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Leader Connection Newsletter

News and resources exclusively for ACRP chapter leaders.

This Month in Chapter Leader News

- Chapter Affiliation Standards & Expectations (CASE) Update
- Chapter Leader Orientation and Onboarding
- Chapter Excellence Awards Applications Now Open
- Chapter Resource Center within Online Community
- ACRP 2017 Meeting & Expo
- Ideas for Upcoming Chapter Events

Chapter Affiliation Standards & Expectations (CASE) Update

The CASE survey submission deadline was January 31, 2017. If your chapter has not already done so, please complete the survey by clicking [here](#). Download the [CASE workbook](#) to assist you in your submission. Additional resources available [here](#).

- **Looking for Last Year’s (or current) CASE Submission?** Contact Lisa-Marie Gardner at lgardner@acrpnets.org. Last year’s survey submission can serve as a helpful guide as your chapter prepares to submit.
- **Congratulations to the following chapters.** These chapters submitted their CASE submissions by the deadline and reached membership milestones towards the chapter bonus.

3 – 5% Membership Increase	6 – 9% Membership Increase	Above 9% Membership Increase
Research Triangle Park (NC) Northern California Chicagoland Greater Nashville New England	Greater Charlotte Central Virginia Central Northeast Pennsylvania	Greater Kansas City Chapter Greater Salt Lake City Front Range (Denver) North Central Florida (Gainesville) Phoenix New York Metropolitan Canada <i>Baltimore/Washington</i> Greater Philadelphia
\$250 Chapter Bonus	\$500 Chapter Bonus	\$800 Chapter Bonus

* Bonus payments will be distributed with Q1 2017 chapter reports in April.

Chapter Leader Orientation and Onboarding

Join Lisa-Marie Gardner on March 1 at 2:00 p.m. ET for the [Chapter Leader Orientation and Onboarding webinar](#). Learn what every chapter leader needs to know to get started! An overview of specific chapter leader resources and tools included along with the [Chapter Resource Center](#).

Chapter Excellence Awards (CEA) Applications Now Open

Don't miss out on the opportunity to win up to \$1,500 for your chapter! Applications are now being accepted for the Chapter Excellence Awards. This year's awards recognize chapters that achieved excellence in three (3) key areas of chapter development during the 2016 calendar year. The deadline to apply is March 10, 2017 (extended).

Join Lisa-Marie Gardner on February 22 at 2:00 pm ET for the [Chapter Excellence Awards webinar](#) to learn more about each award and how to apply.

- [Excellence in Education & Training Application](#)
- [Excellence in Advancing the Profession through Certification Application](#)
- Excellence in Membership Growth (no application needed; calculated by ACRP)

Chapter Resource Center within Online Community

Looking to share a best practice? Have a question for other chapter leaders? Join the [Chapter Resource Center \(for ACRP chapter leaders\)](#) within the Online Community. The Discussion Forum allows you to pose questions to your peers.

ACRP 2017 Meeting & Expo

Chapter Chairs attending may register at the discounted rate of \$799. ACRP continues to provide a discounted rate to chapter chairs as a reward for their work over the past year. This registration rate, while intended for 2017 Chapter Chairs, may be transferred to another member of your chapter board. This rate is only available to one (1) individual per chapter. To take advantage of this discounted rate, please complete this [special registration form](#).

