



RAPS Approved Provider Program

RAC Recertification Credits

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RAPS Approved Provider Program

INTRODUCTION

The RAPS Approved Provider (RAPS AP) program gives third-party institutions (i.e., non-RAPS organizations) the opportunity to provide pre-approved RAC recertification credits for qualifying education courses.

RAC credential holders must earn at least 36 RAC recertification credits every three years to maintain their certification. Pre-approved courses can be easily identified by RAC credential holders searching for educational opportunities to satisfy their recertification requirements.

When selecting a qualifying course from a RAPS AP, credential holders can be confident that they will earn the RAC recertification credits as advertised. For a program to qualify, it must be pre-approved by RAPS and the content must align to the topics listed in the RAC Exam Content Outlines located in the RAC Candidate Guides. It must also conform to the point values allowed as outlined in the RAC Recertification Guide.

Becoming a RAPS AP will:

- help to increase attendance at your courses and seminars.
- allow you to market your activities on the RAPS website.
- bring peace of mind to your attendees by removing the guesswork.

This Approved Provider Guide is designed to help step you through the application and renewal process. Please contact RAPS at recertproviders@raps.org if you need assistance.

We look forward to partnering with you!

Regards,
RAPS Staff

RAPS Approved Provider Program

KEY BENEFITS

Becoming a RAPS Approved Provider (AP) will enable you to:

- ✓ Join a select group of organizations authorized to offer RAC credits pre-approved by RAPS.
- ✓ Build recognition for your organization with your listing in a directory on the RAPS website.
- ✓ Expand the reach of your organization to attract more regulatory professionals to your educational courses.
- ✓ Elevate your commitment to providing continuing education.
- ✓ Stand out as a RAPS AP by using the program logo on marketing materials.
- ✓ Increased exposure via RAPS marketing and brand recognition.
- ✓ Receive support to ensure your participants can easily and properly receive RAC credit for participation.

REQUIREMENTS

Providers must meet the following requirements:

- ✓ The subject matter of your educational courses **must** relate to the competencies needed to work in the regulatory affairs profession as defined by the RAC Content Outlines.
- ✓ The number of credits requested must align to the number of credits enumerated in the RAC Recertification Guide.
- ✓ The organization must provide the resources, facilities, and administrative support to effectively deliver RAPS AP programs.
- ✓ The organization must provide a participant evaluation process and solicit feedback to ensure continuous improvement in program content and quality.

ACTION PLANNING

To become a RAPS AP, follow the highlighted steps outlined below:

- ✓ Become educated on the **RAC Recertification Guide** and **RAC Candidate Guide Exam Content Outlines** to ensure that course offerings will be accepted.
- ✓ Submit an organization registration, course applications, and the appropriate fees.
- ✓ Identify a dedicated primary administrative contact for your organization. This primary contact is responsible for fielding questions about courses, whether they are received directly or forwarded from RAPS.
 - Any changes in contact information **must** be reported within 30 days so timely communications won't be missed. Providers are responsible for all communications regardless of whether their email address has changed.
- ✓ Be sure to provide an example of what participants will receive (a certificate of attendance or a letter from your organization) confirming participation.
- ✓ Provide the URL that goes **directly** to the course offerings page (not the organization's home page or to all of the course listings).
- ✓ Save a copy of your application as it will be helpful as a reference when applying for annual renewal.

To maintain your status, be sure to adhere to the following requirements:

- ✓ Adhere to the RAPS AP logo usage guidelines.
- ✓ Clearly advertise which courses meet the criteria for RAC recertification credits.
- ✓ Maintain a roster of attendees, the program description, date, number of RAC credits, and presenters.
 - This information should be kept for four years as applicants may need to request their educational records within their three-year recertification cycle.
- ✓ Renew pre-approved courses annually by completing course renewal applications annually.
- ✓ Make sure to "whitelist" emails from @raps.org.
- ✓ Ultimately it is the responsibility of the provider to meet all deadlines.

APPLICATION PROCESS

First, register your organization. Second, submit a course application for each course needing to be reviewed.

