



## **Policy on Use of the Certification Mark**

### **PURPOSE**

The Academy will confer certification when a candidate has successfully completed all certification requirements, including passing the examination. The Academy will send an official certificate verifying certification status. Certificants are then authorized to use the credential on business cards, letterhead, directory listings, and other marketing materials (e.g. press releases). The Academy's entry-level credentials may be used as long as the certificant remains in good standing and keeps his or her certification valid through the maintenance of certification process.

The Academy of Clinical Research Professionals (Academy) offers the following four (4) programs to certify various job roles within the clinical research industry:

- Certified Clinical Research Associate (CCRA®)
- Certified Clinical Research Coordinator (CCRC®)
- Certified Physician Investigator (CPI®)
- ACRP-Certified Professional (ACRP-CP®)
- ACRP-Project Manager (ACRP-PM®)
- ACRP-Medical Device Professional (ACRP-MDP®)

### **PROPER USE OF CREDENTIALS**

The Academy grants limited permission to individuals who have met all of the certification eligibility criteria, passed the applicable exam(s), maintained certification per the Academy's maintenance requirements, and received notification of certification from the Academy to use the CCRA®, CCRC®, ACRP-CP®, CPI®, ACRP-PM® and ACRP-MDP® designations.

Proper uses of the designations include:

- Jacob T. Smith, ACRP-MDP®
- Jane J. Smith, CCRA®
- Jennifer W. Smith, ACRP-PM®
- John R. Smith, CCRC®
- Jane D. Doe, ACRP-CP®
- John Doe, CPI®

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## **CERTIFICATES**

A non-transferable certificate shall be issued only to individuals found to meet all certification requirements. Each Academy certificant receives a certificate that includes:

- the certificant's name
- certification type
- date of initial certification
- expiration date **or** statement that the certification must be renewed

All certificates will include a statement that the certificate is the sole property of the Academy and must be returned upon request. When disciplinary actions result in the revocation of an individual's certification, the Board of Trustees will require the return of any certificates issued.

## **OWNERSHIP OF THE MARK AND LOGO**

The certification mark and logo are the property of the Academy of Clinical Research Professionals. Permission to use the certification mark or logo is granted to credentialed persons at the discretion of the Board of Trustees, for permissible uses only. The CCRA<sup>®</sup>, CCRC<sup>®</sup>, ACRP-CP<sup>®</sup>, or CPI<sup>®</sup> designations are registered trademarks in the United States, Canada, and India (CPI<sup>®</sup> only) and their use is protected by applicable trademark law.

## **AUTHORIZED USE OF THE MARKS**

Limited permission allows only individuals who are currently in good standing with the Academy to use the designations as part of one's professional title.

Use of the CCRA<sup>®</sup>, CCRC<sup>®</sup>, ACRP-CP<sup>®</sup>, or CPI<sup>®</sup> designations by individuals who are not currently in good standing with the Academy (e.g. have not been granted certification, have failed to properly maintain certification), is prohibited. Improper use of the designations or certification trademarks may result in disciplinary or legal action.

An Academy credential holder has the responsibility to report the unauthorized use, misuse, or other violation of this Policy to the Academy in a timely manner. This reporting responsibility includes any circumstance where the use of an Academy granted certification mark is related to an individual or organization that is not an Academy credential holder, or where a certification mark is used improperly by an Academy credential holder.

Suspected improper use of the CCRA<sup>®</sup>, CCRC<sup>®</sup>, ACRP-CP<sup>®</sup>, or CPI<sup>®</sup> designations should be reported in writing via e-mail to the Academy of Clinical Research Professionals at: [certification@acrnet.org](mailto:certification@acrnet.org). A report of improper use must include a copy of the materials showing the misuse (i.e., copy of a CV, email signature line, business card, online profile, etc.). The complainant must include his or her name and contact details when lodging a complaint. However, such information will be held as confidential.

Within seven (7) business days upon receipt of a report of suspected misuse, the Academy will verify the certification status of the individual reported to have been misusing the designation. If the individual is currently in good standing with the Academy, the complainant will be notified as such.

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If the individual purportedly misusing the designation is not currently certified in good standing with the Academy, the Academy shall contact the individual through a written letter, via a traceable method. The letter shall inquire regarding the use of credentials and a request made that the respondent forward any evidence of current certification (copy of certificate or award of certification letter) to the Academy within 15 days of receipt of the notification. The respondent may also reply acknowledging improper use with evidence that corrective action has been taken (i.e., removal of the designation from business cards, website, CV, etc.) or with an application to take the appropriate examination to achieve the designation.

If no response is received within the stipulated time frame, the Academy shall then request legal counsel to send a cease-and-desist letter to the individual, demanding a response and applicable mandatory corrective action.

If the individual is a current ACRP member, a copy of the cease-and-desist letter shall be forwarded to the ACRP Ethics Committee for review regarding possible further action. The ACRP Ethics Committee will coordinate its review in accordance with the ACRP Discipline and Complaints Policy.

If the individual is not a current ACRP member and does not respond to the letter from legal counsel, the Board of Trustees shall receive notice of the failure to respond to legal counsel to determine what further action is warranted.

## **MONITORING AND REVIEW SCHEDULE**

Monitor as needed and review every three years by the Academy Board of Trustees.

## **DATES REVIEWED BY THE ACADEMY BoT**

October 15, 2013

April 30, 2018

## **DATES MODIFIED BY THE ACADEMY BoT**

April 30, 2018

## **DATES APPROVED BY THE ACADEMY BoT**

October 15, 2013

April 30, 2018