



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

Certification Exam Preparation Course

Chapter Hosting Guidelines & Process

This document outlines the guidelines and process for chapters to host an official ACRP Certification Exam Preparation course in their local area.

During 2016, ACRP focused on updating the Certification Exam Prep Course. The newly updated course aligns with the Certification Exam's content outline. ACRP will continue to provide chapters' access to this improved course to support clinical research professionals within your area.

Beginning January 1, 2017, ACRP will provide the improved course to chapters for a \$500 fee per offering (not per user). The goal of this course is to provide chapters with a valuable and exclusive tool to support and recruit new members, and to enable a better distribution method for live certification preparation courses. We encourage questions and collaboration as you endeavor to host one of these courses for your members.

Thank you for your active support of the mission of the organization and the time and effort you commit to representing ACRP within your local chapter!

Exam Preparation Course Hosting Guidelines

Course Details:

- **Duration:** each Certification Exam Preparation course is intended to be a one-day live event (approximately 8 hours)
- **Timeline:** The course is developed by ACRP's Training & Development department, not the Academy of Clinical Research Professionals (the administrator of the exam). Content does not teach to the exam questions. Rather, the course provides a framework for future study and will help participants identify weaknesses that need to be addressed prior to sitting for the exam. For this reason, it is essential that exam review courses allow for a minimum of 30 days prior to the opening of the next exam window for participants to address additional study needs following the course.
- **Finances:** All expenses and revenue associated with hosting a course are incurred by the chapter. ACRP will provide the course to chapters for a \$500 fee per offering. The following information may help you develop estimates and recommendations for budget planning purposes:
 - **Site fees:** TBD by location – these should include location rental, audio-visual requirements and food and beverage charges.
 - **Speaker cost:** the average speaker cost is approximately \$1,250-\$1,500. This will vary based on whether travel expenses need to be covered or other reimbursement arrangements can be made.



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

- *Your chapter may identify a board or chapter member to become a trainer of the course. This may significantly reduce costs associated with outside speakers.*
- **Registration fee:** each chapter can determine a fee they feel is appropriate for each attendee. Each chapter should determine estimated attendance, expenses and a desired break-even point and establish a fee that meets its needs. Based on market analysis and current ACRP offerings, we recommend an attendee fee of \$250 per attendee as a good starting point.

Responsibilities of each party:

ACRP will provide the following as part of the hosting agreement for Chapter-hosted Certification Exam Preparation Courses:

- Approved course content including a PowerPoint presentation for the instructor and supplemental course materials for participants. These materials are copyrighted and may not be altered by the chapter or the presenter. Regular updates occur to all ACRP content so materials may only be used for a single course offering.
- A list of approved trainers. ACRP will provide a list of approved speakers. The chapter is responsible for identifying, contacting, negotiating compensation and contracting a speaker for each course. These trainers are qualified to present the materials provided by ACRP. If the chapter would like to enlist a trainer that is not on the ACRP-approved list, the Chapter must contact ACRP to inquire about the next train-the-trainer training. Chapters are advised to contact ACRP at least three months in advance of the educational event to ensure sufficient time to schedule a train-the-trainer session.
- Marketing support. ACRP staff will prepare marketing emails that will be sent to the entire member and non-member local population in the ACRP database and the event will be added to the 'upcoming events' section of the ACRP home page, the Certification Exam Prep Resources area of the website, and the local chapter page.
- Registration support. ACRP will create the event in our database, allowing for online registration for any interested attendees. ACRP will provide reports of registration as requested by the Chapter as well as a final registration report upon close of registration.

The Chapter is responsible for the following as part of the hosting agreement for Chapter-hosted Certification Exam Preparation Courses:

- Securing an approved speaker. Each chapter is responsible for identifying, contacting, and contracting a speaker for their course. Speakers may be from the pre-approved list of speakers provided by ACRP or the Chapter may elect to have a speaker approved by ACRP (90-day review period required) provided the following guidelines are followed:
 - To be considered for ACRP approval, a trainer must have experience delivering clinical trial-related training, must be a content expert (ICH guidelines and Declaration of Helsinki) and must be ACRP certified.
 - The chapter must allow for 90-days in advance of the recommended timeline that follows for ACRP to set up and conduct the training and evaluation required for approval.

Certification Exam Preparation Course Guidelines & Process – Updated 01/04/17



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

- ACRP does not guarantee that all speakers will be approved. Should a speaker not obtain approval to train the course, the chapter will need to pursue an alternative, ACRP-approved speaker for the course.
- Arranging host location details. This includes securing space with chosen site, arranging food and beverage and any audio-visual needs of the location.
- Grassroots marketing efforts. The chapter is responsible for any marketing efforts in addition to those noted in the section outlined in the ACRP responsibilities section. This may include social networking posts, contacts at local businesses, etc.
- Tracking attendance and event feedback. Contact hours are not provided for certification preparation so official evaluations are not required, but ACRP requires an attendance report and feedback on the offering after the event has occurred so that continuous improvements can be made.

Recommended Timeline

The following timeline provides key milestones in a ‘weeks-out’ format with the end goal being the certification exam testing window. (There are two windows annually – one in March, another in September). The dates provided should be considered a MINIMUM window to conduct the course; whenever possible, more time should be allotted. ACRP data indicates many exam participants begin preparing for the exam up to three months in advance of the exam dates.

Weeks Out from exam date	Task	Details
18-26 weeks	Consider speaker	<ul style="list-style-type: none"> ● If an unapproved speaker is selected to present, 90 days is required to obtain ACRP approval and to schedule a train-the-trainer session. ● If speaker is from the approved speaker list, this phase may occur in conjunction with the following phase, which will reduce planning time significantly.
14-16 weeks	Determine date and site of event	<ul style="list-style-type: none"> ● Chapter should determine priority based on experience as to whether location, date or speaker availability is most difficult to secure or essential to the success of the program.
14 weeks	Submit final agreement to ACRP	<ul style="list-style-type: none"> ● Agreement cannot be submitted without speaker, date and location contracts in place.
12-14 weeks	ACRP to load event into database	<ul style="list-style-type: none"> ● During these two weeks, ACRP will create the event in the database for registration, load the event onto the chapter web pages and ACRP home and chapter preparation pages, and



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

		<p>develop the supporting email communications for distribution when product is live.</p>
12-3 weeks	Market event	<ul style="list-style-type: none"> • Supplement ACRP emails and web postings with local community outreach (emails to chapter members, local businesses, universities, medical centers, etc.) • Finalize site arrangements – order food/beverage, secure audio-visual needs for speaker (do they need a cordless mic? Pointer?)
3-1 week(s)	Registration closes and final preparations occur	<ul style="list-style-type: none"> • Get final attendee list from ACRP • Send confirmations to attendees (include directions, start times, etc.) • Confirm site details (AV, food & beverage) • Print name badges and table tents • Print supplemental information for attendees
Day of	Live Course	<ul style="list-style-type: none"> • Chapter must track attendance and submit attendance report to ACRP following the event.
Post-Course	Revenue distributed	<ul style="list-style-type: none"> • ACRP to distribute 100% of collected revenue (pending any cancellation or refund processing) to Chapter via direct deposit with quarterly payment.