CERTIFICATION EXAM APPLICATION CHECKLIST

CCRA®, CCRC®, CPI®, and ACRP-CP®

Exam Dates
July 15, 2022 – October 15, 2022

*Applications must be **received by September 30, 2022.***

Application Accepted

May 15, 2022 – July 15, 2022
Member: $435 Non-Member: $485 (Early-Bird rate)

July 16, 2022 – September 30, 2022
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., CCRA, CCRC, CPI, 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 in which you were performing the knowledge and task statements listed in the corresponding Detailed Content Outline (DCO). Dates of employment must match those listed on your current CV/ résumé.
- 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.