



ACRP Chapter Educational Events & Continuing Education Credits

This resource provides guidance specifically for ACRP Chapter educational events offering continuing education credits (CEUs).

Overview of ACRP Chapter Educational Events

ACRP Chapter educational events can offer content from two primary sources:

- [ACRP's Course Catalog](#) (i.e. webinar replays, conference library sessions, etc.)
- Content delivered by external/third party sources (i.e. live speakers with their own content)

There are different steps to follow and policies to consider depending on which type of educational event the Chapter hosts.

Educational Events Using Content from ACRP's Course Catalog

ACRP Chapters are encouraged to use ACRP's [robust catalog](#) of foundational training and continuing education programs if they wish to host an educational event for their members.

If the Chapter wishes to offer CEUs for attendees, these webinar replays, conference library sessions, etc. have been pre-approved for ACRP Contact Hours.

These events will follow the guidelines outlined in the [Chapter Event Guidelines resource](#). Since these courses are pre-approved by ACRP, Chapters do not need to submit presentations, speaker conflict of interest forms, or other materials for review. In addition to registration, ACRP will offer the ability to purchase ACRP Contact Hours.

ACRP Contact Hour Pricing

(Pricing as of January 1, 2025)

	< 3 Contact Hours	3-5.9 Contact Hours	6+ Contact Hours
Content Source	ACRP Course Catalog Content		
Chapter Member	\$0	\$0	\$0
ACRP Member (No Chapter Membership)	\$15	\$25	\$35
Non-Member (Not a member of ACRP or ACRP chapter)	\$30	\$40	\$50

Claiming ACRP Contact Hours

If a ACRP Chapter hosts an event with content from ACRP's Course Catalog, the following message can be communicated to attendees:

How to Purchase & Claim your Contact Hour(s):

If you wish to receive contact hours from this event, please follow the below instructions. You will have 30 days following the event to purchase and claim your contact hour(s).

Purchase the Contact Hour(s)

- *You may purchase the contact hour(s) before or after the event. Please note that you will still need to go through this process even if the contact hour is free.*
- *Visit the event page [HYPERLINK] under the "Contact Hour Information" section to navigate to the contact hour purchase page.*

To Claim Credit

- *After the event, visit learning.acrpnet.org/my/. You'll need to log in to your ACRP account, using your email address.*
- *This will take you to the "My Courses Dashboard" page where you may quickly access the chapter program for which you are registered.*
- *Select your event, confirm your attendance, and take the event evaluation to receive your certificate and contact hour(s).*

If you have difficulty claiming your contact hour(s), please contact chapters@acrpnnet.org.

Educational Events Using External Content

ACRP Chapters may host events that deliver educational content from a source outside of ACRP. However, beginning January 2025, ACRP will no longer review the content for pre-approved ACRP Contact Hours (policy listed below). Chapters do not need to submit presentations, speaker conflict of interest forms, or other materials for review.

Speakers may use their own slide templates for their presentations. It is strongly suggested that the Chapter logo only appear on the opening slide for these events. The ACRP logo **should not** appear anywhere in these types of presentations.

Claiming CEUs

If a Chapter hosts an event with content from an external source, the following message can be communicated to attendees:

The educational portion of this event may be [self-reported](#) as [NUMBER] points toward an attendee's Maintenance of Certification. These points are subject to review and acceptance by the Academy of Clinical Research Professionals in accordance with the [criteria](#) established.



Attendees should keep a record of event participation in case they are randomly selected to participate in the maintenance verification process. The Chapter can provide a certificate of attendance upon request.

Criteria for CEU Points

Points for general participation in workshops, seminars, conferences, and in-service trainings are granted based on the actual duration of time spent in instruction, using a ratio of 1:1. For every forty-five (45) to sixty (60) minutes of instruction, one (1) point may be claimed. Additionally, one (1) semester credit is equivalent to fifteen (15) points.

Sessions that last less than forty-five (45) minutes do not qualify for points, but those exceeding sixty (60) minutes can be prorated accordingly (for example, a session lasting one hour and fifteen minutes would earn 1.25 points).

Certificate of Attendance

Attendees are instructed to request a certificate of attendance from the Chapter should they need it. It is the responsibility of the Chapter to deliver this service to event attendees. Please contact chapters@acrpnets.org for a Certificate of Attendance template.

Policy: Chapter Education Events (External Content) Offering Continuing Education Credits

In alignment with [policy approved by the ACRP Board of Trustees](#), ACRP no longer provides pre-approval of ACRP Contact Hours for third-party educational content, inclusive of educational content developed by and/or through ACRP Chapters.

To provide attendees with pre-approved ACRP Contact Hours, ACRP Chapters are encouraged to leverage ACRP's [robust catalog](#) of foundational training and continuing education programs available for use by ACRP Chapters and pre-approved for ACRP Contact Hours.

ACRP Chapters who wish to develop educational programming, including live events, may continue to do so, and attendees/learners may [self-report](#) those activities for use toward ACRP Maintenance of Certification, subject to review and acceptance by the Academy of Clinical Research Professionals in accordance with criteria established in the [ACRP Maintenance of Certification Handbook](#).

Other resources related to certification maintenance:

- [Maintaining Your ACRP Certification Through Continuing Education](#)
- [Continuing Involvement Requirements \(CCRA, CCRC, ACRP-CP\)](#)

Updated policy as of October 2024