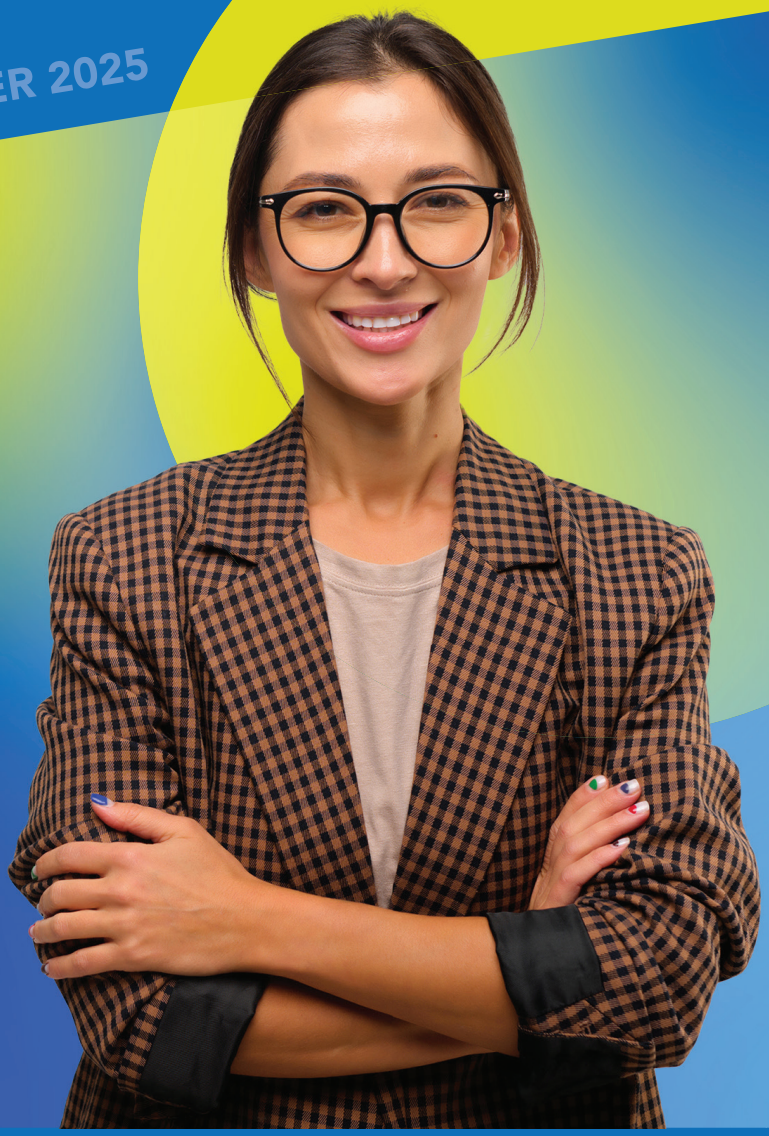
DECEMBER 2025



INITIAL
ACRP CERTIFICATION HANDBOOK

ACRP

ACADEMY
OF CLINICAL RESEARCH PROFESSIONALS

LETTER FROM OUR CHIEF EXECUTIVE OFFICER

Welcome!

Congratulations on your exciting decision to advance your knowledge in clinical research by pursuing certification through the Association of Clinical Research Professionals (ACRP), the most reputable credentialing program in clinical research. More than 43,000 professionals trust ACRP Certification as a respected endorsement of clinical research competency—so you're in excellent company amongst the best and brightest in the industry.

ACRP Certification includes its flagship certifications: ACRP Certified Professional (ACRP-CP®), Certified Clinical Research Associate (CCRA®), Certified Clinical Research Coordinator (CCRC®), and Certified Principal Investigator (CPI®), and the following specialty credential programs: ACRP Medical Device Professional (ACRP-MDP®), and ACRP Project Manager (ACRP-PM®).

These credentials provide clinical research professionals the opportunity to demonstrate their mastery of the core competencies needed to ensure quality and integrity in the clinical research process, all while advancing their career goals.

In this Handbook, you will find an overview of ACRP's Certification programs, eligibility and testing requirements, resources to help prepare for your exam, and guidance on exam scoring, results, as well as information to help you maintain your ACRP Certification.

We look forward to supporting you on your journey of professional excellence through ACRP Certification.

SUSAN P. LANDIS
Chief Executive Officer
Association of Clinical Research Professionals (ACRP)

TABLE OF CONTENTS

Part I.....4
Overview
The Academy
Mission Statement
Leadership
ACRP Membership
Certification
NCCA Accreditation
Specialty
Exam Development
Exam Structure

Part II.....7
Pathways to Certification
Qualifying Work Experience
Eligibility Requirements
Substitutes for Work Experience
Application Process
Fees
Eligibility Review
Confidentiality

Part III.....13
Preparation
Examination Content Outline (ECO)
ICH Guidelines
Exam Abbreviation List
Additional Optional Support
Disclaimer
Further Study Tips
Test Taking Strategies

Part IV.....15
Testing Partner
Scheduling
Confirming Your Appointment
Rescheduling Your Appointment
Appointment Arrival
Identification
Exam Security and In-Person Testingr Guidelines
Exam Security and Remote Testing Guidelines
Special Accommodations
Exam Breaks
Resources

Part V.....17
Exam Scoring
Exam Results and Notification

Part VI.....18
Rescheduling and Cancellation Fees
No Shows and Missed Exams
Retesting
Refunds
Ineligibility
Transfers
Maintaining Your Certification

Part VII.....20
ACRP Code of Ethics and Professional Conduct
Complaints
Academy Policy Manual

PART I

OVERVIEW
This handbook is designed to guide individuals pursuing ACRP Certification. Prospective candidates for the CCRA®, CCRC®, ACRP-CP®, and CPI® programs, or the ACRP-PM and ACRP-MDP specialty programs, should read this handbook before applying.

THE ACADEMY
Established in 2006, The Academy of Clinical Research Professionals (The Academy) is an independent affiliate of ACRP responsible for the development and administration of ACRP's Certification programs.

