CERTIFICATION EXAM
APPLICATION CHECKLIST

CCRA®, CCRC®, CPI®, and ACRP-CP®

Exam Dates
September 10 – October 10, 2019

Applications must be received by
August 31, 2019

Application Accepted
May 1, 2019 – June 15, 2019

Member: $435 Non-Member: $485 (Early-Bird rate)

June 16, 2019 – August 31, 2019

Member: $460 Non-Member: $600 (Regular rate)

Prepare to Apply

- Read the Certification Handbook for important application steps, eligibility requirements, exam preparation, and Certification exam information for which you are responsible for understanding.
- Self-determine your eligibility before you apply. Eligibility requirements are detailed in the Certification Handbook.
- Obtain the correct application (e.g., CRA, CRC, PI, or ACRP-CP).

Complete the Application

- Apply using your full, legal name. The first and last name must match your government issued identification (middle names are not considered).
- When completing the “Experience” section, list all positions for which the essential duties were performed. Dates of employment must match those listed on your current CV/résumé.
- Include your CV/résumé – must be signed and dated with the current date of your application submission.
- Include a job description with dates of employment for each position listed in the “Experience” section to support your eligibility.
- Include your degree or transcript (for clinical research education substitution only).
- PI applicants only – include proof of employment documents (i.e., IRB/IEB approval letter)
- Confirm all documentation is in English. If original documentation was translated into English, it must also be submitted in the original language, with the certified translate document.
- Complete all sections completely and accurately

Submit the Application

- Submit the complete application (e.g., application, supporting documentation, and full payment) together. Incomplete submissions will result in a denial of eligibility.
- Ensure your application will be received by the due date.
- ACRP will confirm receipt of your application by email.

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