

ACRP Chapter Programs & Services

Chapter Webinar Series

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Agenda

- ACRP Overview
- What can ACRP do for Chapters?
- Annual Chapter Requirements
- Additional Programs & Services
- Questions

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ACRP Overview



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About ACRP



Members of the ACRP New York Metropolitan Chapter

**PROMOTING
EXCELLENCE IN
CLINICAL RESEARCH**

ACRP supports clinical research professionals through membership, training and development, and certification.

Founded in 1976, ACRP is a Washington, DC-based non-profit organization with more than 13,000 members who work in clinical research in more than 70 countries.

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Why have members?

- Professional Associations – Members are likely those who will advance, support, and benefit from the mission.
 - Mission: An association’s reason for being and their defined primary market – those who support and advance the mission.

ACRP Mission – ACRP promotes excellence in clinical research.
- A conscientious dedication to meet the needs of its members.
- ACRP Membership Rights =
 - Vote on matters submitted to membership
 - Serve as an elected Trustee or Officer of the Board
 - Volunteer on a Committee or Interest Group

Who are our members?



Active members are dues paying members in good standing with the Association – clinical monitors, clinical research associates, nurses, pharmacists, pharmacologists, physicians, regulatory professionals, clinical research coordinators, clinical research service providers, and other clinical research-related professionals that work in the pharmaceutical, medical device, or biologics industries.



Active members are dues paying members in good standing with the organization – physicians directly or indirectly engaged in clinical research endeavors.



Individuals who are current certificants and in good standing with the Academy.

ACRP Chapters

- 52 Active Chapters in the US (49) and OUS (3) (outside the US)
- Each Chapter is independently incorporated as a non-profit entity in its state/country; affiliated with ACRP but governed by their own board and bylaws.
- Benefits of Chapter membership include:
 - *Providing professional development programs that offer FREE CEs, CEUs, CBRNs, and/or CMEs*
 - *Serving as a nearby point-of-contact on clinical research issues*
 - *Hosting networking events to help connect at the local level*
 - *Staff support – Membership and Professional Development Departments*
- Chapter members = 34% of global membership
- Chapter members MUST be ACRP members
- Chapters are required to host 2 events per calendar year for their members.



Member Benefits

Why do They Join?	What do They Get?
Certification	Early bird fees toward maintenance application <ul style="list-style-type: none"> • Discounted products (webinars, classroom, eLearning)
Professional Development	<ul style="list-style-type: none"> • Contact Hours for ACRP, CBRN, CME • Global Conference & Online Conference Library • 6 issues of <i>Clinical Researcher</i> (Home Study tests) • Free job aids
Networking	<ul style="list-style-type: none"> • Online Community discussions & member directory • Interest Group membership & shared resources • Local Chapter Membership and Events • Volunteer Opportunities



Who to Contact at ACRP

Key Points of Contact:

- Chapters@acrpnet.org – first point of contact for all chapter inquiries
- PD@acrpnet.org – contact hour applications, processing and assistance
- Certification@acrpnet.org – CCRC, CCRA, and CPI certification, applying and renewing questions



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What can ACRP do for Chapters?



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Chapter Coach

“Go-to” person for all your questions, concerns, and suggestions

- Lead WebEx meetings to familiarize chapter board members with resources available from ACRP.
- Participate in a board meeting or retreat in person or via conference call.
- Support a chapter event with ACRP collateral materials.
- Connect boards with other chapter leaders.
- Offer administrative, membership, and marketing guidance.
- Conduct phone meetings with specific board members.
- Identify chapter best practices.



Lisa-Marie Gardner
Senior Membership Administrator,
Chapter Management



Chapter Websites

FREE service available for all chapters.

- Primary source for current and prospective chapter members.
- Content managed by chapter board members.
- Unique (easy to remember) web address: www.acrpnnet.org/greatercolumbus.
- **NEW** – Redesign coming Summer 2016!

Submit all web content updates and edits to chapters@acrpnnet.org.



Chapter Dues Program

The Chapter Dues Program allows chapters to have ACRP manage their chapter membership and meeting/event revenue on their behalf.

- Individuals are invited to join a chapter through the ACRP join process.
- Current members are allowed to join a chapter online at any time.
- Once a chapter member, each individual is invoiced for both their global ACRP and Chapter dues at the same time.
- All Chapter dues collected are sent to the chapter via electronic funds transfer on a quarterly basis.
- Chapters receive a complete membership roster on a monthly basis and may request a complete list of chapter members at anytime; list is housed in ACRP membership database.



