



Maintenance of Certification Handbook



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Table of Contents

<i>Maintenance of Certification Checklist.....</i>	<i>2</i>
<i>About Maintenance of Certification</i>	<i>3</i>
<i>Maintenance of Certification Requirements</i>	<i>3</i>
Note to CCTIs	4
<i>Continuing Education vs. Continuing Involvement: What’s the Difference?.....</i>	<i>4</i>
<i>Maintaining Certification through Participation in Continuing Education</i>	<i>5</i>
Research Program Topics.....	5
Healthcare Program Topics.....	6
<i>Continuing Involvement Activities – CCRA and CCRC Only.....</i>	<i>9</i>
<i>Continuing Involvement Activities – CPI Only</i>	<i>11</i>
<i>Maintenance Document Verification Process</i>	<i>13</i>
<i>Taking the Exam for Maintenance</i>	<i>13</i>
<i>Points Reporting.....</i>	<i>14</i>
<i>Accessing the Application</i>	<i>15</i>
<i>Payment & Fees.....</i>	<i>16</i>
Late Fees	16
Dual Certificant Discount	17
<i>Notification of Review</i>	<i>17</i>
<i>Non-Compliance of the Maintenance Requirements.....</i>	<i>17</i>
<i>Extenuating Circumstances.....</i>	<i>18</i>
<i>Frequently Asked Questions (FAQs).....</i>	<i>19</i>

For Complete Certification Program Policies and Procedures, go [here](#)



Maintenance of Certification Checklist

Step 1

Stay current! This Handbook provides the current requirements, enhancements, and other important details. Update your contact information at www.acrpnet.org to receive personalized updates and reminders regarding your *Certification*.

Step 2

Complete 24 points of Continuing Education and/or Continuing Involvement activities within the last two (2) years.

Report the following information about each activity:

- Activity / Course Name
- Activity / Course Type
- Number of Contact Hours/Points
- Content Type (i.e., Research, Healthcare, Continuing Involvement)
- Activity/Contact Hour Type (i.e., Nursing, CME, etc.)
- Program Date

Step 3

Renew or join ACRP's membership **before** applying if you intend to be a member and take advantage of the reduced member rate. Membership is **not required** for *Certification*.

Step 4

Submit your application (online or printed method) complete with all reported points and payment. Apply online and receive an instant e-mail confirmation of receipt. Allow two (2) weeks for an e-mailed status update if submitting printed application.

Step 5 (Dual Certificants only)

Are you **dual certified** and maintaining both designations at once? If so, you are eligible to receive the multiple designations \$50 USD discount. You must submit the **printable** application.



About Maintenance of Certification

The goal of the *Certification* process is to ensure, as much as possible, the continuing competence of each certificant and maintain the professional standard of those engaged in clinical research.

The purposes of the Continuing Competency requirements established by the Academy are that CCRCs, CCRAs, CPIs and CCTIs continue to:

- **obtain** current professional development information;
- **explore** new knowledge in specific content areas;
- **master** new clinical research-related skills and techniques;
- **enhance** approaches to effective clinical research, both within their specified job role and beyond;
- **further** develop professional judgment;
- **conduct** clinical research in a safe and ethical manner.

Maintenance of Certification Requirements

Maintenance of Certification is required every two (2) years. Each candidate for *Maintenance* must demonstrate that the current requirements are met in order to successfully re-certify and be permitted to continue to use the designation.

There are two (2) options for meeting the requirements prior to your *Certification* expiration date:

- Earn points *or*
- Pass the current *Certification* exam.

Maintenance of Certification – Two Options				
Option 1 – <u>CCRA-CCRC- CCTI Only</u> Earn Points	Continuing Education – Research Specific (required) 12	Continuing Education and/or Continuing Involvement 12		Total 24
Option 1 – <u>CPI Only</u> Earn Points	Continuing Education – Research Specific (required) 8	Continuing Involvement (required) 12	Continuing Education and/or Continuing Involvement 4	Total Points 24
Option 2 – <i>Maintenance by Exam for all</i>	Pass the current exam (CCRA, CCRC, or CPI) prior to your Certification expiration date. Submittal of Maintenance application and fee are required by certification expiration.			

