SOCRA®
FOR CLINICAL RESEARCH EXCELLENCE

CCRP® RECERTIFICATION APPLICATION

CRITERIA FOR CCRP® RECERTIFICATION:

CCRP® certificants wishing to recertify must submit their Recertification Application and fee to the SOCRA administrative office prior to their certification expiration date. Fees are non-refundable.

In order to be considered for recertification, CCRP® certificants must meet the following criteria:

1. Have a current CCRP® certification
2. Have met the continuing education (CE) requirements
3. Successfully complete the SOCRA Recertification Continuing Competence Learning Module

It is the responsibility of the certificant to assure that their certification is current and in good standing. A full description of requirements for maintenance of CCRP® certification and recertification policy, including descriptions of acceptable types of CE, may be found at ***www.socra.org/certification/recertification.***

CONTINUING EDUCATION (CE) REQUIREMENTS:

View a full description of CE requirements, including descriptions of acceptable types of CE, in the *Requirements for Maintenance of Certification / Recertification* document.

Certificants must have completed 45 hours (45 credits) of validated CE during the certification period. The certification period is three years, beginning on the date of certification and ending on the certification expiration date. A minimum of 22 CE must be related to Clinical Research regulations, policy, etc. The remaining CE **may** relate to your Therapeutic or Professional Area.

Category of CE	Description of Category	Amount of CE Allowable	Total CE Required
Clinical Research Operations /Regulatory	CE related to Clinical research regulations, policy, operations, etc.	**Minimum** of 22 CEU may be claimed (no maximum)	45 CE per 3 year certification period
Therapeutic / Professional Area	CE related to your work in research (therapy, treatment, etc.)	No minimum	
Recertification Continuing Competence Learning Module	CE for completing the Continuing Competence Learning Module	One CE may be claimed	

RECERTIFICATION APPLICATION AND SUPPORTING DOCUMENTATION

In order to be considered for SOCRA recertification, you must submit a completed application with all documentation requested below. Incomplete applications or applications with discrepancies will not be accepted. **ONE** copy of your recertification application and supporting documentation should be submitted to the SOCRA administrative office with payment (by fax, mail or email).

Please Check ✓once completed

____ **Log of Continuing Education (CE) credit hours completed.** Please use the **CE Credit Tracking Log** to complete information for each continuing education program to be applied to your recertification. The **CE Credit Tracking Log** can be found at **www.socra.org/certification/recertification**. Do not include certificates of attendance and documentation with your re-certification application. Please retain all original certificates of attendance and documentation for two years after your certification period ends. Certificates of attendance and documentation would need to be submitted only if requested for audit purposes.

____ **Completed Self-Administered Continuing Competence Learning Module.** The Continuing Competence Learning Module will be completed online at your own pace. This exercise is intended to assure that CCRPs are maintaining their knowledge and understanding related to changes affecting clinical research. Certificate of completion must be submitted with your application.

____ **Completed Recertification Application and Fee.** This form must be completed and submitted with payment.

CERTIFICATE INFORMATION

First Name _____ Last Name _____

Membership or Certificate ID_____ Email Address _____

Phone Number _____ Fax Number _____

I attest that the information provided is accurate and understand that falsification or misrepresentation of my application information will invalidate my certification status. I hereby certify that hours claimed pertain to my current work in clinical research or further enhanced my clinical research knowledge and research abilities.

CE claimed (at least 45) _____ Certificant Signature _____ Date _____

PAYMENT

☐ **Payment in Full:** $350
(Includes complimentary SOCRA membership for all three years)

☐ **Three Year Installment Plan:** $200 Initial Payment + $100 Year Two + $100 Year Three = **$400 Total (**Includes complimentary annual SOCRA membership as each installment is received)

(non-refundable processing / record keeping fee) **payable to SOCRA in U.S. Funds**

Check # _____ (*For payment by check, application must be submitted by mail WITH the original check - no faxed/scanned copies)* **or**

VISA ___ **M/C** ___ **AMEX** ____ (*For payment by credit card, application may be submitted by email, fax or mail)*

Account # _____ Exp. Date ____ / ____

Cardholder Printed Name _____Billing ZIP/ Postal Code _____ Cardholder Signature _____

SOCRA is a non-profit (membership organization) corporation, Federal Tax ID # 61-1208981

FOR CLINICAL RESEARCH EXCELLENCE

Certified Clinical Research Professional - CCRP® Program
Requirements for Maintenance of Certification / Recertification

Certification of Clinical Research Professionals by SOCRA is based on a continuing process of professional experience and education.

