Authorization to Test

December 20, 2016

Ms. Jane Doe
SOCRA

123 ABC Street
City, ST  12345
U.S.A.

Member ID # xxxxx

Dear Ms. Doe:

Thank you for your interest in the Society of Clinical Research Associates and the certification program for clinical research professionals. Your application has been accepted and we have processed your application along with the $xxx fee.

Your complimentary copy of the reference manual can be downloaded here. If you wish to purchase a print copy of the manual for $50, please submit a Certification Program Reference Manual Purchase Request Form (which can be found on socra.org).

A detailed outline of the exam can be downloaded here.

You have been authorized to take the CCRP certification exam at a PSI testing center. Information on the certification exam, the testing rules, and how to schedule your certification exam follows.

Authorized Candidate: Ms. Jane Doe:
CCRP Candidate ID / PSI Candidate ID (your member ID): xxxxx
Exam: CCRP
Number of Exam Attempts Authorized: 1
Authorized Dates: You have one calendar year from 12/20/2016 3:22:20 PM to test

If any details of your authorization to test are incorrect, please contact SOCRA immediately at (215) 822-8644 prior to scheduling your examination. Please note that the name on your form of identification must exactly match your name as printed on this ATT letter.
INSTRUCTIONS FOR SCHEDULING YOUR CERTIFICATION EXAM

Within 2 weeks you will be receiving an email from PSI with information on how to schedule your exam. If you do not receive an email from PSI in 14 business days, please check your junk or spam folder. If you have no email from PSI please contact them at 1-800-211-2754.

You will be asked to create a PSI account, username, and password. Follow instructions on the Web site to create an account and schedule for the certification exam.

You will be able to select a date and time within the authorized testing dates listed above, at a testing center of your choice. Do not call the testing center directly. While test dates are readily available, we recommend giving yourself 6 weeks to prepare for the exam.

After scheduling the certification exam, you will be given instructions and emailed a confirmation email that includes certification exam and appointment information, directions to the testing center, instructions on what to bring, and other pertinent information.

Once you set up your account, you can use it to review your exam information and also schedule, reschedule, and cancel your certification exam. You will also be able to review the Candidate Information Bulletin.

ADA APPLICANTS

If you were approved for ADA accommodations you will receive a confirmation email from SOCRA within 48 hours. The PSI Special Accommodations team will contact you to schedule your exam. Please do not schedule your exam on your own. ADA candidates who do not schedule their exam through the proper channels will not receive their approved accommodations.

EXAMINATION DAY

You must be prepared to show (1) valid, non-expired form of government issued photo identification. For more information on the acceptable forms of identification, please visit www.psiexams.com to review the Candidate Information Bulletin for the CCRP exam. In addition, we ask that you arrive at the testing center 30 minutes before your scheduled appointment time. This will provide adequate time to complete the necessary sign-in procedures. If you arrive more than 10 minutes after the start time of the test session you will be considered a no-show and forfeit your exam fee.

RESCHEDULE AND CANCEL POLICY

If you wish to reschedule or cancel your exam appointment, you must do so at least two (2) full business days (48 hours) before the appointment via the PSI website or call center. Appointments must be rescheduled within the authorized exam delivery period. All registrations with accommodations must be rescheduled or canceled through the call center. If you cancel your exam appointment, you must also inform SOCRA. If you cancel, are a no show, or reschedule your appointment less than two (2) full business days (48 hours), your $115 exam fee
will be forfeited. In order to reschedule your exam, you must contact SOCRA and pay an additional $115 exam fee.

AFTER THE EXAM
After completing the examination and evaluation, candidates will be asked to proceed to the check-in area to receive their score report. Candidates who pass the examination will receive a certificate specifying that the credential has been awarded. The certificate will be mailed within 3-4 weeks of the examination.

For a full listing of PSI contact numbers please visit:
https://candidate.psiexams.com/others/contact_us.jsp

Sincerely,

Erika Peluso
Certification Program