

# MAINTENANCE of CERTIFICATION GUIDE

for CCRAs, CCRCs, CCTIs



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## Maintenance of Certification Checklist

### Step 1

Read the appropriate Maintenance Guide.

For CCRA, CCRC, CCTI maintenance, visit <http://www.acrpnet.org/CertificationMaintenance>

For CPI maintenance, visit <http://www.appinet.org/CertificationMaintenance>

### Step 2

Verify your membership status. In order to take advantage of the reduced member rate you must be an active member before beginning the maintenance application process.

I want to join: If you would like to take advantage of the reduced member rate and you are not a member or your membership has lapsed:

1. Join ACRP online at <http://www.acrpnet.org/Join>
2. Log out of <http://www.acrpnet.org>
3. Log back in to <http://www.acrpnet.org> and begin the maintenance process

If you do not wish to join, and understand you will be paying the standard rate, proceed with the maintenance process.

### Step 3

Have your contact hour/points details ready. CCRAs/CCRCs/CCTIs must document the completion of 24 contact hours (12 must be research related) or 24 points (see page 5 of this document) in the last two years. Documentation includes

- Course Name
- Number of Contact Hours
- Contact Hour Types (i.e., Nursing, CME, etc.)
- Course Provider
- Program Number (note: CME does not have a program number)
- Program Date
- Licensed CCTIs (e.g., NP, PA) must submit a copy of their licenses

### Step 4

Submit your application once. Please submit your application either online or via print (not both, to avoid duplicate charges)

### Step 5

Are you dual certified and maintaining both designations at once? If so, you are eligible to receive the multiple designations \$50 discount. However, you must submit a printable application to receive this discount. Printable applications can be accessed at <http://www.acrpnet.org/CertificationMaintenance>.

Proceed with the maintenance process.

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## About Maintenance of Certification

Periodic maintenance of certification is required to ensure that individuals who hold a CCRA, CCRC or CCTI credential maintain their ongoing commitment to professional development in their selected area of practice. Through the maintenance requirements, certificants demonstrate expansion and reinforcement of their knowledge of current practice.

ACRP supports this purpose by requiring appropriate and relevant continuing education activities to enhance the professional development of certificants. The maintenance of certification program also serves to encourage and recognize individuals who participate in ongoing professional development.

## Program Changes, Enhancements

- Certification Expiration Date of October 31 has been changed to November 30, meaning certificants have an extra month to earn hours for this cycle only;
- Late Fee period is now December 1-15;
- Continuing involvement activities (see Maintenance by Continuing Education/Continuing Involvement section on page 5).

## Requirements

CCRA@s, CCRC@s and CCTI@s must maintain certification every 2 years from the time of original certification. The two-year maintenance cycle is based on the frequency of changes in the clinical research field.

*ACRP will attempt to notify all candidates via email three months prior to the expiration date of their current certification. However, certificants are ultimately responsible for maintaining their certification on time.*

## Application

The online maintenance application is available at <http://www.acrpnet.org/CertificationMaintenance>. You are required to log in with your email address and password to access the application. You will only be able to access the application 3 months prior to your maintenance expiration date.

The online application includes a Contact Hour/Points Activity Form to document completed hours.

- For fall 2010 candidates, hours need to be completed between October 1, 2008 and November 30, 2010.
- For spring 2011 candidates, hours need to be completed between April 1, 2009 and May 31, 2011.

Hours/points may be claimed for one cycle only.

Applications must be submitted online or postmarked by May 31 or November 30, whichever applies.

Printable applications and Contact Hour/Points Activity Forms are also available at <http://www.acrpnet.org/CertificationMaintenance>.

## Fees

Fees for Certification Maintenance can be calculated at <http://www.acrpnet.org/CertificationMaintenance>.

**All maintenance applications received after the May 31/November 30 expire dates (whichever applies) will be assessed a \$150 late fee in addition to the cost of certification maintenance. Incomplete applications received and not rectified by the expiration date will also be assessed the late fee, regardless of when the original submission was received.**

## Maintenance by Continuing Education/Continuing Involvement

### Requirements:

Certification maintenance by continuing education requires the completion of 24 documented continuing education contact hours, with at least 12 of those hours being in clinical research topics.

OR

Effective Jan. 1, 2010, certification maintenance may also be achieved by completion of a total of 24 documented points with a maximum of 12 points of continuing involvement activities according to the schedule below:

- Authoring a journal article – 4 points per article – 8 points maximum
- Preparing/presenting a 1-hour presentation – 3 points per presentation – 6 points maximum (one time only)
- Authoring/presenting a half-day workshop – 6 points per workshop – 12 points maximum (one time only)
- Authoring/presenting a one-day workshop – 12 points per workshop – 12 points maximum (one time only)

Continuing education contact hours must be used to complete the 24-point requirement if the full 12 points of continuing involvement are not used. A minimum of 8 continuing education contact hours must be in clinical research topics.

