Good Clinical Practice Certification Quick Start Guide

All research team members including faculty, staff, students or other personnel listed on an IRB application for research meeting the definition of a clinical trial must comply with the requirements of the Education in Good Clinical Practices Policy. The IRB definition of a research team member may be found at https://hrpo.wustl.edu/faq/what-does-engaged-in-research-mean. This policy applies to all clinical trials regardless of support including, but not limited to all NIH, other federal, industry, foundation and departmental sponsored clinical trials.

How to Complete

There are three ways to complete this educational requirement, all of which must be registered and tracked in Learn@Work via the Good Clinical Practice Certification.
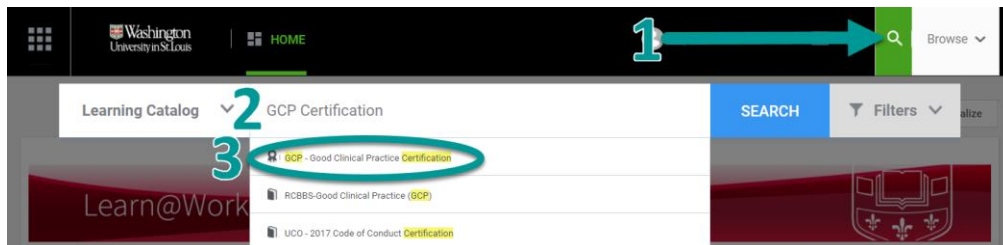
As of October 16, 2017, the available options are:

- Complete a CITI GCP course online
- Complete an NIH GCP course online
- Attend a WUSTL-sponsored instructor-led training course

How to Access

All three options are housed in one area in Learn@Work available here: Good Clinical Practice Certification.
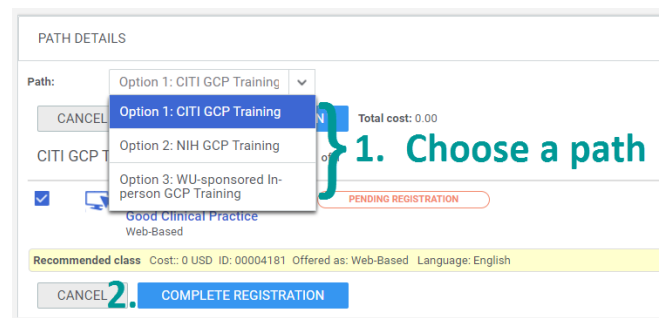
Alternatively, follow the following steps to search for the training in Learn@Work.

1. Login to Learn@Work by navigating to learnatwork.wustl.edu.
2. Search for GCP Certification.

3. Click the **More** button in the middle of the page and read the instructions.
4. Click Register.
5. Choose your Path.
   a. Option 1: CITI GCP training online.
   b. Option 2: NIH GCP training online.
   c. WU-sponsored in-person GCP training.
      i. If you choose this option, qualifying in-person classes will appear. Select the class you wish to attend. If there are no classes available, it is recommended that you complete a different option (NIH or CITI online training).

6. Once you have chosen your path, click the Complete Registration button.
7. A pop-up will appear saying "You have successfully registered for this certification."
8. Close this pop-up notification.
9. The page should now show (**IN PROGRESS**) or (**REGISTERED**)
10. Click on the name of the course to the left of the In Progress or Registered.
    a. If you chose option 1, click on **GCP – CITI Good Clinical Practice Training**
        i. On this course's page, click the **Click here for CITI** link which will take you to CITI.
        ii. In CITI, click on **Washington University – St. Louis, MO** in the middle of the page.
        iii. Near the bottom, click "Add a Course." Under Learner Tools for Washington University – St Louis, MO.
        iv. In Question 1, select Good Clinical Practice training (required every three years).
        v. On the following screen, select the GCP course you would like to complete.
    b. If you chose option 2, click **GCP – NIH Training**
        i. On the course's page, click "read more" under **About this Course**
        ii. Select one of the listed NIH GCP Trainings
        iii. Once you have completed your chosen course, email your certificate to ovcrinfo@wustl.edu to be marked complete in Learn@Work.
    c. If you chose option 3, once you have attended the GCP-compliant course, your GCP certification will be marked complete.

Printing Certificates

1. For Option 1: CITI Training, print your certificate through CITI. See the CITI Quick Guide for instructions.
2. For Option 2: NIH Training, print your certificate through the NIH institute from which you completed the training.
3. For Option 3: WU-sponsored in-person training, go to your ME page in Learn@Work and click Completed Learning in the left-hand menu. Locate the class you attended and click Print Certificate.

If you need a copy of your previously completed ACRP training certificate, please email ovcrinfo@wustl.edu.

Recertification

GCP Certification is required every three years. The GCP Certificate will appear on your ME page in Learn@Work as "in recertification" after three months, but it is not required to be completed until the expiration date noted.