ACRP MAINTENANCE OF CERTIFICATION HANDBOOK

ACADEMY
OF CLINICAL RESEARCH PROFESSIONALS

ACRP

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LETTER FROM OUR ASSOCIATE DIRECTOR, ACRP CERTIFICATION

Welcome!

On behalf of the Association of Clinical Research Professionals (ACRP), I would like to extend my appreciation for your decision to maintain your ACRP Certification, the most reputable credentialing program in clinical research. More than 40,850 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.

Your commitment to maintaining your ACRP Certification demonstrates your mastery of the core competencies needed to ensure quality and integrity in the clinical research process, all while advancing your professional development and career goals.

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

Thank you for being a vital part of our community and for your unwavering dedication to the pursuit of excellence in clinical research.

STEVEN GONZALEZ, ICE-CCP
Associate Director, Certification
Association of Clinical Research
Professionals (ACRP)

OVERVIEW

This handbook is designed to guide individuals pursuing maintenance of their ACRP Certification. Certificants who are interested in renewing their CCRA®, CCRC®, ACRP-CP®, and CPI® credentials and specialty ACRP-MDP® and ACRP-PM® credentials should read this handbook for more details.

THE ACADEMY

Established in 2006, the Academy of Clinical Research Professionals (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.

ACRP MEMBERSHIP

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

MAINTAINING YOUR ACRP CERTIFICATION

Maintenance of ACRP Certification is required every two years for continued representation as "certified" and continued authorized use of the CCRC®, CCRA®, CPI®, ACRP-CP®, ACRP-PM®, and ACRP-MDP® trademarked logo(s). All certificants applying for maintenance of certification must provide evidence of meeting the current requirements as established in the Academy's Policy on Maintenance of Certification.

Option 1: Continuing Education & Involvement

Certificants must earn a total of 24 maintenance activity points within the two-year renewal period window.

CCRA®, CCRC®, and ACRP-CP®

- **Research-Specific Continuing Education:** Certificants must earn a minimum of 12 points from participation in research-related continuing education programs.

- **Research/Healthcare Continuing Education or Continuing Involvement:** The remaining 12 points may be supplemented through continuing education program activities and/or continuing involvement activities.

CPI®

- **Research-Specific Continuing Education:** CPI Certificants must earn a minimum of 8 points from participation in research-related continuing education programs.

- **Continuing Involvement:** CPI Certificants must earn a minimum of 12 points from Continuing Involvement activities.

- **Continuing Education and/or Continuing Involvement:** The remaining four points may be supplemented through continuing education program activities and/or continuing involvement activities.

ACRP-PM® and ACRP-MDP®

To maintain an ACRP Specialty Certification, certificants must complete the maintenance requirements for their CCRC®, CCRA®, CPI®, or ACRP-CP® certification. There are no additional requirements.
- Record all 24 points in the online application.

- Submit the online application and maintenance dues.

Did you know? *Maintenance Activity Points can be logged online at any time, but the application and payment can only be submitted within ninety days of your certification expiration date.*

View these brief instructional videos for a detailed guide on Maintaining Your ACRP Certification and Reporting Your Contact Hours.

Option 2: Maintenance by Examination Retest

If you prefer to retest to maintain your ACRP Certification, you may do so if you take and pass the exam before your maintenance deadline. This will amount to 24 points. Submission of maintenance application and related fees are required.

- Certificants must complete and submit the Maintenance by Examination Form within the specified exam window deadlines to register for the exam. The candidate is accountable for both the examination fees and the maintenance dues.

- The certificant must successfully pass the exam. In the event of an unsuccessful exam, the candidates must fulfill the maintenance requirements by submitting the necessary 24 points before the certification expires.

- Certificants must follow the standard process and deadlines, submit an application with payment, and attach a copy of the score report.

Please note, the Maintenance by Examination Form is not applicable if a candidate intends to apply for a new certification. In such cases, the candidate must follow the standard process of submitting an exam application along with full payment, undergo application review, and meet the eligibility criteria for that specific program.

Read the Policy on Maintenance of Certification located in the Academy Policy Maual.

For more details on recertification methods, earning and recording points, and how to apply, please visit the ACRP website.

MAINTENANCE VERIFICATION PROCESS

The Academy performs random verifications in 25% of the Maintenance of Certification applications during each renewal period. Selected candidates will receive an email notification requesting copies of Certificates of Completion and other documentation to substantiate the claimed points for the current maintenance period. The review process may take up to two weeks.

In cases where a submission does not meet the established criteria, the certificant will be asked to rectify the discrepancy by a specific date. Failure to comply with the documentation request by the specified date may result in revocation of the certification by the Academy.

Certificants are advised to maintain documentation supporting any points claimed until the completion of their next maintenance period.

PAYMENT AND FEES

Payment must be received with the Maintenance Application and reporting of 24 Maintenance activity points. Maintenance of Certification fees are non-refundable.

Application and Exam Fees

SPRING 2024 REGISTRATION DATES		MEMBER	NON-MEMBER
Early Bird	2.15.2024 – 4.15.2024	$225	$300
Regular	4.16.2024 – 5.31.2024	$250	$325
FALL 2024 REGISTRATION DATES		MEMBER	NON-MEMBER
Early Bird	8.15.2024 – 10.15.2024	$225	$300
Regular	10.16.2024 – 11.30.2024	$250	$325

If a certificant holds multiple ACRP credentials, they have the option to maintain them at the same time. This will extend the expiration dates of all credentials by two years. Opting to maintain multiple certifications at the same time not only provides the certificant with a $50 USD discount but also requires the submission of 24 points in total. Alternatively, if the certificant chooses to maintain the certifications separately, separate point submissions are required, and a discount cannot be provided.

NON-COMPLIANCE AND CANDIDATE RESPONSIBILITY

A candidate will be deemed non-compliant under the following circumstances:

- An application for Maintenance of Certification has not been submitted.

- The submitted application does not meet the specified requirements, and the candidate has not addressed any deficiencies, such as failing to report the correct hours or paying the appropriate dues.

- The candidate has not fulfilled the maintenance verification process (only if selected for audit).

It is the certificant's responsibility to adhere to the program requirements and timelines. Failure to achieve compliance by the certification expiration date will result in revocation; the individual must cease using the designation and representing themselves as certified.

The Academy will consider extenuating circumstances on a case-by-case basis, taking into account situations that may have prevented a certificant from meeting program requirements during the two-year Maintenance cycle.

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 (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 (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.

If you have any questions on maintaining your ACRP Certification, please visit our **FAQ page** or contact **ACRP Customer Care**.