

Completion and Organization Guide for ACRP Fellowship Application

Review the full application form prior to starting to complete the application online. You can download and print a PDF version of the application to use as a guide while you collect documents to confirm your eligibility to apply for ACRP Fellowship.

The **Instructions for Completing the Application** online will walk you through the documentation needed to support your submission. As noted in Applying for Fellowship on the ACRP website, the application is divided into three sections.

Arrange your documentation into two PDF documents, with each set of documents supporting section B and C of the application. Name each document with the letter of the section and your name. e.g., B First Last Name and C First Last Name. The final PDF document with supporting documents should be ordered according to the application.

- For example, in Section B, each document will be named as instructed above and ordered as listed in Section B, i.e., ACRP service on nomination committee, leadership on that committee, publication in the Clinical Researcher, etc.

After uploading your PDFs into Sections B and C, you will upload three additional PDF files (Recommendation Letter from a current ACRP Member, a letter of support from a current/previous employer or, if self-employed, a letter from a previous customer indicating the time of service and contributions in clinical research; the final document will be a current resume/Curriculum Vitae (CV) of **no more than eight pages** in length. All documents should be named with the section _First Last Name description.)

Please ensure you complete the Disclaimer and Consent response.

The Point System

To assure an applicant meets the quality standards for ACRP fellowship, credentials are assessed in three areas:

- A. Knowledge base that meets ACRP criteria as demonstrated by ACRP certification and/or CEUs from ACRP educational programs
- B. Contributions to ACRP to demonstrate service, commitment and contribution to the ACRP as an active volunteer
- C. Contributions to Clinical Research to demonstrate applying the knowledge and experience in a broader arena within the clinical research industry

Each section is structured with a minimum number of points. The minimum cumulative total points necessary to meet criteria, and have the application reviewed by the Fellows Advisory Panel, is 100 pts. It is possible to enter as many as you desire as long as:

- The minimum point requirements are met in each section
- Section C has at least 2 separate categories with points entered

“Other” is a category in sections B and C; if you have made a contribution but it doesn’t fit the designated categories. It can be added here with an explanation for consideration by the Advisory Panel. The Advisory Panel will assign the point value.

CV and Letters

The CV and Letters of Support required provide the Advisory Panel with an applicant’s background and depth of knowledge and experience in clinical research. Although experienced applicants can have CVs that are 20-30+ pages, please include the most relevant information documenting leadership and contribution to ACRP and the clinical research industry at large. Limit your CV submitted with the fellowship application to 8 pages.

Section A: An ACRP fellow is expected to have a knowledge base that meets ACRP criteria for certification and/or education.

Minimum required: 15 points

ACRP will verify points claimed.

There are 2 ways to qualify for Section A:

- 1) ACRP Certification
 - One ACRP Certification is worth 20 points and automatically fulfills this requirement.
 - Additional points in this section can supplement Section B and C to achieve the minimum total of 100 points.*
 - The ACRP-CP certification is open to most clinical research professionals. If you are uncertain if you qualify, please contact certification@acrpnet.org to review.
- 2) CEUs from ACRP programs
 - To document attendance for an ACRP program providing CEUs, it is a requirement to complete the evaluation form and request CEUs. These CEUs will automatically be added to the member's ACRP transcript.
 - There are many ACRP programs available online that can be completed to accrue CEUs to meet the goal of 30 CEUs (15 points).
 - Registration for a Global conference includes access to the various recorded sessions that can be reviewed and evaluated to obtain CEUs.

* Examples of using additional points from Section A to supplement Sections B and C to reach the minimum requirement of 100.

Example 1: Section B, minimum 20 pts, Section C minimum of 20 points. Total of 40 points and 60 points still required. BUT this still does not meet the 100 point requirement. Additional points in Section A could make up the difference.

Example 2: Section B 30 pts, Section C 20 pts, Total of 50 points, 50 points in Section A can make up the difference to meet 100 points.

Note: Attendance at an ACRP event or conference is not enough to claim CEUs. An evaluation form must be completed online for the CEUs to be awarded and added to the transcript.

Section B: Fellowship is a status achieved by showing commitment and contributions to ACRP.

Minimum required: 20 points

Hint: *Feel free to enter all of your volunteer activities. The Advisory Panel will be aware of contributions made to ACRP.*

ACRP Global Committee

Acceptable documentation includes a letter of support from the Chair or Vice Chair of the Committee, ACRP acknowledgement, or letter from chair or co-member verified on ACRP website.

*Remember some committees may currently be defunct but can be included.

ACRP Chapter Board

Acceptable Documentation includes chapter board roster from website, annual report, executive board member confirming service, etc.

Section C: A Fellow is expected to share their expertise within the industry.

Minimum required: 20 points

Acceptable Documentation includes: cover page of peer-reviewed manuscript, program page listing your participation as speaker or conference organizer, etc.

*Note: Your CV alone is not sufficient documentation of service. Please submit the required proof.

**A Scoring Calculator spreadsheet has been included to help you accurately calculate your points. Use of this spreadsheet is optional but strongly encouraged. If used, upload the Scoring Calculator spreadsheet with your submitted documents.

Thank you for your interest in the ACRP fellowship program. We look forward to reviewing your application.