

**The Carle Foundation  
Research Institute – Carle Tissue Repository Policy 100**

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|-----------------|--|---------------|--|-----------------|
| <b>Subject</b>  | Educational Requirements for Carle Tissue Repository (CTR) staff             |               |  |                 |
| <b>Approval</b> | Jan 2010   | <b>Review</b> |  | <b>Revision</b> |
| <b>Purpose</b>  | Explanation of education requirements for staff who are employed by the CTR. |               |  |                 |

**Policy Overview, Authority, and Definitions**

**Policy**

**1. Initial Education**

- a. All staff of the CTR must meet the initial training requirements as outlined in Research Institute Policy 102 Education Requirements for Investigators and Key Personnel Involved in Research. This requirement can be met through registering as a Carle affiliate with CITI at [www.citiprogram.org](http://www.citiprogram.org) and completing the required modules.

**2. Continuing Education**

- a. Once initial training requirements are met, CTR personnel must complete three (3) hours of continuing education in human subject protection every two (2) years.

**Procedure**

Refer to Research Institute Policy 102 Education Requirements for Investigators and Key Personnel Involved in Research for complete instructions on accessing educational training through [www.citiprogram.org](http://www.citiprogram.org). A CTR Staff Education binder will be maintained. This binder will contain documentation of required education/training.

**Related Links**

[www.citiprogram.org](http://www.citiprogram.org)

Research Institute Policy 102 Education Requirements for Investigators and Key Personnel Involved in Research

**Electronic Approval On File**

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