MISSION STATEMENT
Promote and maintain high standards and best practices of clinical research by recognizing those professionals who demonstrate a well-defined competency through valid and reliable credentialing programs.

LEADERSHIP
The Academy's leadership is provided by a volunteer-based, member-elected Board of Trustees. Trustees serve a minimum term of three years and can be re-elected for one additional three-year term. Board elections are held annually.

ACRP MEMBERSHIP
Membership in the Association of Clinical Research Professionals (ACRP) is not required for certification. While ACRP Members do not receive an exemption from paying their certification dues, they benefit from discounted rates on certification registration and exam fees and participation in ACRP Contact Hour activities, such as virtual training courses and webinars, the ACRP Annual Conference, and ACRP Home Study tests.

FLAGSHIP CERTIFICATIONS
ACRP's four certification programs aim to acknowledge professionals with 3,000 hours of experience in clinical research involving human subjects. This certification affirms that individuals meet industry standards, reinforcing credibility and highlighting their competence in the field of clinical research.

ACADEMY BOARD OF TRUSTEES ROSTER

ROBERT O'CONNOR
CCRA, ACRP-CP, FACRP
Chair

DEE TILLEY
RN, CGRN, CCRC, ACRP-MDP, ACRP-PM, FACRP
Vice Chair

STEVEN ZIEMBA
PhD, MBA, CIP, CCRC, CPI, ACRP-PM, FACRP
Immediate Past Chair

KRISTIN SMEDLEY
Public Member

TIFFANY MAYO
MD, CPI
ACRP Board Liaison

CALVIN BRASOR
CCRA, ACRP-PM

ALISHA DANIELS
MD, MHA, CCRC, ACRP-PM

GLENDA GUEST
BS, CCRA, RQAP-GCP, ACRP-MDP, FACRP

KRIS W. HERRING
PhD, MS, ACRP-CP, ACRP-PM

RAMONA RAMDEO
DNP, FNP-C, MBA, CCRC, CPI

SUSAN P. LANDIS
Secretary/Treasurer

NCCA ACCREDITATION

ACRP's ACRP-CP, CCRC, CCRA, and CPI programs are accredited by the National Commission for Certifying Agencies (NCCA), which sets internationally recognized standards for the development and operation of certification programs. The standards assure that a program is valid, reflects current practice, and treats candidates fairly and are based on the established processes for developing certification exams.

SPECIALTY DESIGNATIONS

The intent of the ACRP-PM and ACRP-MDP specialty programs are is to evaluate ACRP certificants seeking further validation of their knowledge and skills within a specific area of expertise. Specialty designations do not replace any of the flagship certifications. The CCRA®, CCRC®, ACRP-CP®, and CPI® programs are based on the body of knowledge needed to demonstrate the competence of a clinical research professional.
Those seeking a specialty must first pass one of these certification exams. Specialty designations are offered to actively certified CCRCs, CCRAs, ACRP-CPs, and CPIs, who have specialized knowledge in medical device trials or project management, as it relates to clinical studies.

EXAM DEVELOPMENT

The development of ACRP's Certification examinations begins with a Job Analysis, which conducts research into the actual work done by various individuals to create a definitive description of the tasks required to perform a job role and the knowledge needed to complete those tasks. A Job Analysis is conducted via a survey and is typically conducted every five to seven years to assure the exam is testing current practice in a job role.

The results of the survey identify what the Academy will include on the Examination Content Outlines (ECOs) for each exam. Each exam has a different ECO that reflects those task and knowledge statements that the majority of clinical research professionals respectively said were essential to their job role. The results of the Job Analysis also dictate how much of each topic is covered; tasks performed more frequently or deemed most critical are tested more heavily on the exam. Each exam has an outline that reflects the particular emphasis of their job role and function.

Individuals who are already certified as a CCRA®, CCRC®, CPI®, or ACRP-CP® are then trained to write test questions based on current practice and conduct of clinical research. We call these volunteers "Subject Matter Experts," or "SMEs." All questions must test knowledge and skills as defined by the ECO. The correct answer for each item must be supported by at least one citation of a reference found on the resource list, currently comprised of specific areas of ICH Guidelines, as described in this Handbook. Once the SMEs have written draft questions, the questions go to the Exam Committees for review. This process is constantly in motion, with new questions being written, current questions being reviewed, and older or non-performing questions being "retired" from the item bank.

An Exam Committee exists for each flagship certification. The CCRA®, CCRC®, CPI®, and ACRP-CP® Global Exam Committees consist of separate groups of currently practicing, ACRP Certificants who review, edit, discuss, and rewrite the draft test questions. Many draft test questions are discarded in the process. Others are completely rewritten or heavily edited. Each question must meet minimum standards for applicability to the job role. All Exam Committee members must agree that the answer selected is in fact, the only correct possible answer. The Exam Committees verify the content tested falls within the appropriate ECO and that the reference(s) cited support the correct answer.

Once a draft question is approved by an Exam Committee, it then becomes a "pre-test question." All questions are pre-tested before they are counted toward a candidate's score. This means the Academy is collecting statistical data on the pre-test items to see if they are well-constructed enough to appear on the exam as a scored item. Hundreds of candidates answer a pre-test question before it can be determined if it can be used toward a candidate's score.

Once enough data has been collected, analyses are performed on the item statistics in conjunction with the Academy's professional test development partner to see if items have performed well enough to be used. If they have not performed well (for example, if many candidates choose the wrong answer; or each answer is selected equally, which indicates test-takers are guessing; or candidates who score well on the exam overall select a wrong answer), then the questions are set aside for further review and rewriting, or they may be discarded. Only those questions that demonstrate they are fair to the test taker and identify candidate proficiency are used.

Candidates must achieve a minimum scaled score of 600 to have demonstrated sufficient knowledge and skill to pass the exam and become certified.

EXAM STRUCTURE

ACRP's Certification exams consist of 125 multiple-choice questions (25 of these questions are pre-test items and do not affect a candidate's score nor are they identified to the candidate). Each candidate is allowed a maximum of three hours to complete the 125 questions. ACRP's specialty exams consist of 60 multiple-choice questions (10 pre-test items) and candidates are allotted 90 minutes to complete their exam. Candidates are presented with a question and are asked to choose the single best answer from the four options provided. Only one answer is correct. There are no "trick" questions on the exam and there is no penalty for answering incorrectly.