This program is dedicated to providing recognition and validation of the professional growth of the individual "CCRP®" to the healthcare community. The goal is to assure the safety of human research participants and improve the health of people around the world.

Applying for Recertification

Recertification is required every three years. A recertification reminder packet (including an application) is emailed two months before your certification expiration date. To be considered for recertification, the candidate must:

1) Complete 45 hours of Continuing Education (CE) applicable to their work in clinical research during their certification period. See the following pages (2-3) for detailed CE requirements.

2) Complete a self-administered Continuing Competence Learning Module. This module will be completed online at your own pace. The exercise is intended to assure that CCRPs are maintaining their knowledge and understanding related to changes affecting clinical research. Complete the online module here: https://www.socra.org/conferences-and-education/clinical-research-courses-online/regulatory-updates-for-clinical-research-professionals-recertification/regulatory-updates-for-clinical-research-professionals-recertification/

3) Submit their recertification application and fee to the SOCRA administrative office prior to their certification expiration date. Fees are non-refundable. Apply online here: https://www.socra.org/certification/recertification/apply-online/

Requirements for Maintenance of CCRP® Credential

It is the responsibility of the certificant to assure that their certification is current and in good standing. The certification period is three years, beginning on the date of most recent certification and ending on the certification expiration date.

Accruing Continuing Education (CE): All CE must be accrued during your certification period. We suggest that you keep an ongoing log of accrued CE to assure that you are keeping up to date on the requirements for maintenance of CE.

CE Recordkeeping: Please use the *CE Credit Tracking Log* to complete information for each continuing education program to be applied to your recertification. This tracking log can be found at https://www.socra.org/certification/recertification/application-and-fee

Certification Fees: Installment Certification fees, if selected, must be paid in a timely manner.

CE Documentation Retention: Please retain all original certificates of attendance and documentation for two years after your certification period ends. This documentation will not be submitted with your recertification application; however, if selected for recertification audit, your recertification application, CE tracking log, and supporting documentation (including certificates of attendance and other documentation) will need to be submitted. If you are unable to produce this supporting documentation at that time, your certification will be revoked. A recertification audit is performed in the spring of each year, selecting up to 10% of the previous year's recertification applications. For example, if you recertify in February of 2014, you may be selected for audit in the spring of 2015.

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Certified Clinical Research Professional - CCRP® Program
Requirements for Maintenance of Certification / Recertification

Continuing Education Requirements

Certificants must complete 45 hours (45 credits) of CE during their certification period. A minimum of 22 CE must be related to Clinical Research regulations, policy, etc. The remaining CE may relate to your Therapeutic or Professional Area. One CE will be awarded for the successful completion of the Continuing Competence Learning Module. The table below explains the breakdown of CE that you may claim within each CE category:

Category of CE	Description of Category	Amount of CE Allowable	Total CE Required
Clinical Research Operations / Regulatory	CE related to clinical research regulations, policy, operations, etc.	Minimum of 22 CEU may be claimed (no maximum)	45 CE per three year certification period
Therapeutic / Professional Area	CE related to your specialty in research (therapy, treatment, etc.)	No minimum	
Recertification Continuing Competence Learning Module	CE for completing the Continuing Competence Learning Module	One CE may be granted	

How to Calculate Continuing Education (CE)

As a rule, one hour of learning activity = one hour of CE. This may be broken down to a 45 minute presentation and 15 minute Q&A = 1 CE

Live Conferences / Webinars: One classroom hour of learning = One CE hour
College Courses: One semester hour of college credit = 10 CE hours
Enduring Material (Audio/Video/Web): One hour of learning = One CE hour

CE Documentation Requirements

It is the responsibility of the applicant to maintain copies of certificates of completion/attendance, **OR** program descriptions/agendas from the CE activity and a form of verification of attendance. If a formal certificate of completion or attendance is not available, please send one form of verification with the meeting description or agenda. Verification may include any one of the following forms:

1) letter from meeting host which should verify attendance and hours of CE,
2) copy of official meeting sign-in sheet,
3) personal name tag with logo or name of program host, 4) notice of grade received or class transcript

Examples of items that DO NOT qualify as proof of meeting attendance include: notification of meeting, flight schedules, boarding passes, hotel receipts. Such items cannot assure an auditor that a candidate attended a program.

