Academy of Clinical Research Professionals

Policy on Eligibility for the Certified Clinical Research Coordinator (CCRC) Program

Effective as of the March 2017 Examination

POLICY

All applicants for the Certified Clinical Research Coordinator (CCRC) program must meet all of the eligibility requirements stated in the *Certification Candidate Handbook* and on the application form itself in order to be approved to take the CCRC examination.

Applicants are required to submit both

1) a copy of a current curriculum vitae (CV) or resume and
2) a copy of job descriptions for each of those positions used to demonstrate eligibility

with enough detail so as to sufficiently document and demonstrate achievement of the required minimum number of hours of employment performing the Essential Duties of a Certified Clinical Research Coordinator.

The CCRC Essential Duties are defined as:

- Report and document safety issues (e.g. adverse events;)
- Participate in the preparation or review of documents exchanged with the institutional review board (IRB);
- Participate in protocol review or study procedures planning;
- Participate in conducting subject visits;
- Collect accurate, verifiable data, source documents, and essential documents;
- Prepare for and participate in sponsor audits and/or regulatory inspections, if applicable;
- Participate in the informed consent process.

Applicants must document a cumulative, minimum of number of hours of employment performing the Essential Duties, based on his/her highest level of education completed. If the applicant's experience is within 120 hours of the requirement, by the first day of the exam window, full consideration will be given toward eligibility.

Highest Level of Education Completed	Minimum Hours Performing Essential Duties
▪ Bachelor's degree (or higher)	3,000 hours
▪ Associates degree or RN, LPN, LVN,	4,500 hours
▪ High School diploma, Medical Assistant or Lab Technician	6,000 hours

Clinical Research Certifications

The Academy acknowledges that there is a shared knowledge base between CCRA and CPI certificant holders and those who may seek the CCRC designation. Any candidate for the CCRC designation who has a current CCRA

or CPI designation will have achieved a valid substitute for 1,500 hours of the required professional experience performing the essential duties of a CRC.

Academic Qualifications in Clinical Research
The Academy considers applicants who have completed a formal clinical research education program that meets the following standards to have achieved a valid substitute for 1,500 hours of the required professional experience performing the Essential Duties.

Acceptable programs must:

- Be at least 216 hours in length **and**
- Cover content that substantially maps to the topics found on the current CCRC Detailed Content Outline (DCO) **and**
- Be accredited by an accrediting agency recognized by the Council on Higher Education Accreditation (CHEA) or be authorized by the appropriate regulatory authority in the country in which the program operates.

If an applicant submits an application using an educational program as a substitute for 1,500 hours of work experience performing the Essential Duties, then the following information must be included on the applicant's CV and a certificate of completion/transcript must also be submitted:

- Name of school
- City and country in which the school is located
- Program title
- Name of organization that accredits the institution providing the program
- Dates attended (From-To)
- Transcript or diploma/certificate conferring successful program completion

The Academy reserves the right to verify any and all employment information submitted on an applicant's CV or job description at any time during the process of certification or thereafter. If an applicant is found to have falsified or misrepresented his/her documentation, it is grounds for revocation of eligibility and/or certification status.