- ✓ Applications will be accepted on a rolling basis throughout the calendar year.
- ✓ Applications must be submitted in English.
- ✓ All course submissions must be submitted at least **four weeks prior** to the start date.
- ✓ Once applications are reviewed and approved or denied, the organization's primary administrative contact will be notified by email.
- ✓ A provider whose application is denied will be advised of the reason for the denial.
- ✓ A provider whose application is approved will be advised of specific RAPS AP program information, including but not limited to the start and end dates of the one-year status period and the RAPS AP logo for use on your website at the course descriptions, and a program certificate for your records.
- ✓ Once approval is granted, the organization's listing in the RAPS AP Directory will link **directly** to the URL submitted to the pre-approved courses (not the organization's home page or to all of the course listings).
- ✓ Once approved, the RAPS AP status will be conferred for one year. Provider approved status expires in one year at the end of the month. For example, if an application is approved on 1 July 2023, the provider status would expire on 31 July 2024.
- ✓ Provider renewal reminders will be emailed directly to the primary administrative contact periodically before the expiration date.

PROGRAM ELIGIBILITY

All applications will be reviewed after receipt of the completed registrations, course applications, and fees. **Please allow up to 30 days for review.** Once approved, RAPS will monitor the use of the RAPS AP to ensure it is being used correctly.

- ✓ To qualify for RAC recertification credits, the organization's course offerings must demonstrate current subject matter that relate to competencies needed in the Regulatory Affairs profession as defined by the RAC Candidate Guide Exam Content Outlines.
- ✓ The number of credits requested must align to the number of credits enumerated in the RAC Recertification Guide.

The following programs are eligible and not eligible for approval at this time.

Eligible
Webinars (live or archived)
Workshops (online or in-person)
Web-based and other self-study courses
Higher-level academic courses

Not Eligible
Offerings provided by a single individual, not an organization
Product or service pitches or endorsements
Offerings that are less than 30 minutes in length
Blog posts or ad hoc study programs
Mentoring programs
Seminars or conferences ¹

¹ Seminars or conferences (single day or multi-day events) are not eligible at this time. These approvals go through a separate process. Please email recertproviders@raps.org for more information.

FEES

Fee	Amount in USD
Organization Registration	\$50*
Course Application (for profit)	\$200 per course**
Course Application (government/nonprofit)	\$100 per course**

*one-time fee **fee applies to initial applications and renewals

- ✓ Organizational registrations and course applications can be withdrawn for a 50% refund within five calendar days of payment.
- ✓ Volume discount: After you submit payment for five course applications you are eligible to receive a 10% discount for 12 months.
- ✓ RAPS reserves the right to alter these and other program terms without notice.
- ✓ If an application is denied, you will receive a 50% refund.

APPROVED LANGUAGE

Once approved, the RAPS AP may use the following language when advertising their programs.

- ✓ **Credit:** Approved for up to # RAC recertification credits
- ✓ **Provider Name** is a RAPS Approved Provider. This education program meets the RAPS recertification requirements to maintain the RAC credential. For more information, visit www.raps.org.

AUDIT PROCESS

- ✓ All course offerings will be reviewed during the application process.
- ✓ In renewal years, provider course offerings will be subject to random audits performed to ensure program quality, integrity, and compliance.

DENIAL

- ✓ A provider whose application is denied will be advised of the reason for the denial and of any opportunity for resubmission. Responses will be considered within 30 days of notification of an adverse decision, with day one as the date of the organization's notification email. Responses must be sent by email to recertproviders@raps.org and include the action being requested, as well as any new or additional information for consideration. RAPS will consider the response and reply within 30 days of receipt. All decisions are final.

REVOCATION

- ✓ RAPS reserves the right to revoke a provider's approval status if it is determined that the provider is in violation of one or more of the terms of the agreement. A provider may appeal the revocation of an education program or the ability to claim provider status to RAPS within 30 days of notification. Requests must be emailed to recertproviders@raps.org and include the action being requested, as well as any new or additional information for consideration. RAPS will consider the request and reply within 30 days of receipt. All decisions are final.
- ✓ If a provider's status is revoked, it must immediately remove the RAPS AP logo from all course offerings and cease using it on any marketing materials, certificates of attendance, or letters of participation. If the provider is an annual provider, it will be removed from the Directory of RAPS Approved Providers.
- ✓ If a provider's status is revoked, the provider is eligible to reapply after 12 months following notice of revocation of approval status.
- ✓ It is expected that all providers conduct their business and operations in a legal, ethical, and professional manner. RAPS reserves the right to revoke a provider's status should it determine that a provider has violated any of these principles, without refund.
- ✓ Any disputes or legal proceedings will be governed under the laws of the State of Maryland in the United States of America.

