DEPARTMENT OF PEDIATRICS CLINICAL RESEARCH COORDINATOR
EXAMINATION AND REIMBURSEMENT GUIDELINES

How to Apply for the Certification Examination and Reimbursement of Registration Fee

**Association for Clinical Research Professionals (ACRP) Certification:**

Complete on-line application for the ACRP examination by going to www.acrpnet.org.

In addition to the on-line application, you will need to submit:
- A notarized letter verifying your work experience. You can request this letter from your supervisor. You supervisor will need an up-to-date copy of your resume/CV. Allow 3 weeks for this letter
- Up-to-Date copy of your resume/CV
- Copy of the University’s or department’s job description
- Unofficial transcript from an official college degree (if the employee does not have a college degree a high school transcript is acceptable).

**Society of Clinical Research Associates (SoCRA) Certification:**

Complete on-line application for SoCRA by going to www.socra.org.

**Examination Preparation/Review Study Materials and Courses**

- Study materials are available to purchase through the RAN Institute: (http://www.raninstitute.com/). This will be paid by the division or individual.
- RATS offers a CCRC examination review, for more information contact Tony Onofrietti (tony.onofrietti@hsc.utah.edu).
- IHC holds a review course for the CCRC SoCRA examination. Contact Stefanie Bowen at IHC (Stefanie.bowen@imail.org). website: www.intermountainhealthcare.org/about/quality/institute

**Successful Completion of Examination and Reimbursement of Registration Fee**

The Department encourages each division to reimburse successful applicants within its division for the cost of the CRC certification (ACRP or SoCRA) examination. Please contact your division chief for approval of this expense prior to paying for this examination.

You will be expected to register for the examination and pay up front. Upon proof of registration, you will be reimbursed ½ of the application fee. E-mail or fax Carole Hoyt a copy of your receipt (carole.hoyt@hsc.utah.edu, fax: 801-587-7417).

You will be notified by e-mail with the results of your examination. Upon receipt of confirmation that you passed the examination, you will be eligible for reimbursement of the ½ remaining portion of the application fee. For reimbursement, e-mail or fax Carole a copy of your official test results.

The department will not reimburse applicants for late fees or for examinations that were not passed.
Yearly Membership Fees

A yearly membership fee is required for both the ACRP and SoCRA. This will be paid by the division or individual. Email notification of payment needs to be provided to the payer.

Maintaining Your Certification

ACRP Certification:

Must be renewed every 2 years, with payment of the renewal fee.
• Must complete 24 documented continuing education contact hours, with the minimum of 12 hours in clinical research.
• You will receive an e-mail reminder from ACRP 3 months prior to expiration of current certification to report CME for renewal.
• You do not need to be a member to maintain your certification.
  o Non-members cannot use the quizzes in The Monitor for CME credit.
  o Non-members can attend ACRP conferences at the non-member rate.

SoCRA Certification:

• Must be renewed every 3 years, with payment of renewal fee
• Must complete 45 hours of continuing education applicable to your work in clinical research
• Must successfully complete a self-administered knowledge test, which is included with the recertification reminder packet.
• CCRC’s must maintain their membership yearly in order to renew their certification.

CME Opportunities

• The Department of Pediatrics may hold 1 Webinar for CME credit once a quarter. Contact Hillarie Slater (Hillarie.Slater@hsc.utah.edu).
• The Clinical Research and Compliance office offers Webinars regarding finance and compliance in research. Many can be used as self-reported CME credits. Contact Karen Mottala (karen.mottala@hsc.utah.edu).
• PCMC holds many clinical research presentations (Grand Rounds) where self-reported CME’s can be obtained. Contact Jonell Murray (801-662-3511 or jonell.murray@imail.org). website: http://intermountainhealthcare.org/xp/public/primary/forphysicians/grandrounds/.
• RATS classes on the Clinical Trials website offers many research related classes/presentations some of which can used toward CME credits website: http://education.research.utah.edu/
• ACRP offers many other ways to obtain CME credit; information can be found on their website. http://www.acrpnet.org/MainMenuCategory/Education.aspx
• SoCRA offers ways to obtain CME credit; information can be found on their website. http://www.socra.org/html/education.htm