Candidates taking one of ACRP's flagship certification exams are offered a single optional 10-minute break at the midpoint of the exam. Refer to PART IV, EXAM BREAKS, for more details.

The exam is provided in English. Candidates may bring a hard-copy, translation only (word-to-word) dictionary to the exam. Dictionaries containing any word definitions or other extraneous markings are strictly prohibited. The dictionary will be inspected by the proctor before and after the exam is completed.

PART II

PATHWAYS TO CERTIFICATION

To qualify for ACRP Certification, applicants must be able to provide verifiable proof of employment. Verifiable employment means that ACRP can contact an employer, past or present, to verify the information listed on an application. Professional experience older than ten years from the date of application submission will not qualify. All applicants must submit a resume that outlines their work experience and primary duties held with each relevant employer.

CCRC®

Pathway 1: 3,000-hours of CRC work experience

Pathway 2: 1,500 hours of CRC work experience and; hold an active ACRP certification, or has completed an accredited clinical research education program

CCRA®

Pathway 1: 3,000-hours of CRA work experience

Pathway 2: 1,500 hours of CRA work experience and; hold an active ACRP certification, or has completed an accredited clinical research education program

CPI®

Pathway 1: 3,000-hours of work experience as an Investigator. Proof of employment as a Principal Investigator within the last five years.

Pathway 2: 1,500 hours of work experience as an Investigator and; earned a doctorate degree, or hold an active ACRP certification, or has completed an accredited clinical research education program

ACRP-CP®

Pathway 1: 3,000-hours of experience working in clinical research (not role specific)

Pathway 2: 1,500 hours of experience working in clinical research and; hold an active ACRP certification or has completed an accredited clinical research education program

ACRP-PM®

Pathway: ACRP Certified—experience related to project management

ACRP-MDP®

Pathway: ACRP Certified—experience related to medical devices

QUALIFYING WORK EXPERIENCE

Applicants must have the minimum number of required hours of experience in the professional practice of clinical research to qualify. Internship (paid or unpaid), volunteer experiences, and hours earned through educational programs will not count toward the experience requirement. Any experience older than ten years will not qualify.

ELIGIBILITY REQUIREMENTS

Eligibility for the Certified Clinical Research Coordinator (CCRC®)

All applicants seeking certification as a Certified Clinical Research Coordinator (CCRC) must fulfill specific eligibility requirements outlined in the Policy on Eligibility for Certification. Fulfillment of these requirements is necessary for approval to take the CCRC examination.

What is a Clinical Research Coordinator (CRC)?

CRC refers to a Clinical Research Coordinator. CRCs play an important role in the execution and coordination of clinical trials, ensuring that studies are conducted ethically, safely, and in accordance with regulatory requirements. CRCs work closely with Principal Investigators, sponsors, and other research staff to ensure the smooth conduct of clinical studies while adhering to regulatory standards and protocols.

Essential Duties: These duties encompass various responsibilities such as reporting safety issues, involvement in IRB activities, protocol review, subject visits, data collection, participation in audits/inspections, and engagement in the informed consent process.

Work Experience Requirements: Applicants must document at least 3,000 hours of employment performing the Essential Duties. Full consideration toward eligibility will be given if the applicant meets the required hours by their examination date.

Documentation Requirements: Applicants must provide a detailed resume outlining their experience as a CRC and a job description demonstrating the fulfillment of the essential duties.

Equivalent Substitutions: Candidates holding a current CCRA, ACRP-CP, or CPI designation can substitute 1,500 hours of professional experience. Completion of an accredited clinical research education program can also substitute 1,500 hours of experience.

NOTE: ACRP reserves the right to request backup documentation to substantiate the reported information at any time during the application process and/or once the candidate has been certified.

Eligibility for the Certified Clinical Research Associate (CCRA®)

All applicants seeking certification as a Certified Clinical Research Associate (CCRA) must fulfill specific eligibility requirements outlined in the Policy on Eligibility for Certification. Fulfillment of these requirements is necessary for approval to take the CCRA examination.

What is a Clinical Research Associate (CRA)?

A Clinical Research Associate is a professional involved in clinical research. Their primary responsibility is to manage and monitor the clinical trials conducted by pharmaceutical, biotechnology, or medical device companies. CRAs ensure that trials are conducted in compliance with protocols, regulatory requirements, and Good Clinical Practice (GCP) guidelines. They monitor data, conduct site visits, verify documentation, and ensure the safety and well-being of trial participants while maintaining the integrity of the data collected during the trial.

Work Experience Requirements: Applicants must document a minimum of 3,000 hours of employment performing the essential duties of a CRA. Full consideration toward eligibility will be given if the applicant meets the required hours by their examination date.

Essential Duties: Essential duties of a CRA revolve around ensuring compliance with clinical protocols, Good Clinical Practice guidelines, and regulatory standards to safeguard the ethical treatment of human subjects by research site personnel. This involves verifying adherence to the clinical protocol, promptly reporting safety concerns to the sponsor and IRB/IEC as needed, executing detailed monitoring tasks, meticulously reviewing site records, managing Investigational Product and related supplies, documenting all monitoring activities thoroughly, conducting independent routine monitoring visits, and overseeing the implementation of corrective actions to maintain site inspection readiness.

Documentation Requirements: Applicants must provide a detailed resume outlining their experience as a CRA and a job description demonstrating fulfillment of the essential duties.

Equivalent Substitutions: Candidates holding a current CCRC, ACRP-CP, or CPI designation can substitute 1,500 hours of professional experience. Completion of an accredited clinical research education program can also substitute 1,500 hours of experience.

Eligibility for the Certified Principal Investigator (CPI®)

All applicants seeking certification as a Certified Principal Investigator (CPI) must fulfill specific eligibility requirements outlined in the Policy on Eligibility for Certification. Fulfillment of these requirements is necessary for approval to take the CPI examination.

What is an Investigator?