1. **Earn** a total of 24 points



- a. **CCRAs-CCRCs-CCTIs only** – minimum of twelve (12) points from participation in *research-related* Continuing Education programs. The remaining twelve (12) points may be supplemented through Continuing Education program activities and/or Continuing Involvement activities.
 - b. **CPIs only** – minimum of eight (8) points from participation in *research-related* Continuing Education programs and a minimum of twelve (12) points from Continuing Involvement activities. The remaining four (4) points may be supplemented through Continuing Education and/or Continuing Involvement activities.
2. **Report** all 24 points by the time of application.
 3. **Submit application and payment**

Maintenance of your Certification is separate from ACRP membership renewal.

Note to CCTIs

All CCTI's that submit a maintenance application will be recertified as a Certified Principal Investigator (CPI). The requirements to maintain the CPI designation must be met at the next maintenance cycle. Please contact certification@acrpnnet.org for further information.

Continuing Education vs. Continuing Involvement: What's the Difference?

Continuing Education and Continuing Involvement are the two categories in which a certificant can participate in activities and earn points toward maintaining certification. Continuing Education is also referred to as "coursework" or "training".

What is Continuing Education?

There are two types of continuing education relevant to YOUR certification:

- **Research Specific**
Research Topics are defined as those that cover the actual "practice" of clinical research. Examples include Informed Consent, Ethics, GCP, Regulatory Affairs, etc.
- **Healthcare Specific**
Disease/Bodily System/Healthcare Topics deal with the prevention, treatment, and management of illness and the preservation of physical well-being. Examples of this can include Oncology, Psychiatry, results of trial studies, etc.

What is Continuing Involvement?

Continuing Involvement is participation in a capacity other than learning. The certificant can be attending a meeting, serving/volunteering, presenting information, or providing oversight.



Examples include attendance at Investigator Meetings, Site Initiation Visits, inclusions on a 1572, authoring a journal article, etc.

Continuing Involvement activities are:

- Always related to your role in clinical research.
- Sometimes required as part of one's position.
- Required for CPIs.
- Optional for CCRA's, CCRCs, and CCTIs.

Maintaining Certification through Participation in Continuing Education

CCRA®, CCRC®, and CPI® certificants must meet the following criteria by the *Certification* expiration date. Information about each of these requirements is found in the sections that follow.

Research Program Topics

For *Maintenance* purposes, **Research Topics** are defined as those that cover the actual “practice” of clinical research and follow topics covered on the Detailed Content Outline (DCO) for your designation. These topics should cover transferrable knowledge and skills, not those specific to your workplace, such as company SOPs, protocols, or specific software. Examples of **Research Topics** include, but are not limited to:

- Trial Management
- Investigational Product Management
- Protocol Development
- Safety
- Human Subject Protection
- Document Management
- Trial Oversight
- Ethics
- Adverse Events
- Informed Consent
- Good Clinical Practice (GCP)
- ICH Guidelines
- Regulatory Issues
- Monitoring
- Statistics

To view more acceptable Research Topics, visit the appropriate link below:

- [CCRA Detailed Content Outline \(DCO\)](#)



- [CCRC Detailed Content Outline \(DCO\)](#)
- [CPI Detailed Content Outline \(DCO\)](#)

Healthcare Program Topics

Healthcare Topics are those that deal with the prevention, treatment, and management of illness and the preservation of physical well-being. Training to gain access or query a specific database or software, even if healthcare related, is not acceptable. Consideration is also given to specific skills that, while not clinical research or healthcare related, are acknowledged as an advanced set of skills invaluable to the work of clinical research. These specifically include: project management, grant writing and medical writing.