Retention of Supporting Documentation:

A CE tracking log may be downloaded from the SOCRA website to assist you in keeping track of your CE - https://www.socra.org/certification/recertification/application-and-fee/

Please retain all original certificates of attendance and documentation for two years after your certification period ends, and submit such documentation only when requested to do so for audit purposes. A random audit of documentation submitted for CE credit will be conducted each year (up to 2 years after your certification period ends).

CE Validation

SOCRA's requirements for recertification CE credit are quite general, as they pertain to research regulations, operations and management, and yet are also specific to the therapeutic area of the research in which the candidate participates. We therefore leave it to the candidate to determine whether a course or program is acceptable for the individual's CE requirement, and we do not "validate" individual training courses/workshops/presentations. Use the *Description of Acceptable CE* table on the following page (3) as a guide for evaluating CE programs.

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Certified Clinical Research Professional - CCRP® Program
Requirements for Maintenance of Certification / Recertification

Description of Acceptable CE

Because of the diversity of SOCRA membership, a specific listing of approved CE programs will not be developed. The Description of Acceptable CE table below serves as a guide for evaluating CE programs. Certificants applying for recertification will be asked to sign an affidavit that verifies an accumulation of 45 hours of CE applicable to their work in clinical research. Only educational hours may be claimed for CE; you may not claim CE credit for your work hours.

Type of Activity	Description of Activity	Supporting Documentation **Required** (submit ONLY if audited)	Maximum CEU Allowed	
SOCRA Conference/ Workshop/ Chapter Meeting	Programs developed by SOCRA and SOCRA Chapter Meetings offering CE	Certificate of attendance	No Maximum	
Workshops at research facilities/sites	Workshops at research facilities/sites or pharmaceutical company meetings encompassing subjects appropriate to clinical research.	1. Agenda, AND 2. Certificate of attendance and/or letter signed by supervisor		
Web Based / Online Coursework	Education related to clinical research or therapy			
Other Seminars/ Conferences	Seminars, conferences, programs (applying to clinical research) that contribute to education or professional advancement			
University/ College Coursework	College, university, or accredited independent study courses relevant to work in clinical research.	1. Transcript showing completion of course, AND 2. Syllabus/course description		
Grand rounds, Tumor Boards, and IRB / IEC meetings	Grand rounds, tumor boards, and Institutional Review Board (IRB) / Independent Ethics Committee (IEC) meetings	1. Agenda, AND 2. Letter signed by supervisor stipulating learning hours	Maximum= 2 CE from all of these areas combined, per year	Maximum= 6 CE per certification period
Investigator / Site Initiation Meetings	CE can be claimed for the GCP training given at investigator meetings and site initiation visits (not for protocol specific training)	1. Agenda, AND 2. Letter signed by supervisor stipulating learning hours NOTE: Only the GCP training sections of the meetings may be claimed.	Maximum= 2 CE from all of these areas combined, per year	Maximum= 6 CE per certification period
Audio/Video	Audio and video recordings of CE programs related to clinical research (state, chapter or association meetings, area or local chapter meetings, etc.). Recordings must be one hour in length for each hour claimed.	Summary of studied material (minimum 250 words)	Maximum= 5 CE per year	Maximum= 15 CE per certification period
Self-Study / Journal Articles	Reading of journal articles and self study programs may be claimed in one-hour increments for each hour spent on the activity. 1 hour of this activity = 1 CE	Summary of studied material (minimum 250 words) Self-Study Articles with completed self-test exams <u>do not</u> require summaries.	Maximum= 5 CE per year	Maximum= 15 CE per certification period
	SOCRA Source Self Study article(s) offers 1 CE each. You may use articles from issues published during your certification period only.12 issues are published during a 3 year certification period.	A copy of the completed SOCRA self-test exam for each article.		
Active SOCRA officer, committee chair/member	Active participation in SOCRA as an elected officer, committee chair or active committee member for SOCRA or a SOCRA chapter.	No documentation required Note: One year of such participation = one CE hour	Maximum= 1 CE per year	Maximum= 3 CE per certification period