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.

---

**Exam Dates**

February 20 – April 3, 2020

Applications must be received by February 29, 2020

**Application Accepted**

November 1, 2019 – December 31, 2019

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

January 1, 2020 – February 29, 2020

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