A clinical investigator is a qualified individual responsible for conducting and overseeing a clinical trial. They are typically medical doctors, scientists, or other healthcare professionals with expertise in the area being studied. Clinical investigators lead the research team and are accountable for the overall conduct of the clinical trial, ensuring that it is conducted according to strict protocols, ethical standards, and regulatory requirements.

Work Experience Requirement: Applicants must document at least 3,000 hours of employment performing an investigator's essential duties. Full consideration toward eligibility will be given if the applicant meets the required hours by their examination date.

Applicants must document their role as an investigator or sub-investigator on one study during the last five years by submitting proof of experience. Acceptable documents include:

- 1572/PHS 398/QIU forms, IRB/IEC approval letters, protocol approval letters, investigator agreements, or other regulatory authority documents for the required study (or clinical trial?).

Essential Duties: Essential duties encompass overseeing the safe and ethical execution of clinical trials, evaluating study proposals, securing necessary approvals, initiating site activities, selecting trial subjects, supervising procedures while ensuring safety, collecting precise data, ensuring compliance with regulations, fostering communication among subjects, sponsors, and review boards, and ensures adequate close-out of the study.

Documentation Requirements: Applicants must provide a detailed resume outlining their experience.

Equivalent Substitutions: Candidates holding a current CCRA, CCRC, or ACRP-CP designation or a doctorate degree, or has completed an accredited clinical research education program can substitute 1,500-hours of employment.

CPI (Hon): The CPI (Hon) designation was introduced in 2008 as an honorary status for individuals involved in creating the CPI exam in 2003. After five years, those initially certified with CPI were given the option to switch to CPI (Hon), which carried no maintenance requirements unlike the regular CPI designation. This honorary status replaced the regular CPI designation for those who opted in, offering recognition without ongoing certification obligations.

Eligibility for the ACRP-Certified Professional (ACRP-CP®)

All applicants seeking certification as an ACRP-Certified Professional (ACRP-CP) must fulfill specific eligibility requirements outlined in the Policy on Eligibility for Certification. Fulfillment of these requirements is necessary for approval to take the ACRP-CP examination.

What is a Clinical Research Professional?

A clinical research professional is an individual involved in various aspects of clinical research, contributing to the planning, execution, monitoring, and management of clinical trials and studies. Their roles encompass a wide range of responsibilities crucial to the success of clinical research endeavors. These professionals include various job titles and responsibilities, such as CRCs, CRAs, PIs, Sub-Investigators, Data Managers, Regulatory Affairs Specialists, Clinical Trial Managers, Clinical Scientists, Site Directors, and more.

Essential Duties: The ACRP-CP Examination Content Outline (ECO) delineates the necessary knowledge statements and tasks candidates need to fulfill for qualification. Essential duties of a clinical research professional encompass:

Planning: Involvement in various planning aspects of clinical research, such as protocol design, feasibility assessment, business operations (budgeting, contracting, billing compliance), site selection activities, regulatory document preparation, site management, and clinical operations within academic medical centers or Contract Research Organizations (CROs).

Conducting: Experience in directly conducting clinical trials involving participants.

Overseeing (Management, Administration): Experience in overseeing study site management, monitoring activities (including in-house, central, and remote monitoring), project management, quality control, quality assurance, data management, medical and safety monitoring (including medical safety liaison, pharmacovigilance, and IRB professional roles).

Work Experience Requirements: Applicants must document a minimum of 3,000 hours of employment performing one or more of the essential duties and attest to having experience performing the tasks listed in the ECO. Full consideration toward eligibility will be given if the applicant meets the required hours by their examination date.

Documentation Requirements: Applicants must provide a detailed resume outlining their experience as a clinical research professional and a job description demonstrating the fulfillment of the essential duties.

Equivalent Substitutions: Candidates holding a current CCRA, CCRC, or CPI designation can substitute 1,500 hours of professional experience. Completion of an accredited clinical research education program can also substitute 1,500 hours of experience.

Eligibility for the ACRP-Project Manager (ACRP-PM®)
All applicants seeking certification as an ACRP-Project Manager (ACRP-PM) must be actively certified with one of ACRP's flagship certifications (CCRC, CCRA, ACRP-CP, or CPI) to qualify.

What is a Clinical Project Manager?
A clinical project manager is a professional responsible for overseeing the planning, implementation, and execution of clinical trials or research projects. Their role involves coordinating various aspects of the project to ensure its successful completion within specified timelines, budget constraints, and regulatory requirements.

Applicants must attest to having the relevant experience as outlined in the ACRP-PM ECO.

Eligibility for the ACRP-Medical Device Professional (ACRP-MDP®)
All applicants seeking certification as an ACRP-Medical Device Professional (ACRP-MDP) must be actively certified with one of ACRP's flagship certifications (CCRC, CCRA, ACRP-CP, or CPI) to qualify.

What is a Medical Device Professional?
A medical device professional is an individual involved in various aspects of the development, manufacturing, regulation, sales, marketing, or use of medical devices. These professionals play critical roles in ensuring the safety, efficacy, quality, and proper functioning of medical devices used in healthcare settings.

Applicants must attest to having the relevant experience as outlined in the ACRP-MDP ECO.

NOTE: ACRP reserves the right to request backup documentation to substantiate the reported information at any time during the application process and/or once the candidate has been certified.

SUBSTITUTES FOR WORK EXPERIENCE
Some applicants may qualify for a substitute for work experience. Under no circumstance will an applicant be permitted to use more than one substitution for the same application.

ACRP Certifications (Option 1)
ACRP acknowledges that there is a shared knowledge base between ACRP-CP, CCRC, CCRA, and CPI certificants. Any candidate who is actively certified with ACRP at the time of application will earn a 1,500-hour substitute towards the required 3,000 hours of professional experience.

Clinical Research Education Program (Option 2)
Applicants who have completed a clinical research education program from an accredited institution may qualify for a 1,500 hour substitute of the required 3,000 hours of professional experience.

Education programs must align with the relevant ECO, equate to 1,500 hours of practical experience, and hold verifiable, curren third-party accreditation. ACRP does not pre-approve education programs outside of a paid application, and final approval is at ACRP's discretion.

