

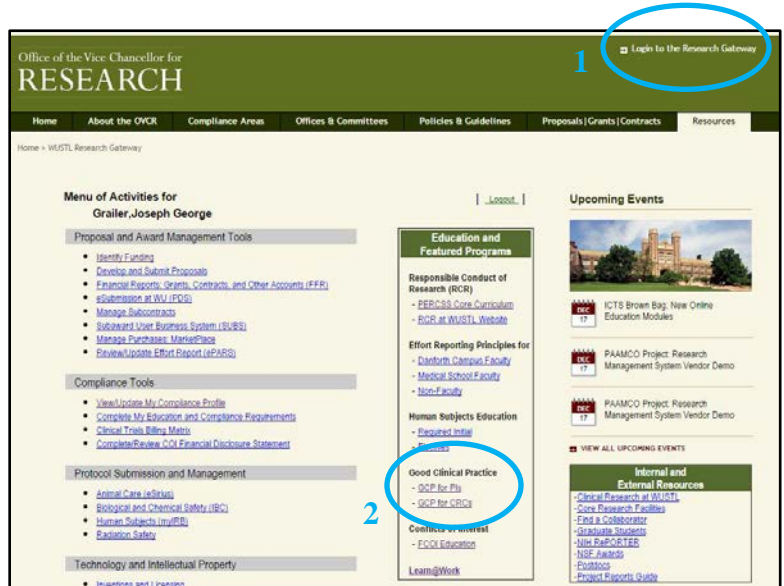
ACRP Good Clinical Practice Certification Quick Start Guide

Locating Trainings

GCP Certifications can be found via the Research Gateway (ResearchGateway.wustl.edu) or searching in Learn@Work (LearnatWork.wustl.edu)

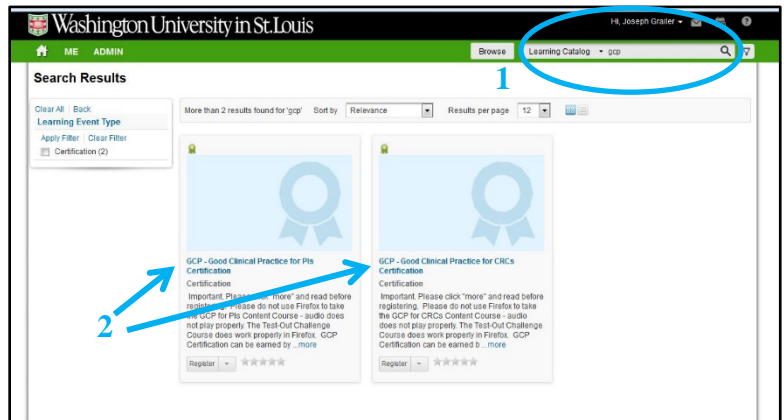
Via the Research Gateway

1. Log into the Research Gateway by navigating to ResearchGateway.wustl.edu or clicking the *Research Gateway* link in the upper right-hand corner of the OVCR website (research.wustl.edu)
2. Select the appropriate GCP certification from the Education and Featured Programs box and log into Learn@Work.



Via Learn@Work

- Log into Learn@Work by navigating to LearnatWork.wustl.edu
1. Search for “GCP” in the upper right-hand corner search box
 2. Select the appropriate GCP certification



For assistance with the GCP Certifications, please contact:
Joe Grailer, Research Information Associate
Research Education & Information, OVCR
grailerj@wustl.edu | 314-362-3437

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Registering for Training

GCP Certification can be earned one of two ways:

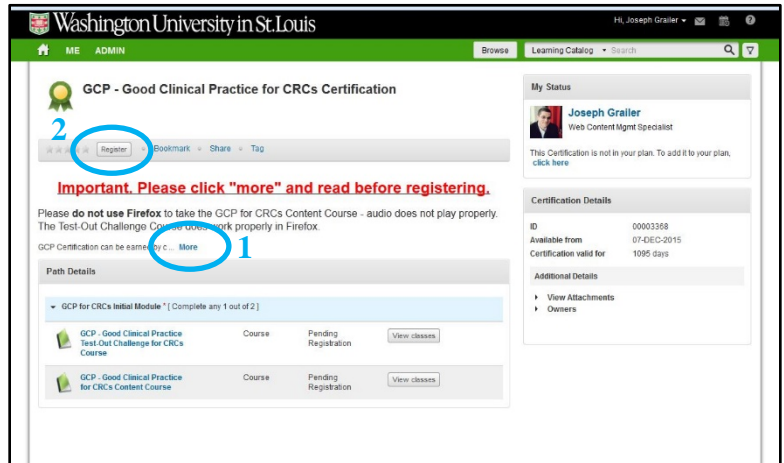
1. Completing the Test-Out Challenge course
2. Completing the content course.

