



# **Pre-Award Research Administrator Certification:**

Sponsored Research Services  
Texas A&M University Division of Research

# Certification Examination for Pre-Award Research Administrators



## Candidate Handbook 2025

Application Deadline*	Testing Window
January 15, 2025	February 15 – March 1, 2025
July 16, 2025	August 16 – August 30, 2025

**\*Applications will not be accepted after 11:59pm Eastern on this date**

Administered by:





# Research Administrators Certification Council (RACC)

The Council is a private, independent, nonprofit organization that develops and administers a voluntary program for the certification of individuals who meet the requirements established by the Council.

[www.cra-cert.org](http://www.cra-cert.org)



# Certification

Obtaining certification means that an individual has met the eligibility requirements of the Research Administrators Certification Council (RACC) and has demonstrated achievement of an advanced level of knowledge and understanding of the principles, concepts, and regulations for administering research.



# Reasons For Certification

- Indicator of expertise and knowledge
- Personal and Professional Satisfaction
- Demonstrate Commitment to the profession



# Eligibility Criteria

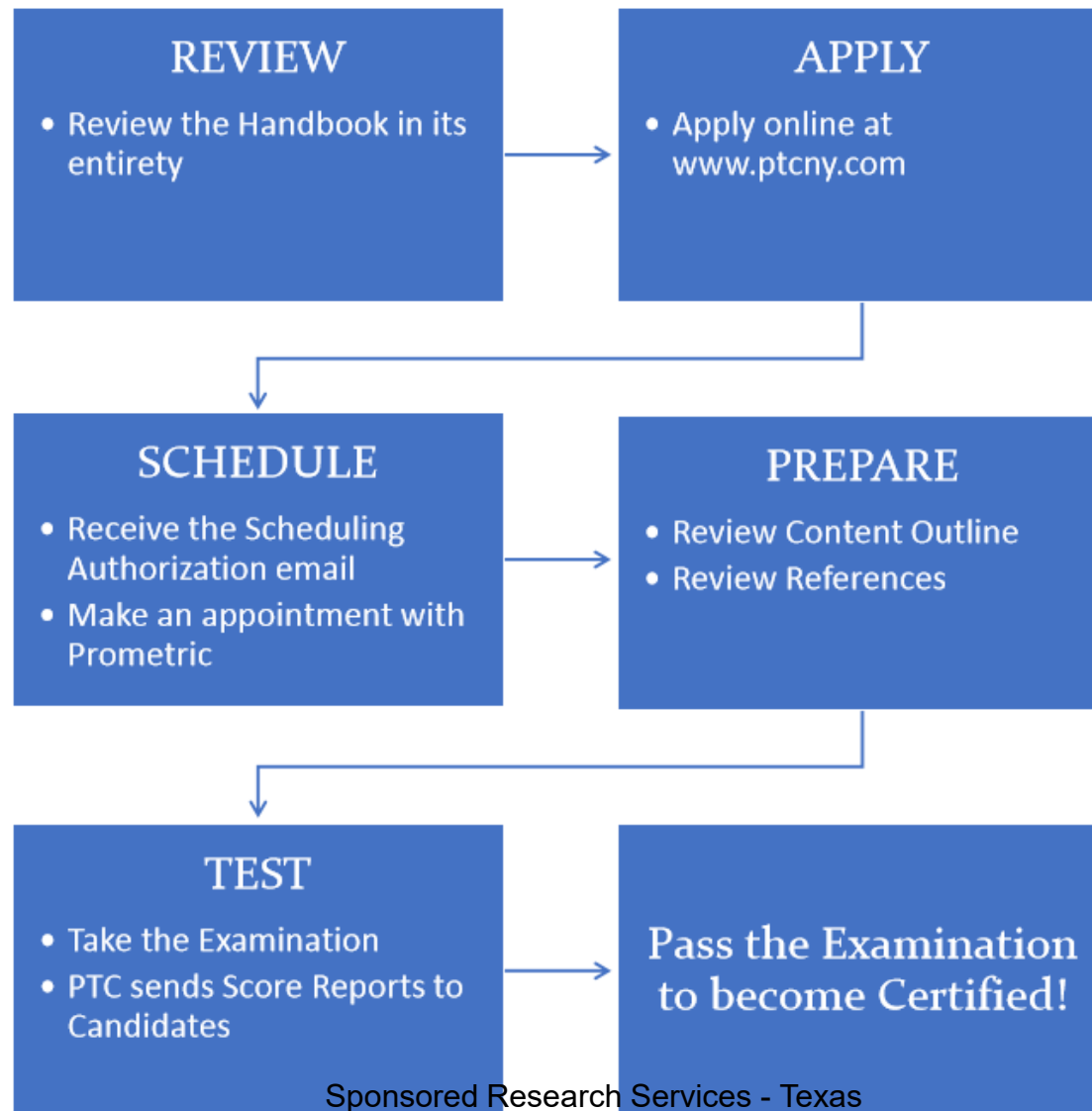
- Bachelor or advanced degree and 3 years of professional experience in research administration either in sponsoring or recipient organization
  - OR -
- Associate degree and 5 years of experience
  - OR -
- No degree and 6 years of experience

# Examination Schedule

## ■ Certified Research Administrator

- Last Application Deadline July 16, 2025
- Testing Window August 16-30, 2025
- Next Application Deadline January ?, 2026
- Testing Window February ?? – March ??, 2026

## THE CERTIFICATION PROCESS







# Exam Composition and Length

- 200 multiple choice questions (175 that count and 25 pilot questions)
- Total testing time of 3.5 hours



# CPRA Domains

I. Research Partnership and Funding	25%
II. Project Development and Proposal Submission	30%
III. Budget Design and Development	30%
IV. Awards and Pre-Award Compliance and Considerations	15%



# TAMU SRS Study Resources

- Recorded Presentations and slides available on demand
- CPRA Study Guide
- NIH Study Guide
- NSF Study Guide
- Acronyms and definitions



# Additional Resources

- RACC On-line Practice Test – 75 questions (\$60.00)
- RACC Body of Knowledge Review Sessions - \$225
- Join the RESADM-L mailing list (list serve)  
<http://www.hrinet.org>



# CPRA Recertification

- Certification is good for 3 year period
- Continuation education required
- *The number of contact hours of education needed for recertification is 42.*
- To apply, you must submit:
  - Information regarding your continued participation or employment in the field.
  - A detailed transcript of contact hours and necessary documentation using the “Track Your Contact Hours” page. \*

Contact hours include a variety of educational activities including but not limited to teaching, serving on professional journal or newsletter review boards, writing articles, serving on boards of relevant national associations, participating in workshops and seminars, as well as academic courses taught at an undergraduate or graduate level.