Courses pertaining to a particular disease are generally considered to be **Healthcare Topic** hours. Examples include, but are not limited to:

- Pharmacology
- Medical devices
- Palliative / Hospice care
- Psychiatry
- Oncology
- Endocrinology
- Cystic Fibrosis
- Results of clinical trial studies
- Advanced Cardiac Life Support (ACLS) course (*This course is only acceptable once during the lifetime of the certificant's Certification tenure.*)

Acceptable Providers of Accredited Continuing Education

Only programs completed through acceptable accredited providers with a certificate of hours/points or those pre-approved by the Academy of Clinical Research Professionals (the Academy) may be claimed.

It is anticipated that the majority of programs that a candidate for *Maintenance of Certification* will submit in support of his/her application will come from programs that have some sort of accreditation.

If the program does **not** have accreditation from a known accrediting body (See "*Examples of Acceptable Providers*" chart below), the applicant must submit the program details for approval. E-mail certification@acrpnet.org, at any time, with the course title, timed agenda/course overview, and objectives.



Examples of Acceptable Providers of Accredited Continuing Education Contact Hour/Points

Acceptable Providers of Accredited Continuing Education	Examples of Types of Credit Offered
ACRP	ACRP, CBRN, CME
All state and national nursing associations	CBRN, ANCC, CNE
American Council on Pharmaceutical Education	ACPE
Accreditation Council for Continuing Medical Education	CME, <i>AMA Category 1</i>
Other national healthcare-related associations offering continuing education contact hours	CITI* Courses – Human Subject Protection, PRIM&R, MAGI Conference, SoCRA, RAPS, DIA, SCDM, etc.
Regulator-sponsored educational programs	FDA, NIH, IRB
Healthcare-related college/university courses	College credits
IACET	CEUs
CITI Program	CME, <i>AMA Category 1</i>
In-Company Training*	No credit offered – submit for review

*In-company training on research topics with specific learning objectives awarding a certificate/proof of attendance and specifying the number of hours. (*Note: SOP, protocol specific and software training are not acceptable.*)

Courses which are **not** acceptable for *Maintenance* purposes include, but are not limited to those with topics in CPR or BLS training, first responder or blood pressure training, or self-improvement (*i.e. time management or working with difficult people*).

Determining the Length of Continuing Education Activities

A certificate indicating the number of hours received must have been awarded for all web-based training. The Academy cannot determine the number of points for web-based training and reserves the right to request certificates of attendance and/or transcripts from any reported activities.



For participation in workshops, seminars, conferences and in-service trainings, points are awarded according to the actual amount of time spent under instruction, at a ratio of 1:1. That is one (1) hour awards one (1) point.

Sessions less than 45 minutes in duration are not accepted. Sessions forty-five (45) minutes to one (1) hour in length are awarded one (1) point. Points can be pro-rated for sessions exceeding sixty (60) minutes (*i.e., a session one hour and fifteen minutes in length = 1.25 points*)

Certificates of completion may use different terms to represent “points”. The chart below displays the point conversions and different terms used to refer to points.

Activity	Time Spent	Points on <i>Maintenance Application</i>
Continuing Education Session	< 45 minutes	0 points
	45-60 minutes	1 contact hour = 1 point
	90 minutes	1.5 contact hour = 1.5 points
Activity Awarding CMEs	60 minutes	1 CME = 1 point
Course Awarding CEUs	60 minutes	0.1 CEU = 1 point 1.0 CEU = 10 points
University Course	1 semester	1 semester credit = 15 points

If it is unclear how many hours may be claimed for a course, please contact the course provider to request written verification of the course length prior to submitting any information to the Academy for review.

Continuing Involvement Activities – CCRA and CCRC Only

Continuing Involvement is another area in which a candidate for Maintenance can earn points toward the stated *Maintenance* requirements. These are activities other than participating in a continuing education event. Continuing Involvement is not required to maintain a CCRA, CCRC, or CCTI certification. Continuing Involvement activities are always related to your role in clinical research and sometimes required as part of one's position.

The following chart lists activities that are currently awarded Continuing Involvement Points for *Maintenance* purposes. These activities must be listed online through the "My Contact Hours" Quicklink.