| Test-Out Challenge Course | Content Course |
|---------------------------|----------------------|
| 80 Questions | 32 Questions |
| 2.00 CME/CNE | 6.50 CME/CNE |
| ~1 hour to complete | 2+ Hours to complete |

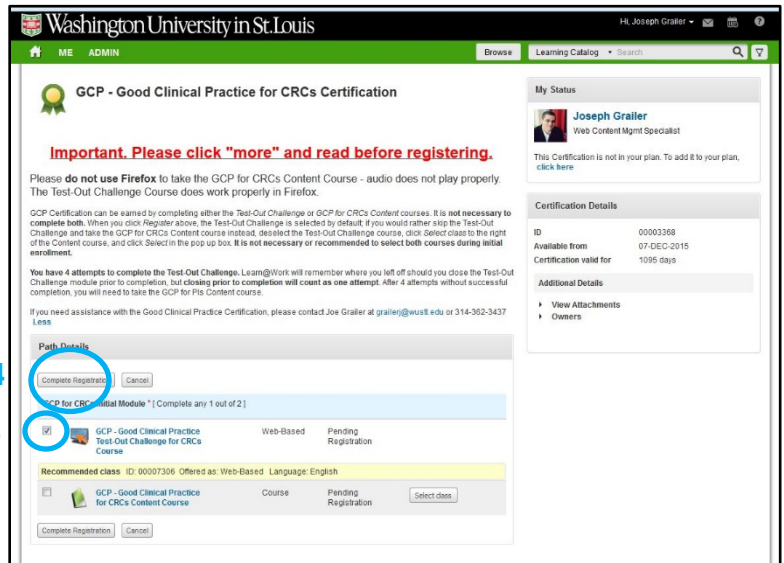
It is not necessary or recommended to enroll in and complete both courses. The Test-Out Challenge is the default method, but you are able to opt out and complete the Content Course instead. If you do not complete the Test-Out Challenge within 4 attempts, then the Content course is required.

Via the Test-Out Challenge Course

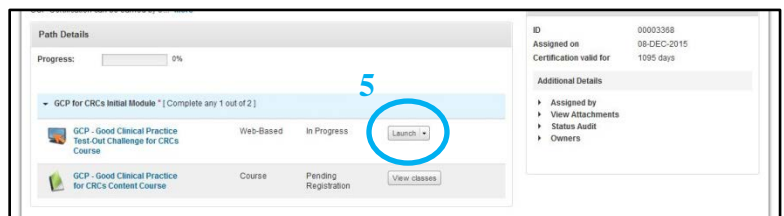
- Locate the certification in Learn@Work
1. To view most up-to-date instructions, click *More* in the description box.
 2. Click the *Register* button
- A new screen will appear



3. Confirm that the Test-Out Challenge Course box is checked. Do not uncheck the box.
 4. Click the *Complete Registration* button
- You will receive a pop up box confirming registration. Click the *Close* button.



5. You are now registered for both the Certification and the Test-Out Challenge Course. When you are ready to take the Test-Out Challenge, click *Launch*.



