CERTIFICATION EXAM APPLICATION CHECKLIST

CCRA®, CCRC®, CPI®, and ACRP-CP®

Exam Dates
September 10 – October 8, 2018

*Applications must be **received by August 17, 2018***

Application Accepted
May 1, 2018 – June 15, 2018
Member: $435 Non-Member: $485 (Early-Bird rate)

June 16, 2018 – August 17, 2018
Member: $460 Non-Member: $600 (Regular rate)

Prepare to Apply
- o Read the **Certification Handbook** for important application steps, eligibility requirements, exam preparation, and Certification exam information for which you are responsible for understanding.
- o Self-determine your eligibility **before** you apply. Eligibility requirements are detailed in the **Certification Handbook**.
- o Obtain the correct application (e.g., CRA, CRC, PI, or ACRP-CP).

Complete the Application
- o Apply using your full, legal name. The first and last name must match your government issued identification (middle names are not considered).
- o When completing the "Experience" section, list all positions for which the essential duties were performed. Dates of employment must match those listed on your current CV/ résumé.
- o Include your CV/résumé – must be signed and dated with the current date of your application submission.
- o Include a job description with dates of employment for **each position** listed in the "Experience" section to support your eligibility.
- o Include your degree or transcript (for clinical research education substitution only).
- o *PI applicants only* – include proof of employment documents (i.e., IRB/IEB approval letter)
- o 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 translate document.
- o Complete **all** sections completely and accurately

Submit the Application
- o Submit the **complete** application (e.g., application, supporting documentation, and full payment) together. Incomplete submissions will result in a denial of eligibility.
- o Ensure your application will be **received** by the due date.
- o ACRP will confirm receipt of your application by email.