CCRA and CCRC Only – Continuing Involvement Activities				
Activity Name	Points per activity	Maximum times it can be claimed	Maximum Points for this activity	Examples of Documentation
Continuing Education developer or presenter in clinical research or related topic (to both research and non-research audiences)	2	4	8	Copy of program with speakers and objectives or presentation abstract including organization, location and dates (not required for ACRP Global Conference speakers)
Authorship of journal paper on clinical research (cannot be self-published)	2	4	8	Journal citation including authors
Participate in or present at investigator meeting (in-person or virtual) or an initiation visit, if in lieu of an investigator meeting	2	2	4	Documentation of meeting date, time and proof of participation and/or presentation
Active participation in regulatory authority meeting (does not include an audit)	2	2	4	Proof of attendance
Involvement in a New Marketing Application process (specifically compiling a section or writing a clinical study report)	2	2	4	Supervisor documentation of specifically compiling a specific section or writing a clinical study report (signature page or supervisor letter confirming role)
Authorship of protocol	2	2	4	Supervisor documentation of role
Inclusion on a 1572 (or equivalent regulatory	2	2	4	Copy of 1572 (both sides) or equivalent regulatory authority

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authority document) as active investigator or sub-I				document
Service as a peer reviewer for scientific articles	4	per 12 months of service	8	Confirmation of appointment as peer reviewer that includes dates
Service as a peer reviewer of clinical research-related papers or clinical research grants	4	per 12 months of service	8	Confirmation of appointment as a peer reviewer that includes dates
Service on DSMB/IDMC or equivalent	4	per 12 months of service	8	Letter from DSMB/IDMC chair outlining level of participation and # of meetings attended
Volunteer service on IRB/IEC	4	per 12 months of service	8	Letter from IRB/IEC chair outlining level of participation and # of meetings attended
Service on healthcare-related exam committee	4	per 12 months of service	8	Copy of certificate/proof of participation
Service as a clinical research exam item writing writer	0.50	per question submitted	12	Proof of participation
Service on an association's clinical research-related committee (Editorial Advisory Board, Conference Session Review, Regulatory Affairs Committee permitted) (Membership, Nominating or General board service is not permitted)	4	per 12 months of service	8	Proof of participation

Continuing Involvement Activities – CPI Only

Continuing Involvement is a way of making sure that CPIs are still involved in clinical research in a meaningful way. Continuing Involvement is participation in a capacity other than learning. Continuing Involvement activities are always related to your role in clinical research and are sometimes required as part of one's position.

CPIs **MUST** submit at least 12 points from the activities chart below. Continuing Involvement activities must be listed online through the “My Contact Hours” Quicklink.

CPI Only – Continuing Involvement Activities				
Activity Name	Points per activity	Maximum times it can be claimed	Maximum points for this activity	Examples of Documentation
Continuing Education developer or presenter in clinical research or related topic (to both research and non-research audiences)	2	4	8	Copy of program with speakers and objectives or presentation abstract including organization, location and dates (not required for ACRP Global Conference speakers)
Participate in or present at investigator meeting (in-person or virtual) or an initiation visit, if in lieu of an investigator meeting	2	2	4	Documentation of meeting date, time and proof of participation and/or presentation
Participate in close out visit	1	3	3	Report signature page
Active participation in regulatory authority meeting (does not include an audit)	2	2	4	Proof of attendance
Authorship of journal paper on clinical research (cannot be self-published)	2	4	8	Journal citation including authors
Authorship of journal paper on a therapeutic topic (cannot be self-published)	2	4	8	Journal citation including authors
Authorship of protocol	2	2	4	Supervisor documentation of role
Authorship/review of clinical study report (sole or co-authorship)	2	2	4	Report signature page that includes protocol # or study name
Inclusion on a 1572 (or equivalent regulatory authority document) as active investigator or sub-I	2	3	6	Copy of 1572 (both sides) or equivalent regulatory authority document

