What is Certification?

The Association of Clinical Research Professionals (ACRP) certification is the formal recognition of clinical research professionals who have met the professional eligibility requirements and demonstrated a basic level of job-related knowledge and skills. Certification is granted in recognition of documented and verified work experience and after successful performance on a multiple-choice exam.

Are You Qualified?

Clinical Research Coordinator (CRC) Definition

A CRC, regardless of job title, works at a clinical research site under the immediate direction of a principal investigator, whose research activities are conducted under Good Clinical Practice (GCP) Guidelines. CRCs and other professionals referred to as research nurses, trial nurses, site coordinators, etc., perform tasks such as:

* Site preparation
* Patient screening and recruitment
* Patient enrollment
* Conducting study visits
* Ensuring site quality
* Maintaining and dispensing drug supplies
* Completing and ensuring the quality of case report forms
* Maintaining source document

The CRC Certification Exam is a measure of the candidate's knowledge of the information needed for CRCs to perform effectively. Candidates who meet the eligibility requirements and pass the exam will be certified as having met the ACRP standards for becoming a Certified Clinical Research Coordinator (CCRC®).

Qualifications

Employees of NU, NMFF, NMH, RIC, and the Lurie Children’s Hospital of Chicago are eligible to apply for the scholarship provided they meet the ACRP CRC Certification Exam requirements.

To be eligible for the CRC Certification Exam, a candidate must fulfill one of the following combinations of education and working experience as a CRC.

<table>
<thead>
<tr>
<th>Option</th>
<th>Education</th>
<th>Working Experience as a CRC</th>
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</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>Assoc/Bachelor’s degree or RN</td>
<td>2 yrs full-time or 4 years part-time</td>
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<tr>
<td>Option 2</td>
<td>Other (e.g., LPN, LVN, Medical Assistant, Lab Technician, H.S. diploma)</td>
<td>3 years full-time or 6 years part-time</td>
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*Note: a one-year educational program in clinical research from an accredited institution may be used to substitute for one year of work experience.
How Do You Apply For The Scholarship?

Provide the following information by **November 1, 2012:**

1. Complete the attached ACCR Scholarship Application Form
2. Submit a copy of your current resume
3. Submit a copy of your current job description
4. Provide a letter of support from your immediate supervisor
5. Submit a one page personal statement
   - Explain why you want to take the exam
   - Describe how being certified can help you in your current position
   - Outline your future career goals

Submit complete application package to:

   Email: accr@northwestern.edu
   Attention: ACCR Scholarship Committee

*Please note – The selected applicant must also apply to ACRP for the CRC Certification Exam at:*

http://www.acrpnet.org/MainMenuCategory/Certification/CRCCertification.aspx

**Timeline for March 2013 Exam Dates**

- The **deadline** for submitting ACCR scholarship application is **November 1, 2012.**
- One qualified applicant will be notified in December 2012.
- ACRP applications are due to ACRP on January 21, 2013.
- Exam dates are February 28th – March 16th, 2013.
- Preliminary results are provided immediately upon completion of the test with confirmation results following within 30 days after the exam.
- ACCR will require that a copy of the test results be provided to the committee.
- Upon receipt of passing results, ACCR will provide reimbursement for the cost of the exam and a one-year membership in ACRP. Please allow two-four weeks for payment.

*Candidates must be able to sit for the exam during the February - March 2013 exam dates; deferring the test to a later date will forfeit the scholarship.*

Application materials are available at:

http://www.feinberg.northwestern.edu/research/ACCR/index.html

For Additional Information (including information on exam preparation):

http://www.acrpnet.org/MainMenuCategory/Certification/CRCCertification.aspx