

CERTIFICATION EXAM APPLICATION CHECKLIST

CCRA[®], CCRC[®], CPI[®], and ACRP-CP[®]



Exam Dates

February 22 – March 20, 2019

*Applications must be received by
February 8, 2019*

Application Accepted

October 15, 2018 – November 30, 2018

Member: \$435 Non-Member: \$485 (Early-Bird rate)

December 1, 2018 – February 8, 2019

Member: \$460 Non-Member: \$600 (Regular rate)

Prepare to Apply

- Read the [Certification Handbook](#) for important application steps, eligibility requirements, exam preparation, and Certification exam information for which you are responsible for understanding.
- Self-determine your eligibility **before** you apply. Eligibility requirements are detailed in the [Certification Handbook](#).
- Obtain the correct application (e.g., CRA, CRC, PI, or ACRP-CP).

Complete the Application

- Apply using your full, legal name. The first and last name must match your government issued identification (middle names are not considered).
- When completing the “Experience” section, list all positions for which the essential duties were performed. Dates of employment must match those listed on your current CV/ résumé.
- Include your CV/résumé – must be signed and dated with the current date of your application submission.
- Include a job description with dates of employment for **each position** listed in the “Experience” section to support your eligibility.
- Include your degree or transcript (for clinical research education substitution only).
- *PI applicants only* – include proof of employment documents (i.e., IRB/IEB approval letter)
- 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.
- Complete **all** sections completely and accurately

Submit the Application

- Submit the **complete** application (e.g., application, supporting documentation, and full payment) together. Incomplete submissions will result in a denial of eligibility.
- Ensure your application will be **received** by the due date.
- ACRP will confirm receipt of your application by email.