Medical Monitor for clinical research trial	1	3	3	Name listed on protocol title page (sponsor)
Clinical research compliance officer for institution	12	1	12	Copy of appointment letter
Director of research center	12	1	12	Copy of appointment letter
Involvement in a New Marketing Application process (specifically compiling a section or writing a clinical study report)	2	2	4	Supervisor documentation of specifically compiling a specific section or writing a clinical study report (signature page or supervisor letter confirming role)
Investigational New Drug or Device Application/Clinical Trial Exemption Application	2	2	4	Supervisor documentation of authoring the application (signature page; supervisor letter confirming role)
Service as a peer reviewer for scientific articles	4	per 12 months of service	8	Confirmation of appointment as peer reviewer that includes dates
Service as a peer reviewer of clinical research-related papers or clinical research grants	4	per 12 months of service	8	Confirmation of appointment as a peer reviewer that includes dates
Service on DSMB/IDMC or equivalent	4	per 12 months of service	8	Letter from DSMB/IDMC chair outlining level of participation and # of meetings attended
Volunteer service on IRB/IEC	4	per 12 months of service	8	Letter from IRB/IEC chair outlining level of participation and # of meetings attended
Service on healthcare-related exam committee	4	per 12 months of service	8	Copy of certificate/proof of participation
Service as a clinical research exam item writing writer	0.50	per question submitted	12	Proof of participation
Service on an association's clinical research-related committee (Editorial Advisory Board, Conference Session Review, Regulatory Affairs Committee permitted) (Membership, Nominating or General board service is not permitted)	4	per 12 months of service	8	Proof of participation



Presentations and articles must be in clinical research-related topics in order to be considered for points.

- *Presentation Development and Delivery*: A single presentation can be claimed only once per year. The same presentation can be counted a second time the following year only if the presentation required significant updates prior to being presented again.
 - Certificants are permitted to include presentations they were paid to develop and present to the extent allowed by the above chart. Certificants cannot claim participation points for programs that they present, only Continuing Involvement points.
- *Authorship* of an article pertaining to Clinical Research
 - Certificants are not required to be the primary author to be able to claim points for a published article.
 - An article must be published within the appropriate time frame for the current *Maintenance* cycle.

Maintenance Document Verification Process

The Academy conducts a random verification of the *Maintenance* applications received. Candidates whose applications are selected, will be e-mailed notification requesting copies of certificates of completion and other documentation substantiating the points claimed for the current *Maintenance* period.

If a certificant does not comply with the request for documentation by the date set forth in the notice, the Academy may revoke the certificant's *Certification*.

If it is determined that a certificant's submission does not meet the *Maintenance* program requirements, the certificant will be asked to rectify the discrepancy by a specific date. If the certificant does not comply by the set forth date, the Academy may revoke the certificant's *Certification*.

It is recommended that certificants keep a file of all documentation supporting the claim for points until their next *Maintenance* period is completed.

Taking the Exam for Maintenance

Taking and passing the current form of the exam is acceptable and satisfies all *Maintenance* point requirements (*i.e.*, all 24 points). The exam must be taken and passed **before** the candidate's *Certification* expires. A candidate must then submit a copy of his/her score report with the *Maintenance* application. This would include taking another Academy *Certification* exam to obtain an additional credential (*i.e.*, a CCRC® taking the CCRA® exam in order to also achieve the CCRA® designation.)



To use the Exam for *Maintenance* purposes, these steps must be followed **before** the *Certification* expires:

- Apply for the exam using the [Maintenance by Examination Form](#) in accordance with the regular exam window deadlines. The exam is offered at a reduced fee because no application review is required.
- Take and pass the exam.
- Apply for *Maintenance* in accordance with the regular process and deadlines—submit an application with payment and upload/attach a copy of the score report.

If a candidate wishes to use the exam for another Academy designation, as in the example above, for *Maintenance* he or she must still submit an exam application with full payment, undergo application review and be deemed eligible for that program. In this instance, the **Maintenance by Examination Form** cannot be used.

If a candidate is unsuccessful on the examination, he or she may still submit the necessary 24 points to satisfy the *Maintenance* requirements before the *Certification* expires.

Points Reporting

Continuing Education and Continuing Involvement activities (or *Maintenance* by Examination) that satisfy the *Maintenance* requirements **must be completed and reported** within the appropriate timeframe for a candidate's *Maintenance* period, as shown below.

