



## GUIDELINE FOR PROFESSIONAL CERTIFICATION REIMBURSEMENT

Professional certification is increasingly recognized by pharmaceutical and biotechnology companies as an indication of professionalism, engagement and credibility. The Office for Human Subject Protection (OHSP) encourages investigators, study coordinators, research nurses, project managers and other study personnel (as appropriate) to seek certification through a nationally recognized certification program. Reimbursement for successful certification and subsequent re-certification is available through OHSP, as follows:

- **Association of Clinical Research Professionals (ACRP)**: ACRP offers certification programs for Clinical Research Associates, Clinical Research Coordinators, Clinical Research Professionals and Principal Investigators. OHSP will reimburse application and examination fees for eligible applicants upon *successful* certification, as well as, fees related to successful re-certification. Additional information regarding certification eligibility, application processes, examinations and maintenance can be found on the ACRP website ([www.acrpnet.org](http://www.acrpnet.org)).
- **Society of Clinical Research Associates (SOCRA)**: SOCRA offers a certification program for Clinical Research Professionals. OHSP will reimburse application fees paid in full for eligible applicants upon *successful* certification, as well, as fees related to successful re-certification. Additional information regarding certification eligibility, application processes, examinations and maintenance can be found on the SOCRA website ([www.socra.org](http://www.socra.org)).
- **Public Responsibility in Medicine and Research (PRIM&R)**: PRIM&R offers a certification program for Institutional Review Board (IRB) Professionals. OHSP will reimburse examination fees for eligible applicants upon *successful* certification, as well as, fees related to successful re-certification for Office for Human Subject Protection / Research Subjects Review Board staff. Additional information regarding certification eligibility, application processes, examinations and maintenance can be found on the PRIM&R website ([www.primr.org](http://www.primr.org)).

Requests for reimbursement can be submitted to Kelly Unsworth at [kelly\\_unsworth@urmc.rochester.edu](mailto:kelly_unsworth@urmc.rochester.edu). Reimbursement requests must include an itemized copy of your application/examination fee receipt and a copy of your successful certification/re-certification; reimbursements submitted without this information will not be processed.

Note that OHSP will **NOT** reimbursement for the following:

- Professional organization membership fees;
- Installment plan payments (e.g., SoCRA's 3-year installment plan);
- Late fees associated with certification/re-certification applications;
- Application/Examination fees for individuals deemed ineligible for certification;

- Application/Examination fees for individuals who withdrawal their certification application;
- Application/Examination fees for individuals who do not pass the examination;
- Travel expenses (e.g., mileage, parking, hotel) related to examinations and/or conference attendance;
- Fees related to any certification audit;
- Fees related to individual continuing education credits (e.g., seminar/webinar/conference fees);
- Dual certifications – For individuals holding more than 1 research-related professional certification, OHSP will only reimburse the certification most pertinent to the employee’s *current* role. E.g., an individual holding a study coordinator position who holds certifications as both a Clinical Research Associate and Clinical Research Coordinator will only be reimbursed for their Clinical Research Coordinator certification.

Note that professional certification maintenance is solely the responsibility of the certified professional. OHSP is **NOT** responsible for verifying acceptable providers of continuing education activities, maintaining documentation of continuing education activities, or providing assistance with the re-certification process.

Exceptions to this guideline may be permitted with proper justification and OHSP approval.