APPLICATION PROCESS

Once an applicant has self-determined they meet the eligibility requirements, the application process can begin. To apply, candidates must:

- Log in to their ACRP account or create one at **acrpnet.org**
- Go to their account and click on My Profile
- Select the link on the right-hand side that says Apply for Certification

Applicants must submit a detailed resume, list their 3,000-hours of employment, and attest to the knowledge statement. Once all requirements are met, a button that says SUBMIT APPLICATION will appear. You must complete your submission by clicking this button and submitting payment. Any application that is not paid in full will not be received or reviewed by ACRP.

All documentation must be provided in English. If the original documentation was translated into English, it must also be submitted in the original language, with the translated document.

Submission of the application constitutes agreement that the candidate has read, understood, and agrees to abide by the **ACRP Code of Ethics and Professional Conduct**. Applicants are required to sign a Candidate Statement of Authorization and Agreement attesting to the accuracy of the information provided as part of the application process. By submitting an application, the applicant consents to and authorizes ACRP to verify the candidate's academic and employment records.

FEES

The cost to apply includes application and exam fees, paid when the application is submitted. Credit cards (VISA, MasterCard, American Express), checks (including electronic checks), or bank transfers are acceptable forms of payment. The application fee is non-refundable regardless of eligibility status or cancellation. Submission of the application confirms your understanding and agreement. The tables below provide a breakdown of the fees.

APPLICATION AND EXAM FEES: ACRP-CP®, CCRC®, CCRA®, and CPI®

Spring 2026 Registration Dates		Testing Period	ACRP Member	Non-Member
Early Bird	10.20.2025 - 12.31.2025	2.15.2026 - 5.15.2026	$135 application + $300 exam	$135 application + $350 exam
Regular	1.1.2026 - 4.30.2026		$135 application + $325 exam	$200 application + $400 exam
Fall 2026 Registration Dates		**Testing Period**	**ACRP Member**	**Non-Member**
Early Bird	5.20.2026 - 7.15.2026	7.15.2026 – 10.15.2026	$135 application + $300 exam	$135 application + $350 exam
Regular	7.16.2026 - 9.30.2026		$135 application + $325 exam	$200 application + $400 exam
Additional Fees			**ACRP Member**	**Non-Member**
ACRP-CP®, CCRC®, CCRA®, and CPI® Retest			$300-$325	$350-$400
Transfer			$50	$50
Missed Appointment			$100	$100

APPLICATION AND EXAM FEES: ACRP-MDP® and ACRP-PM®

Spring 2026 Registration Dates	Testing Period	ACRP Member	Non-Member
10.20.2025 - 4.30.2026	2.15.2026 - 5.15.2026	$0 application + $250 exam	$0 application + $300 exam
Fall 2026 Registration Dates	**Testing Period**	**ACRP Member**	**Non-Member**
5.15.2026 - 9.30.2026	7.15.2026 - 10.15.2026	$0 application + $250 exam	$0 application + $300 exam
Additional Fees		**ACRP Member**	**Non-Member**
ACRP-MDP® and ACRP-PM® Retest		$250	$300
Transfer		$50	$50
Missed Appointment		$100	$100

ELIGIBILITY REVIEW

The eligibility review process is a random audit which includes determining completeness of the application and whether the applicant meets the eligibility criteria for the exam. Applicants should expect to receive an update on application status via email within ten business days after the application has been received.

Applicants will have seven business days to respond to any request for additional information from an eligibility reviewer. These requests will only come via email.

Applicants who do not respond to the requests for additional or clarifying information will automatically have their applications determined ineligible and therefore will not be able to take the exam.

Upon conclusion of review, an applicant will be found to be eligible or ineligible. Eligible applicants will be emailed an eligibility notice with instructions on scheduling an exam appointment. Exam appointments can only be scheduled after eligibility is determined. Ineligible applicants automatically receive a second level review. Applicants are notified via email at each step of the review with an explanation of the deficiency identified. Each level of review can take up to seven business days. If after two reviews the applicant is found ineligible, a review will be conducted by the Certification Director and the applicant will be notified via email with the result.

Ineligible applicants (who do not initiate the appeals process* within 15 days of notice) will be refunded the exam fee and will need to re-apply and pay all fees if they decide to pursue certification in the future. The application fee is non-refundable regardless of eligibility status or cancellation.

*If the applicant is still determined to be ineligible after three levels of review, the applicant can choose to appeal to the Academy Board of Trustees. However, after the third review, applicants can no longer submit new documents to overturn an eligibility decision.

View the ACRP Policy on Appeals.

CONFIDENTIALITY

Application for—and achievement of—certification is between ACRP and an individual candidate. Therefore, all application, eligibility, and exam details are confidential to the individual and cannot be disclosed, regardless of payer. Only the candidate is permitted to withdraw an application or cancel an exam appointment, regardless of payer.

PART III

PREPARATION

The exam is specific to the knowledge and tasks identified in the Examination Content Outline (ECO). It requires a general working knowledge of the roles and responsibilities to perform in your role safely and effectively, with grounding in ICH Good Clinical Practice (GCP) and the application of those guidelines. The exam content expects that you will have a basic working knowledge of general laboratory terms, tests, and procedures, as well as how to perform basic math. It does not cover country-specific (FDA, EMA, etc.) regulations and does not test how your employer or you personally carry out those duties.

Candidates should review the Examination Content Outline for topics or subtopics with which you are less familiar. If you find a particular area with which you are not familiar or comfortable, that would be an area on which to focus your study or review. Or, you may want to do a surface review of all the content areas, even those you believe you know well. Because of the nature of the exam, there is not one comprehensive source to go to in order to study. However, ACRP does recommend that you review the content areas covered on the exam by using the Examination Content Outline.

EXAMINATION CONTENT OUTLINE (ECO)

The ECO is derived from an ACRP Job Analysis Survey, a careful description of the tasks performed by clinical research professionals. Each question on the exam is based on this outline. Therefore, to prepare to take the exam, one should study this outline and especially consider the underlying knowledge, skills, and abilities needed to perform as a clinical research professional.

ACRP conducted its most recent job analysis in 2024, with the next update planned for 2029.