Points must be earned two years prior to your *Certification* expiration date. Only points earned between the following dates will be considered:

December 1, 2014 – November 30, 2016 (Certifications expiring November 2016)

*If you earned ACRP Certification in 2014, you may report points earned as early as October 7, 2014.

June 1, 2015 – May 31, 2017 (Certifications expiring May 2017)

All points earned through ACRP are automatically reported to the candidate's record upon completion of the continuing education activity evaluation. All points can be viewed by logging in to www.acrpnet.org and clicking on the quick link "My Contact Hours". If ACRP points are not listed, go to the "My Tests, Evaluations, and Certificates" quick link to complete the activity and the evaluation.

The candidate can view and report points at any time during the two (2) year period. All Continuing Education and Continuing Involvement activities not reported by ACRP must be self-reported using one of these methods:



- **Online** – At any time, log on to www.acrpn.org with your e-mail address and password; click “My Contact Hours” Quicklink; “Add” the activity details and “Save”.
- **During application process** – have all activities details ready to report. You will be prompted to add to your contact history during the process. Applications are available as early as four (4) months prior the *Certification* expiration date.

Please note that any points which are already listed in “My Contact Hours” should not be reported again through these methods.

Report the following information about each activity:

- Activity / Course Name
- Activity / Course Type
- Number of Points
- Content Type (i.e., Research, Healthcare, Continuing Involvement)
- Activity/Contact Hour Type (i.e., Nursing, CME, etc.)
- Program Date

All documents for *Maintenance* must have the name of course, date, number of contact hours, and the participant’s name printed on the certificate to be acceptable for credit. All other information listed is required for completing the *Maintenance* application and is the certificant’s responsibility to obtain.

Please do not include or upload certificates of completion during the points reporting or application process. This documentation is requested from candidates who are selected for the random *Maintenance* Documentation Verification Process only (see *Maintenance* Document Verification Process section). It is recommended to keep all documentation supporting the claim for hours/points until their next *Maintenance* cycle is completed. The Academy reserves the right to request further documentation.

Accessing the Application

Applications can be submitted approximately four (4) months prior to your *Certification* expiration. Remember to **first** update your ACRP Membership status if you plan to take advantage of the member rate for maintaining.

<i>Certification</i> Expiration Date	Apply by (postmarked by)	24 Points- Earning Period
November 2016	November 15	December 1, 2014 – November 30, 2016
May 2017	May 15	June 1, 2015 – May 31, 2017



To apply online follow these steps:

- Login to www.acrpnet.org/maintenance with your username and password.
- Find the “Renew Now” link within your record (right side of screen).
- Report points that are not already listed and submit the payment using credit card.

For check or money transfer transactions, a [printable version](#) of the application must be used.

Payment & Fees

Payment must be submitted simultaneously with the *Maintenance* Application and twenty (24) points. Rates for *Maintenance of Certification* can be calculated at www.acrpnet.org/maintenance and are displayed in the chart below.

Note: Renew or join ACRP’s membership **before** applying if you intend to be a member and take advantage of the reduced member rate beyond the Early Bird period. Membership is **not required** for *Certification*, however.

	Application Fee	Late Fee	Total
Early Bird <i>Aug 4 – Oct 15</i>	\$215	-	\$215
Regular Period <i>Oct 16 – Nov 15</i> <i>(ACRP members pay Early Bird rate all the time)</i>	\$250	-	\$250
Late Period <i>Nov 16 – Nov 30</i>	\$250	\$75	\$325
Late Period <i>ACRP Members</i> <i>Nov 16 – Nov 30</i>	\$215	\$75	\$290

***Maintenance of Certification* fees are non-refundable.** It is the certificant’s responsibility to meet the program requirements and timelines. If an incomplete or deficient submission is made and not rectified by the *Certification* expiration date, all fees will be forfeited and the certificant will lose the designation.

Late Fees

All applications received via e-mail, fax, or postmarked after the **May 15** or **November 15** expiration dates (*whichever applies*) will be assessed a \$75 late fee in addition to the *Maintenance* fee.