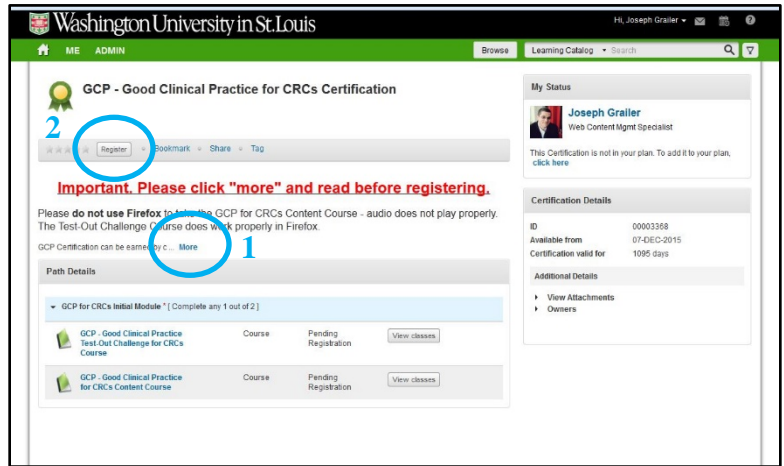
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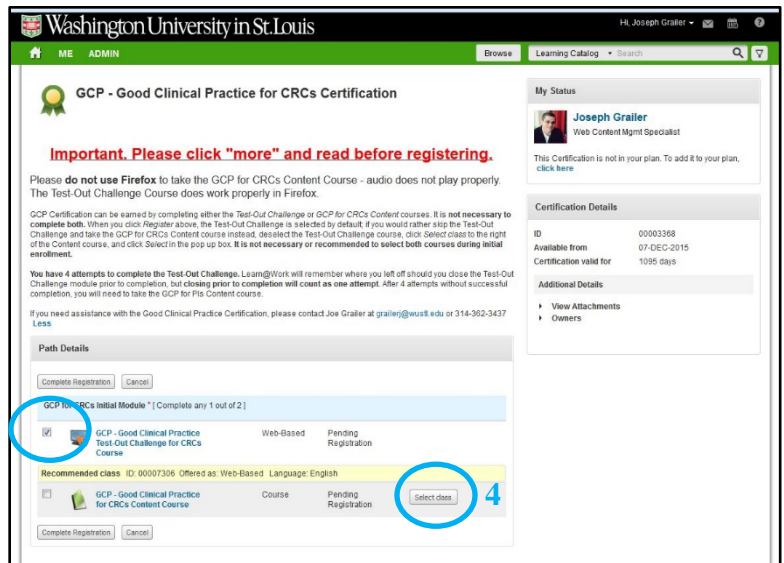
Registering for Training

Via the Content Course

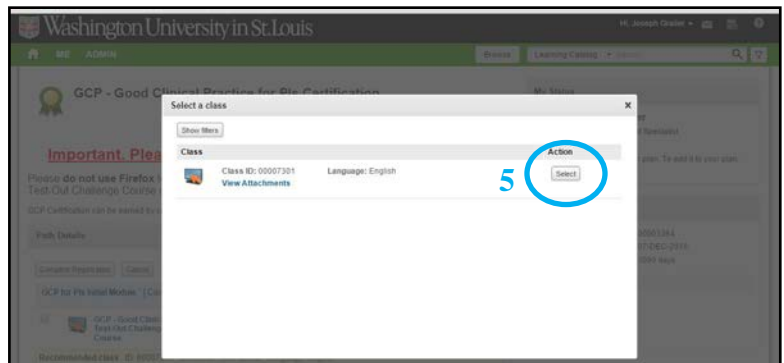
- Locate the certification in Learn@Work
- 1. To view most up-to-date instructions, click *More* in the description box.
- 2. Click the *Register* button
- A new screen will appear



- 3. Deselect the Test-Out Challenge course
- 4. Click the *Select Class* button to the right of the Content course



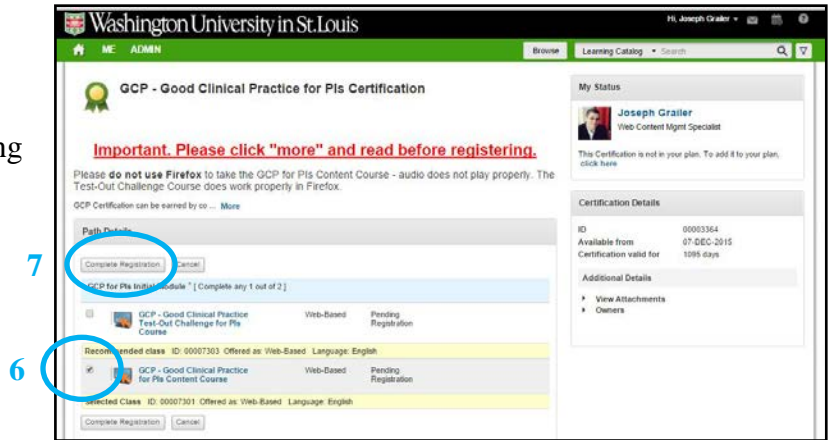
- 5. You will receive a pop up box asking you to select a class. Click the *Select* button.



