



# Advisory Council for Clinical Research Clinical Research Coordinator Certification Exam Scholarship Application

## What is Certification?

The Association of Clinical Research Professionals (ACRP) certification is a 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 must document cumulative performance of each of the following essential duties:

- \* Document adverse events;
- \* Prepare or review documents submitted to the IRB;
- \* Protocol review or study procedures planning;
- \* Participate in conducting study visits;
- \* Maintain source documents;
- \* Prepare for and participate in study visits with monitor, sponsor, auditors, etc.;
- \* Participate in consent process.

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, NMG, NMH, Shirley Ryan AbilityLab, and the Ann & Robert H. 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.

	Education	Working Experience as a CRC
Option 1	Assoc/Bachelor's degree (or higher) or RN	At least 3000 hours performing the essential duties of a CRC
Option 2	Other (e.g., LPN, LVN, Medical Assistant, Lab Technician) or H.S. diploma	At least 4500 hours performing the essential duties of a CRC

*\*Note: Up to 1500 hours may be substituted by the completion of an accepted education program*

## How Do You Apply For The Scholarship?

Provide the following information by **November 10, 2017**:

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 or PI
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](mailto: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/CRC Certification.aspx>.

### Timeline for February-March 2018 Exam Dates

- The **deadline** for submitting ACCR scholarship application is **November 10, 2017**.
- One qualified applicant will be notified in December 2017.
- ACRP applications are due to ACRP on December 1, 2017.
- Exam dates are February 23 – March 20, 2018.
- 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 early-bird registration for the exam and a one-year membership in ACRP. Please allow two-four weeks for payment.

*Candidates must either already be an ACRP member, or must join ACRP at the time of applying for the test. Candidates must also be able to sit for the exam during the February – March 2018 exam dates; deferring the test to a later date will forfeit the scholarship.*

**Application materials are available at:**

<http://www.feinberg.northwestern.edu/research/services/accr/index.html>

**For Additional Information (including information on exam preparation):**

<http://www.acrpnet.org/MainMenuCategory/Certification/CRC Certification.aspx>