The Academy will attempt to notify all certificants at their last known mailing and e-mail address approximately four (4) months prior to the expiration date of their current *Certification*. However, it is ultimately the responsibility of the certificant to monitor his/her *Certification* expiration date and submit all program requirements by the set deadlines.

Dual Certificant Discount

If more than one of the Academy's credentials is held, the certificant may maintain both designations at the same time, which will roll both expiration dates forward by two (2) years. By maintaining together, the certificant will receive a \$50 USD discount and only needs to submit a total of 24 points.

If maintained separately, the certificant will pay the full price for each credential, and must submit separate points for each designation, for a total of 48 points. The online *Maintenance* Application does not have the capability to calculate the discount. Therefore, dual certificants must submit a [printable application](#). For more information, please e-mail certification@acrpnet.org.

Notification of Review

Your *Maintenance* submission goes through review for compliance with the requirements once it has been received. Upon successful review of meeting the requirements, applicants receive an e-mail notice confirming that the *Certification* has been extended for two (2) years and that an updated certificate will be sent in the mail. **The review process may take up to 10 days.**

If a certificant does not receive his/her updated certificate within four (4) weeks of submission, he/she should notify the Academy by sending an e-mail to certification@acrpnet.org. If the request is received by the Academy more than three (3) months after his/her *Maintenance* submission, the certificant can request a duplicate certificate printing for \$25 USD.

To request a duplicate certificate for any reason, the certificant should submit the [Duplicate Certificate Request Form](#) with his/her payment information to certification@acrpnet.org or fax to +1.703.254.8102.

Non-Compliance of the Maintenance Requirements

Candidates for *Maintenance* are expected to submit an application for *Maintenance* that fulfills all the necessary requirements no later than his/her *Certification* expiration date. A candidate will be considered non-compliant if:

- no application for *Maintenance* was submitted;
- if the application submitted does not meet the stipulated requirements and the candidate has not rectified any deficiencies; or



- if randomly selected, the candidate has not satisfied the requirements of the Document Verification Process.

If compliance is not achieved by the *Certification* expiration date, the candidate's *Certification* will expire and the designation will be permanently removed from his/her record. The individual must stop using the designation and/or representing him or herself as certified.

Once a candidate's *Certification* has been removed from his/her record, the only way to regain use of the credential is to apply to the program as a candidate for initial *Certification* and to take and pass the current form of the examination.

Extenuating Circumstances

The Academy will take under consideration, on a case-by-case basis, extenuating circumstances that have prevented a certificant from being able to earn the program requirements during the two-year *Maintenance* cycle. Examples include significant personal illness or family crisis and military deployment. (Circumstances that will **not** be considered include: change of address so that notices were not received; work schedules; long work hours; maternity/paternity leave; or failure to realize that he/she is due to maintain). Requirements cannot be waived but specific timeframes may be.

It is the responsibility of the certificant to notify the *Certification* program staff as soon as possible, but **prior** to his/her *Certification* expiration date, of such an occurrence. The initial notice should be submitted via e-mail to certification@acrpnet.org and include the certificant's name, circumstance, and phone number.



Frequently Asked Questions (FAQs)

Q: Where can I find the *Maintenance* application?

A: An electronic application is available online approximately four (4) months prior to your Certification's expiration date. It can be found at www.acrpnet.org/maintenance. Click the blue 'Maintain Online' button, log in to the ACRP website, and click the "Select Item" button for the *Certification* you wish to maintain.

Q: What if I am paying by check?

A: If you are paying by check you must submit a printable *Maintenance* application, located at http://www.acrpnet.org/Applications/maintenance_application.pdf.

Q: I can't log in to the *Maintenance* application; it says I am not due at this time.

A: If you know that you are due to maintain it is possible that you have a duplicate record in the Academy's database and you are logging in to the account that does not contain your *Certification* history. E-mail certification@acrpnnet.org for assistance.

Q: How can I be sure you received my *Maintenance* application?

A: You will receive an automatic e-mail receipt once your payment has been processed.

