

ACRP EXAM APPLICATION CHECKLIST

The exam application process is based on the ability for ACRP head office Washington to evaluate 2 crucial elements:

1. Professional qualifications
2. Career experience.

The greatest difficulty is the assessment of experience in

- Number of years – a minimum of 2 years full time
- Types & range of duties.

Based on former obstacles and to enable the smooth process, please ensure you have done the following:

- The form is an **Australian – New Zealand** ICH form
- The form is for CRC (coordinator), CRA (monitor) or CPI (investigator) exam as requested
- Your contact details for email and posting eligibility, exam entrance documents, and **results** (Remember, results come out about 2 months after the exam)
- Professional qualifications in the box labelled “Designations”
- Email address written clearly
- The test centre is clearly indicated
- Your signature
- Employer with supervisor details are complete
- Hours and dates reflect a minimum of **2 years** in total by the time of the exam
- Job duties are substantiated in CV by listing responsibilities at each place of employment
- CV is enclosed – **make sure you detail your duties to demonstrate experience required for eligibility**
- Job Description is enclosed

Good luck with you application!