

Frequently Asked Questions - Updated April 2023

Do I have to be a member of NCRAF to attend the workshops?

Yes, you must have a current active NCRAF membership to attend.

I do not want to pay online; can I bring a check to the first class instead?

Sorry, no. NCRAF is a volunteer run organization and the logistics of paper transactions, receipts and deposits quickly become unwieldy. The new NCRAF website has a direct link (no more PayPal) for secure transactions between members and the NCRAF account.

Will I get Continuing Education Credits for attending the workshop?

Yes. Each NCRAF Workshop hour attended equates to 1 continuing education credit. Certificates will be issued online through your NCRAF membership (log in to your member account to view). Credits may be applied to support any RAPS certification.

What if I am unable to attend all of the sessions?

We'll miss you but we do try to record all of the presentations and post the recordings for attendees to download and listen to at their convenience. We will not be able to make any pro-rated refunds if you drop out of the workshop; however, the recordings and presentations will continue to be available to you via the NCRAF LMS website through April of the next year.

Do I have to buy the RAPS textbook?

If you plan on taking the RAPS certification exam, it is recommended that you buy the current textbook. Otherwise all of the course materials will be made available to registered attendees.

Can I buy the RAPS textbook from NCRAF?

No. The textbook is only available from RAPS. In the past, workshop organizers have often been able to submit bulk orders to RAPS for the workshop's corresponding textbook but this is not always possible. If you want a textbook, contact the workshop administrator to see if a bulk order is planned for that session.

Alternatively you may order the textbook directly from RAPS. You do not need to be a member of RAPS to order publications from them although members do get a better price for materials than non-members.

When do I have to decide about taking the RAPS certification exam?

The RAPS exams are offered twice a year: a spring session (1 April–30 May) and a fall session (1 October–30 December). Specific testing dates are set up with the test sites based on space availability. You must register and pay to take the test first; scheduling e mails are only sent out after the registration deadline closes. To date, no one has reported to NCRAF of having been unable to get the testing date and location of their choice.

To view more information about the RAPS Regulatory Affairs Certification including registration and exam dates, follow this link: <http://www.raps.org/rac.aspx>.

Do I have to be a RAPS member to take the exam?

Yes.