Q: How will I be notified if my application was approved?

A: An e-mail notification will be sent upon successful completion of your *Maintenance* application. A certificate will be mailed within three weeks to the address that is listed on file. Also, visit the online [Certification Registry](#) and confirm the expiration date of your *Certification*. When *Maintenance* is successful, your *Certification* expiration date will advance two (2) years.

Q: I submitted my payment, why do I keep receiving notices that I need to maintain my *Certification*?

A: Please visit the online [Certification Registry](#) and confirm the expiration date of your *Certification*. When *Maintenance* is successful, your *Certification* expiration date will advance two years. If your application was not received (your expiration date has not changed in the registry), then verify that the payment submitted was for *Maintenance* and **not** membership renewal. ACRP Membership and *Maintenance of Certification* are separate programs requiring separate applications and fees.

Q: How do I add my hours/points?

A: Contact hours/points may be entered into your ACRP profile at any time through the "My Contact Hours" Quicklink located in the welcome box that appears when logging onto the ACRP website with your credentials.

During the online application process:



Complete each field for the first activity and click the “Add” button. Continue this process until all hours/points have been added and then click the “Continue” button to advance through the application.

Q: What are the types of points I can submit for maintenance?

A: Continuing Education (Research, Healthcare), and Continuing Involvement. Be sure to read the Maintenance Handbook for points/hours requirements.

Q: What is the definition of each continuing education topic area?

A: Candidates for *Maintenance* can take continuing education offerings in two (2) topic areas.

- Research – topics that cover the actual ‘practice’ of clinical research and follow the Detailed Content Outline (DCO) for that specific designation.
- Healthcare – topics that cover the prevention, treatment, and management of illness and the preservation of physical well-being.

Q: How do I determine the Activity/Contact Hour/Point Type?

A: The options available are ACRP, CBRN, CME, and Other. You need to review the certificate you received to determine the organization that accredited the program you attended or the type of hours earned. If you are still unclear, contact the organization that held the function.

Q: What date do I use?

A: Enter the date that you attended or completed the program. If the program was longer than one day, enter the last day of the event.

Q: Do I have to upload/submit my course certificates at the time of *Maintenance*?

A: This is not required. Records of certificates should be kept in case you are randomly selected to participate in the Verification process.

Q: What if I don’t have any points? What other option do I have to maintain my *Certification*?

A: As an alternative to earning points, you can take and successfully complete the current form of the Exam for your credential prior to your *Certification* expiration date.

Q: What if I want to maintain two credentials simultaneously?

A: If you hold two or more ACRP *Certifications*, you may maintain both certifications at the same time and receive a \$50 discount. Dual certificants must complete the **printable** application form in order to get the discount. Another benefit of maintaining both designations simultaneously is that the 24 points can be applied to both designations. Done separately, a total of 48 points must be completed (24 points for each credential).

Q: I added my hours/points and submitted payment. Is that all I need to do?



A: Adding hours/points and submitting payment is completing the Maintenance application. Once your application is submitted, please allow 10 days for review. You will be sent an updated certificate if you successfully maintain your credential.

Q: **Will my ACRP Membership dues cover my *Maintenance* fees?**

A: No. Membership and *Maintenance of Certification* are two separate programs. Membership is renewed annually, while Maintenance is due every two (2) years.

Please note: The Academy **does not invoice** for *Certification*. If you received an invoice, it was to renew your Membership in ACRP. A separate fee needs to be paid (as part of an application) to maintain your *Certification*.

Q: **Do I have to be an ACRP Member in order to maintain my *Certification*?**

A: Membership is not required however, members always pay the Early Bird rate.

Q: **If I did not fulfill the *Maintenance* requirements but have already submitted my payment, will I receive a refund?**

A: *Maintenance of Certification* fees cover the review of your application and therefore are non-refundable. It is the certificant's responsibility to be compliant with the program requirements and timelines. If an incomplete or deficient submission is made and not maintained by the required deadlines, all fees will be forfeited and the certificant will no longer be permitted to use the designation.