CERTIFICATION EXAM APPLICATION CHECKLIST

CCRA®, CCRC®, CPI®, and ACRP-CP®

ACRP

Exam Dates
September 8 – October 7, 2017

*Applications must be **received by August 14, 2017.***

Application Accepted
May 1 – June 14, 2017
Member: $435 Non-Member: $485 (Early-Bird rate)
June 15 – August 14, 2017
Member: $460 Non-Member: $600 (Regular rate)

Prepare to Apply

☐ Read the **Certification Handbook** for important application steps, eligibility requirements, exam preparation, and Certification exam information for which you are responsible for understanding.

☐ Self-determine your eligibility **before** you apply. Eligibility requirements are detailed in the **Certification Handbook**.

☐ Obtain the correct application (e.g., CRA, CRC, PI, or ACRP-CP).

Complete the Application

☐ Apply using your full, legal name. The first and last name must match your government issued identification. Middle names are not considered.

☐ When completing the "Statement of Experience" section, list all positions for which the essential duties were performed. Dates of employment must match those listed on your CV/résumé.

☐ Include your CV/résumé. Your CV/résumé must be signed and dated with the current date of your application submission.

☐ Include a job description with dates of employment for **each position** listed in the "Statement of Experience" section to support your eligibility.

☐ Include a program certificate or transcript *(for clinical research education substitution only)*.

☐ *PI Applicants only*—Include proof of employment documents, (i.e., IRB/IEB approval letter)

☐ Confirm all documentation is in English. If original documentation was translated into English, it must also be submitted in the original language, with the certified translated document.

☐ Complete **all** sections completely and accurately.

☐ Sign "Authorization and Agreement" *(and "Payment" if paying by credit card)* sections.

Submit the Application

☐ Submit the **complete** application *(e.g., application, supporting documentation and full payment)* together. Incomplete submissions will result in a denial of eligibility.

☐ Ensure your application will be **received** by the due date.

☐ Submit your application via e-mail, fax, or traceable mail *(see "Payment" section for details)*. Use one delivery method only to avoid duplicate charges.

☐ Receive e-mail confirming the date your payment is applied.

ACADEMY
OF CLINICAL RESEARCH PROFESSIONALS

Submit via e-mail to certification@acrpnet.org; or fax to +1.703.254.8102, or mail.

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