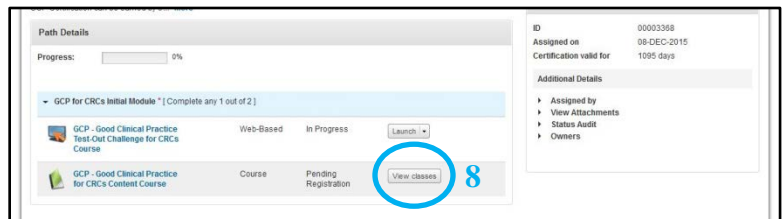
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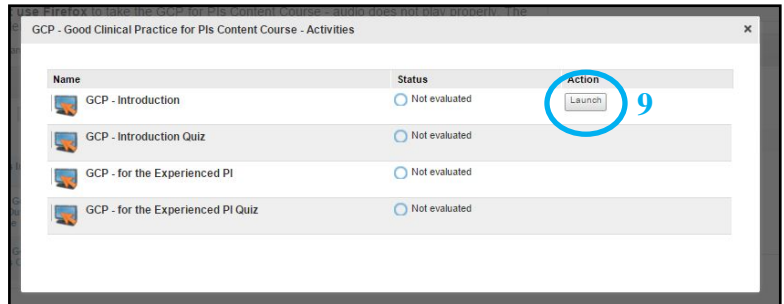
6. Confirm that the Content Course box is checked. Do not uncheck the box.
7. Click the *Complete Registration* button
 - You will receive a pop up box confirming registration. Click the *Close* button.



8. You are now registered for both the Certification and the Content Course. When you are ready to take the Content Course, click the *View Summary* button located to the right of the Content Course.



9. You will receive a pop-up box where you can launch the 4 modules.



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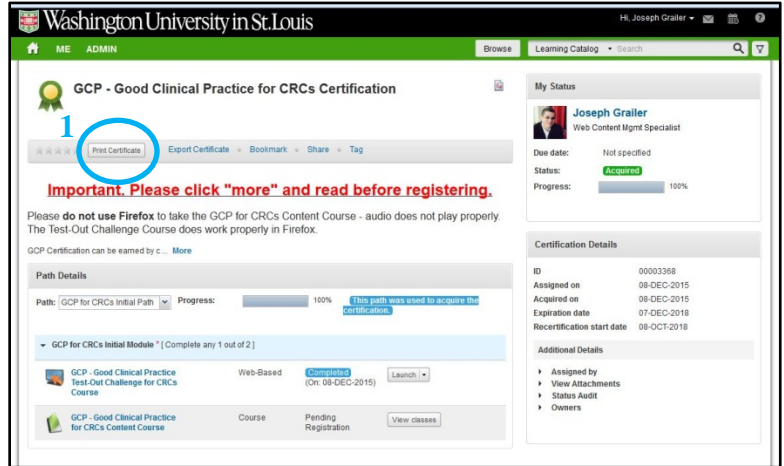
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Printing Certificates

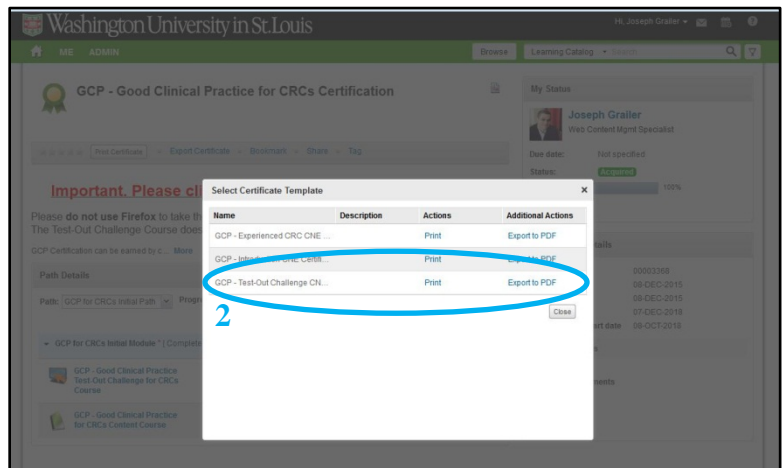
You are able to print a certificate of completion containing your name, completion date and CME/CNE credits. Certificates can be printed from both the GCP Certification page and your ME page.