Event Management: Registration

- Online registration for events through chapter website.
 - Includes contact hours if requested
- Registration information should be included on event flyer and chapter event application.
- Registration reports can be requested at anytime by emailing chapters@acrpnet.org.



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Event Management: Contact Hours

- No charge to the Chapter, ACRP can approve chapter educational events for ACRP, CBRN and CME credits
- Submit Chapter Event Applications at least 30 days prior to your scheduled event
- Chapter members receive free (\$0) contact hours for attending chapter events

Applications and instructions available on Chapter Resource Center



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Contact Hour Fees (Chapter Events Only)

	0 – 3 Contact Hours	3 – 5.99 Contact Hours	6+ Contact Hours
Chapter Members	\$0	\$0	\$0
Global Members	\$15	\$25	\$35
Non-Members	\$30	\$40	\$50



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Event Management: Contact Hours (Evaluations)

**LOOK
WHAT'S
NEW!**

- **NEW:** ACRP Learning Portal
(learning.acrpnet.org)
 - ACRP new evaluation portal
 - replaces “My Tests, Evaluations, and Certificates” which will close October 1
 - Past certificates will be moved over to the new portal by the end of next week (August 28)



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Quick Tutorial: New ACRP Learning Portal

<http://www.acrpnet.org>

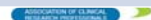


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Event Management: Marketing

Chapter Event Application Received:	Number of Communications:	Audience Marketing Options:
6 – 8 weeks prior to event	Four (4)	<ul style="list-style-type: none">• A “Save the Date” message sent to your local chapter members and/or ACRP members within your local chapter area (chapter must supply a list of cities within chapter area)(recommended only if contact hours are pending approval for educational events and for upcoming chapter social events)• A promotional message to all current local chapter members (this means all members of the requesting Chapter)• A promotional message to all ACRP contacts (chapter, non-chapter, and non-members) within chapter’s state• A promotional message to all ACRP contacts (chapter, non-chapter, and non-members) in requesting chapter state and ACRP non-chapter members within two (2) surrounding states
4- 6 weeks prior to event	Three (3)	
2 – 4 weeks prior to event	Two (2)	
1 – 2 weeks prior to event	Two (2)	

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Annual Chapter Requirements



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Chapter Affiliation Standards & Expectations *(as of August 2015)*

- At least 25 current ACRP members (**10 current ACRP members for global chapters**)
- At least two (2) educational offerings per year
- Provide ACRP with Annual Report and mid-year report by deadlines
- Representation on every Chapter Chairs teleconference as scheduled
- Update chapter websites quarterly
- File appropriate tax and business paperwork as instructed by your local government
- Updated/Current governance documentation (i.e. affiliation agreement, bylaws, etc.)

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Chapter Annual Report

- Due annually on January 31
- Summarizes chapter activities, demographic information, and performance on achieving all annual chapter requirements
- **NEW** – Annual Report will be redesigned and launched for January 31, 2016 submission deadline.

Chapters that submit their annual reports by the January 31 deadline will receive a \$500 chapter bonus payment.



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Chapter Governance Documentation

Chapter Bylaws vs Chapter Affiliation Agreements

- Affiliation Agreement
 - Outlines the relationship with ACRP
 - Includes topics such as: use of ACRP Chapter logo, use of ACRP acronym, use of member lists, etc.
- Bylaws
 - Change as the chapter structure/governance changes
 - Revisions signed by ACRP and current president
 - Current ratified copy must be on file at ACRP
 - Must follow current federal/state laws for non-profit organizations

ACRP will be updating the current Chapter Affiliation Agreements in Fall 2015. Each Chapter must sign and return updated agreements along with their Annual Report submission by January 31, 2016.



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Additional Programs & Services



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Other Programs & Services Available to Chapters

- ACRP Marketing Materials Request Form
- Chapter Email Address (i.e. greatersandiego@acrpnnet.org)
- Webinar Replays & Online Conference Library Content
 - Chapters receive one (1) per year to be used as an chapter event
- Certification Prep Exam and Classroom Courses
- Chapter Electronic Voting Ballots
- Sample Position Descriptions

www.acrpnnet.org/CRC

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Thank You for being a Chapter Leader!



Questions?

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