Leader Connection Newsletter
News and resources exclusively for ACRP chapter leaders.

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This Month in Chapter Leader News

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Chapter Tip of the Month

Each chapter receives their chapter roster monthly. Review your chapter roster thoroughly and use it to develop strategies for membership recruitment and retention. Rosters are now color coded to identify new members and those about to expire. Have someone from your board reach out to these individuals and either welcome them to your chapter or survey them as to why they are leaving. You never know how simple outreach can affect your chapter membership.

ACRP 2017 Meeting & Expo

Don't miss out! Register now. Chapter Chairs attending may register at the discounted rate of $799. 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. **Registration deadline: March 31 - Register NOW!**

- **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.

- **ACRP/Academy Volunteer Reception; Friday, April 28 from 5:30 pm – 7:00 pm** in the Issaquah room at the Sheraton Seattle. To RSVP for this reception, please e-mail Beth O'Brien, Senior Manager, Conference and Meetings at bobrien@acrpnet.org by Wednesday, April 12. Note that a registration for the Meeting & Expo is required for entry into the Volunteer Reception and the invitation is non-transferrable.

IMPORTANT ANNOUNCEMENT – Learning Portal Upgrade
Please note the <mark>ACRP Learning Portal will be unavailable March 30 – April 2, 2017</mark> as we complete an upgrade. If you have chapter events in progress, we ask that you please complete those courses no later than March 28. Courses that are not completed by that date must be restarted from the beginning. Thank you for your cooperation and patience as we upgrade our technology to better serve you. If you have any questions, please email training@acrpnet.org.

Chapter Affiliation Standards & Expectations (CASE)
Thank you for your time and effort to complete the annual CASE survey. Results will be shared with chapters shortly in the upcoming CASE Summary Report. If you have any questions, please contact chapters@acrpnet.org.

Mandatory IRS Filing Requirements Deadline May 15
In 1984, ACRP received a group exemption letter (Group) from the IRS. This letter allows subordinate organizations (chapters) to be granted 501(c)(3) status by virtue of their participation in the Group, thereby avoiding the necessity of individually filing for exemptions. While a group tax exemption number decreases the amount of paperwork required, all chapters must still obtain a separate Employer Identification Number (EIN) and annually file Form 990 or Form 990N with the IRS. For most chapters this will be May 15, 2017, for the 2016 tax year.

Bring Item Writing Training to Your Chapter!
The NY Metro Chapter was selected for the inaugural in-person training of the Item Writer workshop. It was held on September 24, 2016. The workshop was coordinated by ACRP and facilitated by ACRP's Test Development Partner, Prometric. The event was an interactive and engaging workshop, where members had the opportunity to learn how to write exam questions (also known as "items") as a volunteer subject matter expert. Those who participated felt it was a great way to learn about writing the exam questions, as well as keep abreast of the ICH GCP. As an added bonus, continuing education points were offered toward maintaining your ACRP Certification.

Once trained, participants were invited to join the community of 100+ writer who contribute content for the ACRP Certification Exams while staying sharp on GCPs. This is also an opportunity for members to give back to the clinical research community while earing continuing education points toward your ACRP Certification.

ACRP is seeking additional chapters to host Item Writing training in their area. Chapters will sponsor meeting facilities, breakfast, and lunch. ACRP will provide registration link, travel and hotel for staff and Prometric Trainor. To learn more about sponsoring an item writing training contact Heather Trusty, ACRP Certification Manager, at htrusty@acrpnet.org.

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)**.

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

Ideas for Upcoming Chapter Events
The following chapter events were held in February 2017:
- Central Texas – So You Have Been Chosen for an FDA Inspection
- Great Plains – So, You Think You Know GCP
- Greater Houston Area: Lunch & Learn
- Greater Niagara: Taking the Fear out of a FDA Inspection
- Pacific Northwest – Improving Cancer Outcomes: Can the Immune System be Harnessed?

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:
- Good Clinical Practice: An Introduction to ICH GCP Guidelines
- Inspection Readiness: Best Practices for Managing Clinical Trial Inspections
- Protocol Deviations: Writing, Reviewing, and Reporting. What's Important and Why?

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.

- **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 (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