Via the Certification Page

1. The *Print Certificate* button will appear after you have earned the GCP Certification. Click the *Print Certificate* button and a pop-up will appear with the certificates.



2. Chose the Certificate(s) you have earned in your preferred format.
 - If you completed the Test-Out Challenge, select the GCP – Test-Out Challenge certificate
 - If you completed the Content Course, select both the GCP – Experienced and GCP – Introduction certificates



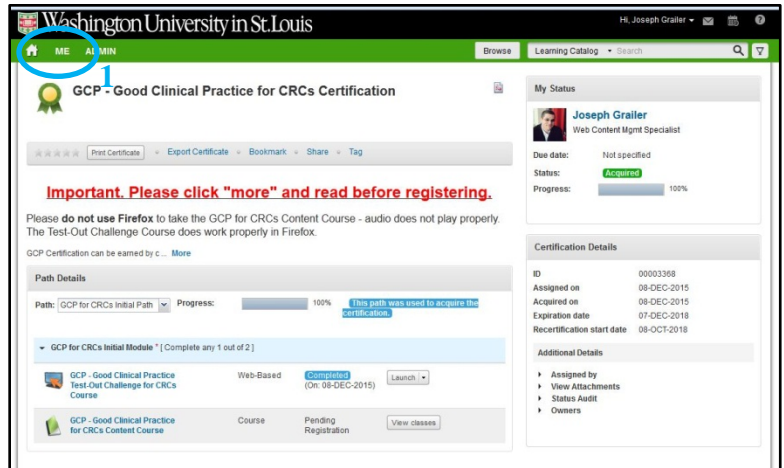
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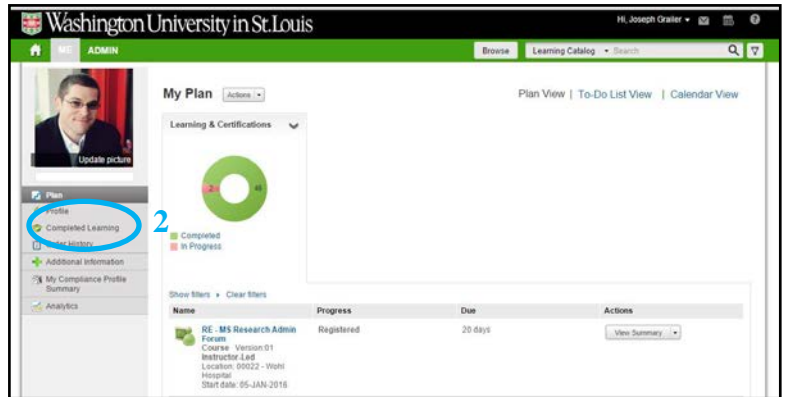
Printing Certificates

Via the ME Page

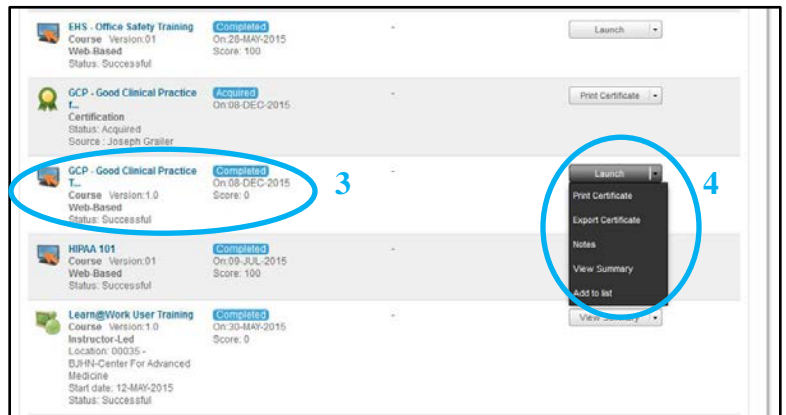
1. Click the *ME* button located at the top left corner of any page in Learn@Work



2. Click the Completed Learning button located in the menu on the left



3. Scroll down to the GCP Course(s) you have completed
4. Select the dropdown arrow located next to the GCP course(s) that you have completed and select either Print Certificate (to print from your browser) or Export Certificate (to export as PDF)



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