ICH GUIDELINES

ACRP Certification and Specialty exams are based on the following ICH Guidelines and the Declaration of Helsinki:

- Guideline for Good Clinical Practice E6(R2)
- Definitions and Standards for Expedited Reporting (E2A)
- General Considerations for Clinical Trials E8(R1)
- Statistical Principles for Clinical Trials E9
- Statistical Principles for Clinical Trials E9(R1)
- Clinical Trials in Pediatric Population E11(R1)

ACRP-MDP examination only:

- ISO 14155:2011

ACRP will incorporate the updated ICH E6(R3) Guideline for Good Clinical Practice into its certification exams beginning in 2026. Candidates will receive ample advance notice prior to the implementation.

In line with our commitment to maintaining the highest levels of competency and adherence to current industry standards, we strongly encourage candidates testing during this two-year period to participate in continuing education related to the ICH GCP E6(R3) update.

EXAM ABBREVIATION LIST

The Exam Abbreviations List contains abbreviations that may be used throughout the Examination Content Outline and the exam. The abbreviations list is accessible on each screen during the exam and can be found on the **ACRP website**.

ADDITIONAL OPTIONAL SUPPORT

Various organizations offer exam preparation support and it's essential for candidates to ensure that the support aligns with the exam content. ACRP provides exam preparation materials that are sold as separate components or packages. Visit the **Exam Preparation** and **Exam Prep Packages** pages on the ACRP website.

DISCLAIMER

The Academy DOES NOT sponsor or endorse any specific educational courses, even if the course is advertised as a "prep" or "review" course for the exam. Those creating the course do not have ANY inside

information about the exam. Participation in these courses may help you learn or review topics covered on the exam, but you should not expect them to directly cover exam content. The same information that is included in this handbook to help you prepare is publicly available to those creating educational content.

FURTHER STUDY TIPS

In addition to reviewing the ICH Guidelines, one way to review is to select texts and training materials you used when first taking on your role. You can select a publication that you may already own or borrow from a colleague. You should select books or publications that cover topics found on the Examination Content Outline, the ICH Guidelines, or the tenets of GCP, but do not focus on specific (i.e., FDA) regulations.

If you have time, take a workshop or attend a conference session on topics in which you need to become more familiar. Any professional development courses that cover clinical research topics will add to your knowledge base and therefore will help you prepare for the exam.

TEST TAKING STRATEGIES

Most adults haven't taken a standardized exam recently. It can be helpful to be reminded of some key strategies for how to approach a multiple-choice exam:

- Read the entire question before you look at the possible answers.
- Come up with the correct answer in your head before looking at the possible answers; this way, the choices given on the test won't distract you from focusing on the question.
- Read all the choices before choosing your answer so that you select the one you feel is best.
- Eliminate answers you know are not correct.
- There is no guessing penalty, so it's always best to take an educated guess and select an answer if you are uncertain of the answer.
- Don't repeatedly change your answer; usually your first choice is the right one, unless you misread the question.
- In each section of the exam, it is advised that you answer the questions you know first. Mark the others for review and then go back to those you skipped over. This will ensure that you don't lose time by focusing on questions where you are uncertain.

PART IV

TESTING PARTNER
ACRP partners with PSI, a trusted provider of technology-enabled testing, to administer its exams in over 150 countries, both remotely and in-person. ACRP exams are delivered in a computer-based format at PSI's in-person testing centers or via a live remote proctoring service. Candidates will select their delivery option at the time of scheduling. For the best testing experience, ACRP recommends testing at a testing center.

It is important for candidates to understand their rights and responsibilities in the secure testing environment of the PSI test center. It is recommended that you review the full Policy on Testing Experience Issues in the **Academy Policy Manual**.

SCHEDULING
The exams are administered via a secure network of computer-based testing sites. Over 1,500 locations in more than 150 countries are available at which to take the exam. All candidates who have been found eligible must schedule an appointment to take the exam. Candidates who do not schedule an exam risk forfeiting all fees.

Appointments can be scheduled online (recommended) or by phone. To view testing locations, visit the **PSI website** and click on the 'Check for Available Dates' button. Candidates will need their ACRP Account information in order to schedule online. To schedule by phone, call the PSI Candidate Service Center at 1.833.333.4754.

CONFIRMING YOUR APPOINTMENT
It is the responsibility of a candidate to verify that they have been scheduled for the date, time, and place requested. Candidates will receive a reminder email 72 hours prior to testing. Be sure to add PSI as a safe sender to receive all communications.

RESCHEDULING YOUR APPOINTMENT
Candidates can make changes to their appointment up to 48 hours in advance.
If candidates need to reschedule or cancel an upcoming test, they will need to login to their account on the PSI website and navigate to the Manage Appointments section. To reschedule or cancel by phone, call the PSI Candidate Service Center at 1.833.333.4754.

APPOINTMENT ARRIVAL
It is the candidate's responsibility to arrive on time for the exam appointment. It is required to arrive 30 minutes before the appointment. If a candidate arrives 15 minutes or more after the scheduled start time, PSI reserves the right to prohibit the candidate from taking the exam. If the scheduled exam is missed for any non-emergency reason (lack of childcare, lateness due to work or traffic, etc.), the opportunity to test will be lost.

IDENTIFICATION
To access an exam, candidates must present TWO (2) forms of proper identification (ID) containing their legal name in English. Examples of Primary ID include a passport, driver's license, or a state or government-issued ID. Examples of Secondary ID include a credit or debit card, work or student ID, or any form on the Primary ID list. Your legal name MUST match the first name and last name listed on your eligibility notice (emailed from ACRP) and on the Appointment Confirmation (from PSI). Middle names are excluded. Your primary ID must meet each of the following criteria:

- government issued AND
- current (non-expired) AND
- photo-bearing AND
- signature-bearing identification

The photo must look like the examinee. Signature on ID must match the signature provided during the sign-in process. Major discrepancies will result in a candidate being prohibited from the exam and forfeiting any fees paid.

Please contact **ACRP Customer Care** to submit any name change request prior to scheduling.

EXAM SECURITY AND IN-PERSON TESTING GUIDELINES

Security is of the utmost importance to ACRP and our test vendor. Those who violate security will not have their exams scored or processed and will be required to leave immediately. Attempting to remove exam material or content from the test center will result in severe consequences.