RENEWAL

- ✓ The RAPS AP designation is valid for one year.
- ✓ At periodic intervals before the expiration date, renewal reminders will be emailed directly to your primary administrative contact. RAPS is not responsible if organizations do not receive this email.
- ✓ Ultimately it is the responsibility of the RAPS AP to meet all deadlines. Make sure to “whitelist” emails from @raps.org.
- ✓ **It is the primary administrative contact’s responsibility to submit a new completed application no later than 30 days prior to the annual expiration date.**

GENERAL RESOURCES

- [RAC-Devices Candidate Guide](#)
- [RAC-Drugs Candidate Guide](#)
- [RAC Recertification Guide](#)

APPLICATION CHECKLIST

Below is a checklist to make sure you have completed the required application elements for the RAPS Approved Provider Program.

ALL COMPLETED APPLICATIONS SHOULD INCLUDE:

- ☐ Signed Provider Terms of Agreement
- ☐ Completed Contact Information, including URL where course(s) are listed
Worksheet is Provided in Next Section
- ☐ Completed Course Submission Form(s) (one per course)
Worksheet is Provided in Next Section
- ☐ Online Submission of Appropriate Fee

APPLICATION WORKSHEET

THE FOLLOWING IS PROVIDED AS A WORKSHEET ONLY.
You must use the online form to complete your application.

CONTACT INFORMATION

Please complete all sections. If necessary, attach required supporting documentation as a PDF, Excel, or Word document. Be sure to save this form to your desktop prior to completion.

PROVIDER CONTACT INFORMATION

Organization Name _____

Address _____

City, State, Country, Zip/Postal Code _____

Website _____ Phone Number _____

PRIMARY ADMINISTRATIVE CONTACT

When necessary, be sure to update this information with RAPS within 30 days.

Contact Name _____

Contact Email _____

Contact Phone Number _____

URL (**Must** link **directly** to educational offerings, not the organization's home page.)

PLEASE ANSWER THE FOLLOWING

1. Indicate on which of the following document(s) RAPS Approved Provider logo will be displayed (check all that apply):

- | | |
|--|---|
| ☐ Website course description page | ☐ Marketing materials |
| ☐ Certificate of attendance | ☐ Letter of attendance |
| ☐ Other _____ | |

2. Approximately how many different continuing education activities do you anticipate conducting during the upcoming calendar year?

Number of programs _____

3. Are your organization's continuing education programs approved by another entity?

- ☐ Yes ☐ No

If yes, please list the entity _____

COURSE SUBMISSION FORM

FOR RAPS ANNUAL APPROVED PROVIDER ONLY

On a separate sheet, please provide details of upcoming events or a sample of previous educational offerings if current details are not yet finalized.

Incomplete forms may be rejected or denied. If additional space is needed, please submit the documentation in PDF, Excel, or Word document. Be sure to save this form to your desktop prior to completion.

SESSION TOPIC AND CONTENT

Course title _____

Brief course description (50 words or more) _____

COURSE DELIVERY METHOD

- ☐ Webinar (live or archived)
☐ Workshop (online or in-person)
☐ Web-based and other self-study courses

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☐ Higher-level academic courses

LINKAGE TO CONTENT OUTLINES

Approved courses must cover topics listed on the RAC exam content outline located in the [RAC Candidate Guides](#). Show how your program relates to the outline by completing the template that follows.

Course Title:

Course Topics	Relates to Which Exam Content Outline Domain Names?	Relates to Which Exam Content Outline Task Numbers?
Example: Course Topic	Domain 1	T4 T5 T14 T15 T16 T17

CRITERIA FOR RECERTIFICATION CREDITS

Providers should consult the [RAC Recertification Guide](#) for guidance on the number of credits eligible for a given offering.

Number of credits requested to be awarded: _____

(RAPS reserves the right to revise this number.)

LEARNING OBJECTIVES

State at least three clearly relevant learning objectives or industry-related purposes for the program. A learning objective completes the phrase, "At the end of the program, the learner will be able to..."

1. _____
2. _____
3. _____

SUBJECT MATTER EXPERT CREDENTIALS

Provide a resume or URL to describe the qualifications of the individuals who developed and/or facilitated the course (in the case of live programs).
