicology

# The EUROPEAN REGISTERED TOXICOLOGIST (ERT)

## Guidelines for Registration

(September 2018)

There are two routes to meet this requirement:

- Route 1 is by attendance of appropriate courses
- Route 2 by practical experience and on the job training

### B. Practical training and experience

Practical training and experience needs to be demonstrated for a period of not less than 5 years and must be related to Toxicology. Training will usually be on the job, based on laboratory, clinical, computer-assisted or regulatory work. In some case, toxicologists will undertake research and be based in a single department / under a single named supervisor: candidates for registration are advised to ensure at the outset that their intended course of study is evaluated by a senior ERT or member of the National Register as appropriate and applicable to the eventual target of registration.

Documentation of practical experience, communication skills, authorship

Candidates for registration will have documented their practical experience by at least 5 reports (which may be internal and/or confidential), assessments, or publications. Reports and assessments should be suitable for submission to regulatory agencies or for regulatory decision making. Publications should have appeared in peer-reviewed scientific journals. It is regarded as essential that these reports and papers demonstrate a high standard of critical ability and communication skills. Critical ability and communication skills can be documented further by a record of oral presentations and through authorship of written reviews and a dissertation / thesis. Examples should be included with any application for registration.

For the complete description please refer to Annex I-II of EUROTOX GUIDELINES:

<http://www.eurotox.com/ert/>

[http://www.eurotox.com/sub/eurotox.com/images/ert/ert-guideline-updated-2016/ERT\\_GUIDELINES\\_Main\\_text\\_2016.pdf](http://www.eurotox.com/sub/eurotox.com/images/ert/ert-guideline-updated-2016/ERT_GUIDELINES_Main_text_2016.pdf)

[http://www.eurotox.com/sub/eurotox.com/images/ert/ert-guideline-updated-2016/ERT\\_GUIDELINES\\_Annex\\_1\\_-\\_2016.pdf](http://www.eurotox.com/sub/eurotox.com/images/ert/ert-guideline-updated-2016/ERT_GUIDELINES_Annex_1_-_2016.pdf)

<http://www.eurotox.com/sub/eurotox.com/images/ert/ert-guideline-updated-2016/ERT%20GUIDELINES%20Annex%202%20-%202016.pdf>

# The EUROPEAN REGISTERED TOXICOLOGIST (ERT)

## Guidelines for Registration

(September 2018)

### ***Annex A: Application Form (to be written electronically or in capital letters)***

To the Chair of the Belgian Registering Board

#### **APPLICATION**

The undersigned:

<b>1. Name</b>	
<b>2. Surname</b>	
<b>3. Title</b>	
<b>4. Institution</b>	
<b>5. Institution Address</b>	
<b>6. Phone</b>	
<b>7. e-mail</b>	
<b>8. Scientific fields of experience and scientific interest (maximum three among those written in Section 8A)</b>	

applies to the Registering Board of Belgian Register of Toxicologists for inclusion in the National Register. The applicant shall at all times so order his or her conduct as to exercise his/her profession according to the Code of Ethics and recommendations on a national and international level, and to follow the rules of Belgian Society of Toxicology and Ecotoxicology and EUROTOX. The undersigned applicant declares (L 1599/86) authenticity of all given information in the Application Form, in the enclosed documentation. The applicant authorizes the use and confidential transmission of all the sent information to persons and institutional offices involved in the evaluation of this application.

Date .....

Signature

# The EUROPEAN REGISTERED TOXICOLOGIST (ERT)

## Guidelines for Registration

(September 2018)

### ***Annex B: Scoring Form (to be written electronically or in capital letters)***

<b><i>Qualifications</i></b>	<b><i>Suggested Scoring</i></b>
1. Education	10
2. Continuous education	20
3. Research experience (post-graduate)	15
3.1. Research projects as chief scientific manager or main Investigator	
3.2. Research projects as investigator	
3.3. Patent application or other innovations	
4.0. Professional experience	40
4.1. Present position	
4.2. Former activities and professional experience	
4.3. Scientific Committees	
4.4. International collaborations and technical/scientific commissions	
5.0 Editorial activity	10
5.1. Publications on peer reviewed journals	
5.2. Reports	
5.3. Books	
5.4. Other editorial activity	
6.0. Teaching experience	5
	Minimum suggested 70/100