Please carefully review the **guidelines and regulations** before scheduling your exam. Violations may result in exam termination and fees will not be refunded.

View this brief video on In-Person Testing on the PSI Website.

EXAM SECURITY AND REMOTE TESTING GUIDELINES

ACRP also offers remote testing. Remote examinations are offered 24/7 during ACRP's spring and fall testing windows. All **technical requirements** must be met in order to test remotely via PSI Web Delivery. Candidates who experience technical difficulties that prevent them from launching the exam may be subject to additional fees.

Please carefully review the **guidelines and regulations** before scheduling your exam. Violations may result in exam termination and fees will not be refunded.

View this brief video on Remote Testing on the PSI Website.

SPECIAL ACCOMODATIONS

ACRP is committed to ensuring that candidates eligible for ACRP Certification who are seeking a reasonable accommodation(s) are provided with equal access to examination opportunities, in accordance with the Americans with Disabilities Act (ADA).

ACRP reserves the right to determine whether a medical condition not explicitly covered by the ADA qualifies under this policy. This determination is made at the sole discretion of the Academy. If approved, accommodation(s) will be provided at no additional charge.

Candidates requesting special accommodation(s) must indicate their needs on the application and submit supporting documentation prior to exam approval. Documentation from a licensed healthcare professional must include a clear description of the requested accommodation(s). This form and all supporting materials may be submitted electronically and will remain confidential unless written consent is provided.

To request a reasonable accommodation, candidates are required select the appropriate option on the application and submit a **Special Accommodations Form**. This form MUST be submitted at the time of application.

EXAM BREAKS

Candidates taking one of ACRP's flagship certification exams are offered a single optional 10-minute break at the midpoint of the exam. This break may be taken after completing Section One, which contains the first half of the exam questions. The exam is divided into three sections:

Section One: First half of exam questions
Section Two: Optional break (10 minutes)
Section Three: Remaining half of exam questions

The break does not count toward the total examination time, and the exam timer will be paused during this period. Candidates must return within the allotted 10 minutes; failure to do so will result in the termination of the examination. In such cases, a $100 missed appointment fee will be required to reschedule. Please note that the exam cannot be resumed from the point at which it was interrupted, and unauthorized breaks are strictly prohibited.

RESOURCES

The following resources can be made available:

- On-screen abbreviations list
- On-screen calculator
- Noise canceling headset (test center exams only)
- White board and dry-erase markers (test center exams only)
- Two pieces of paper and two pens/pencils (remote exams only)

PART V

EXAM SCORING

The passing scaled score for the exam is 600. A candidate scoring below 600 has not been successful on the exam and will not be certified. The highest possible score is 800.

One point is granted for each correct answer. There is no penalty assessed for an incorrect answer. The number of questions answered correctly (or total points) is a candidate's "raw score." ACRP then converts a candidate's raw score to a scaled score. The "Total Scaled Score" will determine whether a candidate has passed the exam. The exam is not scored on a curve and there is no predetermined number of candidates permitted to pass. Your score does not depend on the other candidates testing with you that day.

Note: The passing point set for the exam cannot be appealed.

Specific questions on the exam and/or answers to exam questions will not be discussed or released. Due to the security of the item bank and because exam questions can be used on various exams, exam questions will not be discussed with candidates and candidates may not have access to the exam or their answers.

For more information on scoring, please contact **ACRP Customer Care**.

EXAM RESULTS AND NOTIFICATION

The test result will be displayed at the end of the exam and the Score Report will be emailed to the address that was provided to PSI within 48 hours. An email address is a required field when scheduling online and by phone. You will receive confirmation of your ACRP Certification status via email approximately three weeks after testing.

Candidates who pass the exam will have their ACRP account updated to reflect their certification status. A copy of the certification can be downloaded from the candidate's ACRP Profile. Certificates are not mailed. Certificants will be automatically listed in ACRP's Certification Registry so their certification status can be verified online. Certified individuals who prefer not to have their certification information verified online can opt out through their online user account or by contacting ACRP. The Registry will be updated within 30 days following the close of the testing window and can be accessed **here**.

Candidates are not considered certified until email notification of certification status is received from ACRP.

Candidates who do not pass the exam are advised to review the content area proficiency ratings and use this information to assist in preparing for any future exam. However, domain-level results are less reliable than the overall exam score due to fewer questions per domain. Use this information cautiously and refer to your overall exam result as the primary measure. Final exam results will not be given out over the telephone or by fax, nor will results be sent to employers, schools, other individuals, or organizations under any circumstances. Final exam results will not be given out over the telephone or by fax, nor will results be sent to employers, schools, other individuals, or organizations under any circumstances.

PART VI

RESCHEDULING AND CANCELLATION FEES
You can make changes to your appointment up to 48 hours in advance. **Fees apply** for appointment rescheduling or cancellations made within within three to 29 days prior to an appointment date and do not include transfer fees paid to ACRP. Cancellations made 30 days or more prior to the exam appointment are not subject to additional fees from PSI.

Rescheduling and cancellations are not permitted less than 48 hours prior to an appointment.

NO SHOWS AND MISSED EXAMS
If a candidate schedules an exam appointment and fails to take the exam, they will forfeit all fees. If a candidate arrives late for a scheduled exam appointment, they may not be allowed to test and, subsequently, will not be eligible for a refund. Missed appointments due to lateness are not eligible for a refund. If you missed your appointment due to unforeseen circumstances, and there is ample time left in the testing window, ACRP may be able to reset your eligibility for a $100 fee, allowing you to retest during the same testing period. **Contact ACRP** as soon as possible and complete the online **Missed Appointment Form**.

RETESTING
ACRP offers its examinations each year during two testing windows. Candidates who do not achieve a passing score on the certification examination will only be allowed to retest **60 days after** their original test appointment or during the next available testing window.

Candidates retesting during the immediate testing window after their initial examination need only cover the examination fee.

If the candidate is not successful on this retest examination, they will need to complete a new application and pay all fees in place at the time for any subsequent exams.

