

Qualification of Candidates

Accreditation Candidate's Checklist



- Apply for Eligibility.** Log onto http://www.praccreditation.org/become_an_apr/ and click on the Applications subhead. Complete the form and remit payment (\$110 will be rebated to PRSA members upon completion.). You will be informed by the Universal Accreditation Board (UAB) of your eligibility.
- Select and Purchase Books.** Available on Amazon.com and other online sites. http://www.prsa.org/_resources/bookstore/index.html.
- Prepare.** Access Local Chapter Preparatory Workshops and/or Online Study Course available for \$195 at http://www.praccreditation.org/become_an_apr/resources.asp.
- Complete the Candidate Readiness Review Written Submission Form** at http://www.praccreditation.org/become_an_apr/candidate_submission_form.asp.
- Assemble your Work Portfolio** which you will take to the Readiness Review and present to APR panelists. Instructions at <http://www.praccreditation.org/readiness/rccaninst.pdf>.
- Request a Readiness Review** from local Chapter Accreditation chair who will convene panelists and confirm a date with candidate. (Await approval from UAB.)
- 15 days before Readiness Review**, candidate must submit 4 completed copies of the Readiness Review Written Submission Form to local Accreditation chair.
- Attend your Readiness Review** and present your Written Submission Form and portfolio to panelists. (Panelists will submit Advance or Not Advance recommendation to PRSA National, UAB administrator.)
- Receive Notification from UAB** of Advance or Not Advance. In the event of Advance, you will proceed to testing. In the event of Not Advance, ask Readiness Review panelists for recommendations on further preparation.
- Register for your Exam** online at www.prometric.com.
- Attend Scheduled Examination** at your local Prometric Testing Center. Take with you a photo ID and make sure the name matches the name you registered under with PRSA National. *Note: The results of your exam will be mailed within 2-4 weeks.*

Contact:

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