

# AAFCO AITS Testing Policy

The following policy will be used as the basis for obtaining an AAFCO AITS “Certificate of Completion”:

- Attendance of all segments of the AITS by registrants is mandatory to receive course certificate
- A score of 75% or greater of the questions answered correctly on the written exam given at the end of the AITS

## **Policy for the test:**

- When a question has multiple answers, each answer will be counted equally for the total of questions asked on the exam
- If greater than 50% of the attendees incorrectly answer a question, the question will be removed from the total number of questions
- The test will be administered by an individual on the Inspection and Sampling committee of AAFCO
- The test will be open book
- At least 1.5 hours will be allowed for the test
- The test will consist of at least 50 questions
- Presenters will be given the test questions to be covered in their presentation

## **For registrants not making a score of 75%**

- A make-up test consisting of the missed questions will be sent to the registrant’s supervisor, who will arrange for the registrant to re-take the exam and submit the completed exam to the administrator of the original AITS exam.
- A score of 75% or greater of the questions answered correctly on the make-up exam will enable the registrant to obtain an AAFCO AITS “Certificate of Completion” certificate.
- The make-up exam will also be open book and we recommend the supervisor or competent individual review areas of deficiencies with the registrant prior to taking the make-up exam.
- If the individual fails the second exam, they will not receive the AITS certificate of completion for that session. It is recommended that the registrant attend any subsequent AITS.

## **Issuance of AAFCO AITS “Certificate of Completion”**

- Certificates will be issued within two weeks of the completion of the AAFCO AITS directly to the registrant, if an address is not on file then the certificate will be sent to the feed administrator of the registrant’s state.