- **Chapter Leader Luncheon – Saturday, April 29, 2017** The ACRP Chapter Leader Luncheon provides an opportunity for chapter leaders from around the country to network, share ideas, and learn about ACRP resources. Programming for this event focuses on addressing common chapter challenges, identifying best practices for running a chapter, and provides face-to-face networking opportunities for chapter leaders. **Space is limited so please [register](#) early!**
- **Recruitment Tables Available during Expo Hall Hours** Interested in having a table during key Expo Hall Hours during the annual meeting? At the 2017 meeting, you will have an opportunity to promote your chapter during prime conference hours. Use this time to recruit members or promote upcoming meetings and events. If your chapter is interested in manning a table, please contact Lisa-Marie Gardner at lgardner@acrpnet.org. An official schedule will be sent out prior to the conference for specific date and time selection.
- **ACRP Certification Exam Prep Course & Train-the-Trainer Session; Friday, April 28** The newly-revised ACRP Certification Exam Preparation Course provides eligible candidates guidance on how to prepare for the ACRP certification exams -- CCRA(R), CCRC(R) and CPI(R). Familiarize yourself with the exam format, gain valuable strategies for preparing for an ACRP exam, tackle sample exam questions, and conduct a personal gap analysis to ensure you are fully primed to earn your ACRP certification. This portion of the workshop -- Part I -- will run from 7:30 am - 3:00 pm. and will be immediately followed by Part II, a two-hour, train-the-trainer session open ONLY to ACRP Chapter members who seek to become trainers of this course through their chapters. Prospective trainers must participate in Part I of the workshop. Individuals who do NOT wish to become trainers cannot participate in Part II.

Prospective trainers must be pre-qualified to sit for the train-the-trainer segment of the program and are not required to pay the \$225 fee for Part I. Pre-qualification requires indicating your interest in becoming a trainer and emailing your CV to avalleshall@acrpnet.org no later than Friday, April 7.

Ideas for Upcoming Chapter Events

The following chapter events were held in January 2017:

- [Front Range Chapter: Creating Accountability – A Step-By-Step Approach](#)
- [Suncoast Chapter: CEU Saturday](#)
- [Phoenix Chapter: Human Papillomavirus \(HPV\)](#)
- [North Central Florida: Fundamentals of Good Clinical Practice \(GCP\)](#)

Need ideas for your next chapter event? Check out ACRP [webinar replays](#) and [Online Conference Library sessions](#). Each chapter receives two (2) complimentary sessions annually. Click [here](#) to learn more.

This Month's Featured Programs:

- [How to Recruit Patients Using Digital & Social Media](#)
- [How Does the Recent ICH-GCP E6 Update Affect YOU?](#)
- [An Update on Advances in Clinical Research on Sport-related Concussion](#)

Important Dates

The [2017 Key Dates Calendar](#) is updated and posted on the Chapter Resource Center homepage at www.acrpnet.org/CRC. This is a great planning tool for deadlines and important events.

- **Tuesday, January 31:** [Chapter Affiliation Standards & Expectations \(CASE\)](#) submission deadline ([submit here](#) if you haven't already)
- **Wednesday, February 22:** [Chapter Excellence Awards Webinar](#)
- **Wednesday, March 1:** [Chapter Leader Onboarding & Orientation Webinar](#)
- **Friday, March 10:** Chapter Excellence Awards Submission Deadline ([learn more](#))
- **April 28 – May 2:** [ACRP 2017 Meeting & Expo](#)
- **Friday, April 28:** [ACRP Certification Exam Prep Course & Train-the-Trainer Session](#)
- **Saturday, April 29:** Chapter Leader Luncheon ([register here](#))
- **Sunday, April 30:** Medical Device Interest Group Brown Bag Luncheon
- **Monday, May 15:** Form 990/990N Filing Deadline "Due every year by the 15th day of the fifth month after the close of your tax year."

Chapter Leader Quick Links

- **CASE:** [Chapter Affiliation Standards and Expectations](#)
- **CRC:** [Chapter Resource Center](http://www.acrpnet.org/chapter-resource-center) (www.acrpnet.org/chapter-resource-center)
- [Chapter Promotional Materials Request Form](#)
- [Chapter Event Application](#)
- [Chapter Event Marketing & Communications Guidelines](#)
- [Archived Chapter Leader Webinars](#)
- [2016 Key Dates Calendar](#)
- [Chapter Resources At-A-Glance](#)

*You received this newsletter because you are an ACRP chapter leader.
If you are not a current chapter leader, please email chapters@acrpnnet.org.*