

CERTIFICATION EXAM APPLICATION CHECKLIST

CCRA[®], CCRC[®], CPI[®], and ACRP-CP[®]



Exam Dates

February 22 - March 20, 2018

*Applications must be received by
February 9, 2018*

Application Accepted

October 23 - December 1, 2017

Member: \$435 Non-Member: \$485 (Early-Bird rate)

December 2, 2017 - February 9, 2018

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.

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