Approved certification applications are valid for one year from the date of eligibility. Candidates who do not pass the exam after two attempts, or who are unable to retest within the one-year eligibility period, must submit a new application, together with all current fees, to continue their pursuit of certification. Such reapplications will be subject to all eligibility criteria in effect at that time.

REFUNDS
Refunds are issued to candidates who are ineligible or who request a cancellation. The application fee covers the cost associated with reviewing the application and is nonrefundable. The examination fee is fully refundable when the candidates has:

- not taken the examination and;
- provided a written request to ACRP and;
- cancelled their exam appointment with PSI more than 48 hours before the original appointment (if applicable)

No one other than the candidate may request a cancellation or refund. To receive a refund, the cancellation request must be received at least five calendar days BEFORE an exam appointment. Requests within five days of an exam appointment will not be honored. Refunds will be sent to the party who initially paid for the exam. If payment was made by credit card, that card will receive the credit. If that card is no longer valid, a check will be mailed. If the payment was made by check, ACRP will mail a refund check to the original payer.

INELIGIBILITY
Ineligible applicants will receive a refund of the examination fee within three weeks of the final ineligibility notification. The application fee covers the cost associated with reviewing the application and is nonrefundable.

TRANSFERS
ACRP offers a one-time transfer from the current exam window to the next for a $50 fee. There are two situations in which candidates may take advantage of this:

- If a candidate is determined ineligible for the current exam window, but will have met the eligibility requirements by the next exam window.
- If an eligible candidate withdraws from taking the original exam for any reason (up to 48 hours before a scheduled exam appointment).

Transfers are applied toward the next exam window only. Transfer of eligibility and associated fees will be applied only to the original candidate and are not transferable to another person, even if paid for by a third party. Exam fees are transferred toward the next exam only and not toward other products or services.

If you choose to transfer to the next exam window for one of the two reasons above, you must submit a request to transfer before the end of the exam window for which you had originally applied. To submit a transfer request: **ACRP Transfer Exam Window Form**. If you have an exam appointment scheduled, you must first cancel it directly with PSI before submitting your online request to transfer to the next exam window. If a transfer candidate does not submit the request before the end of the current exam testing window, then all funds originally submitted will be forfeited. When a transfer request has been approved, all application and exam fees are applied automatically at the start of the next application period. The application fee covers the cost associated with reviewing the application and is nonrefundable. All eligible tranfer candidates will receive an email Notice of Eligibility when the Eligibility ID has been reactivated and an exam appointment can be scheduled. Contact **ACRP Customer Care** if you did not receive your new Eligibility notice. Candidates who are required to submit documentation for subsequent eligibility review must do so at the start of the next application period.

View the **Academy's Policy on No Shows, Refunds, Cancellation, and Transfers**.

MAINTAINING YOUR CERTIFICATION
Maintenance of Certification is required every two years. Each candidate for Maintenance must demonstrate that the current requirements are met to successfully re-certify and be permitted to continue to use the designation.

There are two options for meeting the requirements prior to your Certification expiration date:

1. Earn 24 points and pay the maintenance fee
2. Pass the current Certification exam and pay the maintenance fee

See the **Maintenance of Certification Handbook** for information.

PART VII

ACRP CODE OF ETHICS AND PROFESSIONAL CONDUCT

The Association of Clinical Research Professionals (ACRP) is a US registered nonprofit, tax-exempt corporation that functions as a global association of clinical research professionals. ACRP's vision is that clinical research is performed ethically, responsibly, and professionally everywhere in the world. ACRP's mission is to promote excellence in clinical research. The Academy of Clinical Research Professionals (Academy) is a nonprofit, tax-exempt organization that advances and promotes the professional interests of clinical research professionals and provides certification for such professionals.

This Code of Ethics and Professional Conduct (the "Code") serves as a code of professional conduct for ACRP members and/or Academy Certificants. ACRP members and Academy Certificants are expected to adhere to this Code in all professional activities and relationships with each other, organizations where they work, research participants, and society in general. The core values of Integrity, Courage, Excellence, Dedication, and Collaboration are manifest in the ACRP Code. The Code also applies to individuals who seek membership in and/or certification by ACRP and the Academy.

This Code is a summary of what ACRP and the Academy define as essential ethical behavior for clinical research professionals. Compliance with the Code is a requirement for initial and continued ACRP membership and/or certification through the Academy. ACRP members and Academy Certificants affirm their endorsement of the Code and acknowledge their commitment to uphold its principles by joining and subsequently renewing their membership in ACRP and/or by applying for and maintaining certification from the Academy. Violations of the Code may result in sanctions imposed under the Discipline and Complaints Policy (the "Policy") adopted by ACRP and the Academy. This Policy was adopted to provide clarity of expected behavior and description of due process accorded to ACRP members and Academy Certificants necessary to protect the integrity, and ensure the efficacy, of the Code.

This Code is intended to be used by current and prospective ACRP members and Academy Certificants in conjunction with applicable national and international frameworks that govern the practice of clinical research, such as professional license requirements, ethical principles, guidelines, and laws and regulations applicable to clinical research, including, but not limited to, principles of the Declaration of Helsinki, Belmont Report, ICH GCP, US Codes of Federal Regulations, WHO "Ethical Standards and Procedures for Research with Human Beings," and UK Research Governance Framework.

The term "Clinical Research Professional" as used herein encompasses many job titles, disciplines, and duties within the profession of clinical research. For the purpose of this Code, the term shall include anyone involved in the design, conduct, reporting, review, and oversight of clinical research who is an ACRP member or Academy Certificant or applicant for membership or certification, and those who represent ACRP in any elected or volunteer capacity (e.g. Chapter President, Treasurer, etc. or volunteers to serve on a local or national committee, speakers at a conference or event).

Read the **ACRP Code of Ethics and Professional Conduct** for detailed information.

COMPLAINTS

Please review ACRP's **Discipline and Complaints Policy** before submitting a complaint regarding a potential violation of ACRP's Code of Ethics and Professional Conduct.

ACADEMY POLICY MANUAL

Download the **Academy Policy Manual** for comprehensive details regarding the specifics of ACRP Certification programs.