



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

## **Certification Exam Preparation Course Frequently Asked Questions (FAQs) for Chapters**

---

### **Q: What is the Certification Exam Preparation Course?**

The new ACRP Certification Exam Preparation Classroom Course provides guidance on how to prepare for an ACRP Certification exam (e.g., CCRA®, CCRC®, and CPI®) to candidates eligible to take the exam. Use this course to familiarize participants with the format of the exam, tackle example questions, and conduct a personal gap analysis to ensure you are fully primed to earn your ACRP Certification. [Learn More.](#)

### **Q: What are the financial obligations my chapter should consider prior to hosting this course?**

All expenses and revenue associated with hosting a course are incurred by the chapter. ACRP will provide the course to chapters for a \$500 fee per offering.

The following information may assist you in preparing estimates and recommendations for budget planning purposes:

- Site fees: TBD by location – these should include location rental, audio-visual requirements and food and beverage charges.
- Speaker cost: the average speaker cost is approximately \$1,250-\$1,500. This will vary based on whether travel expenses need to be covered or other reimbursement arrangements can be made.

### **Q: Why is there a \$500 fee for chapters to offer this course?**

The pilot program ACRP began in 2013 that offered the course to chapters at no cost expired. Beginning January 1 2017, ACRP will provide the improved course to chapters for a \$500 fee per offering (not per user). This new fee structure is being implemented on instruction from the ACRP Board of Trustees (ABoT) to offset costs incurred by ACRP to redevelop the course and support its continued delivery.

### **Q: What does my chapter need to do to obtain the course materials?**

To obtain course materials, your chapter must sign the **Intellectual Property (IP) Agreement for ACRP Affiliates**. This agreement covers the rights of both your chapter and ACRP as it pertains to the course. This agreement cannot be submitted without a speaker, date and location contracts in place.

### **Q: What type of agreement should my chapter have with the speaker?**

ACRP encourages each chapter to have some form of contractual agreement with the speaker of the course. To assist, ACRP has developed a **Course Trainer Master Services Agreement**. This should be used as a template and updated to suit the needs of your chapter and the speaker.



**Q: Can one of our chapter officers be trained to present this course?**

Yes, your chapter may elect to have a speaker approved by ACRP (90-day review period required) provided the following guidelines are followed:

- To be considered for ACRP approval, a trainer must have experience delivering clinical trial-related training, must be a content expert (ICH guidelines and Declaration of Helsinki) and must be ACRP certified.
- The chapter must allow for 90-days in advance of the course for ACRP to set up and conduct the training and evaluation required for approval.
- ACRP does not guarantee that all speakers will be approved. Should a speaker not obtain approval to train the course, the chapter will need to pursue an alternative speaker for the course.

**Q: What time of marketing support does ACRP provide to chapters?**

ACRP staff will prepare marketing emails to be sent to ACRP members/non-members in the chapter area and the event will be added to the upcoming events section of the ACRP home page and the Certification Exam Prep Resources area of the website, and included on your local chapter webpage.