Entering Continuing Involvement Points in Contact Hours/Points Record example:

<b>course name:</b>	Journal Article Author - ABCs of Clin Rsch
<b>course type:</b>	Other
<b>contact hours/ points:</b>	4
<b>contact hours type:</b>	Continuing Involvement (CPI Only)
<b>course provider:</b>	Other
<b>program #:</b>	0000
<b>date:</b>	12/10/2009

## **Is the Course Acceptable for Maintenance Purposes?**

1. Determine if the course is accredited by an acceptable provider by viewing the Acceptable Provider list available below.
  - a. If not an accredited course, then submit the course objectives and timed agenda for review no later than November 15, 2010 to [certification@acrpnet.org](mailto:certification@acrpnet.org) to determine if it can be claimed for maintenance.
2. If the course is acceptable, then determine if the course is a clinical research or therapeutic topic (view definitions/examples of each below).

## **Acceptable Providers of Accredited Continuing Education Contact Hours:**

- ACRP
- All state and national nursing associations
- American Council on Pharmaceutical Education (ACPE)
- Accreditation Council for Continuing Medical Education (ACCME)
- Other national healthcare-related associations offering continuing education contact hours
- Regulator-sponsored educational programs
- ICH/GCP training
- Healthcare-related university courses
- In-company training (case-by-case basis, see below\*)

Grand Rounds and Investigator Meetings are only acceptable for maintenance purposes if they are approved for credit (hours) by the participating institution and a certificate of completion is received by the certificant.

College/university courses in healthcare and clinical research are acceptable forms of continuing education. For each one-credit course, 3.3 continuing education contact hours may be applied toward maintenance. Courses must be completed and transcripts available upon request.

\*Certificates of attendance from non-continuing education contact hour-bearing courses (e.g., In-company training) are accepted on a case-by-case basis. All documents for maintenance must have the provider (program) number, name of course, date, number of contact hours, and the participant's name printed on the certificate to be acceptable for credit. This information will be required for completing the certification maintenance application, and is the certificant's responsibility to obtain.

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## **Clinical Research Versus Therapeutic Topics:**

For maintenance purposes, clinical research topics are those that cover the actual "practice" of clinical research, not the "results" of clinical research studies.

Examples of clinical research topics include, but are not limited to:

- Adverse Events
- Informed Consent
- GCP

- Monitoring
- Clinical Trials
- Statistics
- Ethics

Therapeutic hours are healthcare topics that deal with the prevention, treatment, and management of illness and the preservation of mental and physical well-being.

Courses pertaining to a particular disease are generally considered to be therapeutic hours. Other therapeutic examples include:

- Pharmacology
- Psychiatry

**Examples of Unacceptable Contact Hours:**

- CPR or BLS training courses
- Blood pressure training courses
- Courses that focus on self-improvement, changes in attitude, investments, computers and liberal arts

If you are unsure whether a program is acceptable for maintenance, please fax the course objectives and a timed agenda to ACRP at (703) 254-8102 or email [certification@acrpnet.org](mailto:certification@acrpnet.org) prior to attending the course. All requests for review must be received by November 15, 2010 for the fall 2010 maintenance cycle. Any requests received after that date will not be honored.

**Certificates:**

Do not submit copies of certificates of completion with your maintenance submission. File all certificates with your records in case you are selected for a random audit. ACRP will request them if needed.

**Maintenance by Examination**

Maintenance by examination requires submission of a completed exam application form, all required supporting documentation and full payment. The exam must be taken prior to candidate's certification expiration date.

**Dual Certificants**

If you hold more than one ACRP designation, you may maintain both at the same time which will roll both expire dates forward two years. By maintaining together you will receive a \$50 discount and only need to submit a total of 24 contact hours. If you maintain them separately you will pay the full price for each and must submit separate hours for each at a total of 48 hours. The online maintenance application does not have the capability to calculate the discount, so dual certificants must submit a paper application found at <http://www.acrpnet.org/CertificationMaintenance>.

For any further information, please email [certification@acrpnet.org](mailto:certification@acrpnet.org).

## Failure to Maintain Certification

Failure to properly maintain your certification(s) will result in decertification. You will receive a 2-week grace period in which you may maintain with payment of a late fee and submission of the required continuing education/continuing involvement credits. Certificants who do not respond by the end of the grace period will be decertified.

## Reinstatement

If your credential is revoked due to not meeting the certification maintenance requirements you may re-apply for certification. To reinstate your credential you must meet the current eligibility requirements and successfully pass the exam.

## Frequently Asked Questions

### **COMPLETING THE ONLINE OR PAPER MAINTENANCE APPLICATION**

#### **I cannot find the maintenance application online; can you send it to me?**

An electronic application is available online at <http://www.acrpnet.org/CertificationMaintenance>. Click the red 'Maintain Online Now' button, log in to the website with your email address and password, and select the program you are maintaining.

If you are paying with a check or are dual certified you can access a paper version of the application at <http://www.acrpnet.org/CertificationMaintenance>.

#### **What do I choose for Contact Hours Type?**

The options available to you are Clinical, Therapeutic and Continuing Involvement. Clinical references clinical research topics. Therapeutic references healthcare-related courses that do not fall into the clinical research category. Continuing Involvement should be selected for activities such as authoring or presenting (up to a maximum of 12 points). CPIs select Continuing Involvement for the 12 required points in that category. The other 12 continuing education points would fall into the clinical or therapeutic categories.

For full CPI Certification Maintenance information, visit <http://www.appinet.org/CertificationMaintenance>.

#### **How do I determine the Course Provider?**

The options available are ACRP, CBRN, CME, ACRP and Other. You need to review the certificate you received for this information for who accredited the program you attended or the type of hours earned. If you are still unclear, contact the organization that held the function.

#### **What if I can't find the Program Number?**

CME providers and college/university courses do not have a program number. For those two options, use 0000. For all others, please contact the organization that held the function and obtain this information.

#### **What date do I use?**

The date that you completed the course or Home Study.

### **Do I have to upload/submit my certificates?**

For CCRAs, CCRCs and non-licensed CCTIs, the answer is no. CPIs and licensed CCTIs (e.g., NP, PA, etc.) are required to upload/submit a copy of their current license. For the online submission, all other designations can click the 'Continue' button and advance to the next page. All should keep their certificates with their records in case they are selected for a random audit.

### **What if I want to maintain two designations simultaneously?**

Please complete and submit the paper copy of the application available at <http://www.acrpnet.org/CertificationMaintenance>.

### **How can I be sure you received my maintenance application?**

You will be emailed an automatic confirmation of payment once your payment has been processed for both the online and paper applications. Keep that with your records to verify that your application was submitted.

For paper submissions, it is recommended that you mail your application via a traceable method so you can trace whether your package was delivered. If you submit your application via fax, keep the fax confirmation form verifying that it went through successfully.

The Certification Department must process applications internally before your expire date is rolled forward. If any further information is required you will be contacted. Please allow 3-4 weeks for processing and you will be sent a certificate.

### **How do I obtain a receipt?**

For all submissions, an automated confirmation is emailed that details the payment received. Otherwise please contact Member Services at [office@acrpnnet.org](mailto:office@acrpnnet.org).

## **ONLINE APPLICATION ONLY**

### **How do I add my hours/points?**

Complete each field as required and click the 'Add' button. Once you have the hours filled in, click the 'Continue' button.

Continuing Involvement points need to be logged also using the same fields (e.g., Course Name = Author of journal article; Number of Hours = 4; Contact Hours Type = Continuing Involvement; Course Provider = Other; Program Number = 0000; Program Date = Date Article Published).

### **I can't log in to the maintenance application; it says I'm not due at this time.**

If you know that you are due to maintain, it's possible that you have a duplicate record in our system and you are logging in to the account that does not contain your certification history. Write to [office@acrpnnet.org](mailto:office@acrpnnet.org) for assistance.

### **I added my hours/points and submitted payment. Is that all I need to do?**

Adding hours/points and submitting payment is completing the maintenance application. Please allow 2-4 weeks for processing and you will be sent a certificate. Keep your course certificates with your records in case you are selected for a random audit ACRP will be conducting.

## **PAPER APPLICATION ONLY**

### **What if I am paying by check?**

If you are paying by check you can access a paper application at <http://www.acrpnet.org/CertificationMaintenance>.

## **PROGRAM, GENERAL QUESTIONS**

### **Do my membership dues cover my maintenance fees?**

No, membership dues and maintenance dues require separate applications and fees. Membership is yearly while maintenance is every two years.

### **What if I need to maintain my certification but my membership is expired?**

It is recommended that you renew your membership prior to maintaining your certification to take advantage of the discounted member rate. Keeping your membership current ensures you receive The Monitor and other ACRP member benefits. Each issue of The Monitor (6 per year) contains a Home Study test that offers 3 contact hours.

### **What are the program requirements?**

The Maintenance Guide details the program requirements for each designation. You must read the guide prior to submitting your maintenance application. The guide can be found at <http://www.acrpnet.org/CertificationMaintenance>.

### **I submitted my application but received a notice that I was still due to maintain.**

Sometimes this occurs because the items cross in the mail. Our marketing department has to pull the list at least a week in advance for hard-copy mailings. We suggest you review the online Certification Registry to see if your information has been updated (use only first and last name search fields). If you don't find your information online, and it's been at least 3 weeks since you submitted your application, contact the Certification Department at [certification@acrpnet.org](mailto:certification@acrpnet.org).