

## Recertification FAQs

**Q: How do I know if I need to be recertified?**

A: If you are a BUMC researcher and you have contact with research subjects (i.e. consenting, interviewing, providing interventions, etc.) OR their identifiable data, BUMC requires initial certification and then recertification every two years. If your initial certification was completed before 7/1/10, you must be recertified by 6/30/11 by correctly answering 75% of the quiz questions for Clinical Research Times feature articles between 9/09 and 3/11. A second "initial" certification from NIH of CITI cannot serve as recertification.

**Q: I have answered more than 48 questions correctly for quizzes between 9/09 and 3/11. Do I have to do anything else?**

A: Although we encourage you to read all the articles and take all the quizzes, once you have answered 48 questions correctly for those dates there is nothing else that needs to be done. After recertification goes into effect on 6/30/11 you can check the List of Investigators with Human Subjects Protection Training Certificates to confirm that you have a current date in the recertification column.

**Q: I have taken all of the quizzes a few days ago. Why does my Recertification certificate not appear on the [List of Investigators with Human Subjects Protection Training Certificates](#) web page? What more do I need to do?**

A: Some errors are due to misspellings of your name, different versions of your name (Bob vs. Robert), or changes in your name (e.g. maiden to married last name). Please check your name on the List of Investigators with Human Subjects Protection Training Certificates, your INSPIR name, and your name in the Clinical Research Times My Account and let us know of any differences or errors. Our programmers can change your listing on the certification list and the Clinical Research Times account so that it corresponds with your INSPIR name. Please send an email to the Clinical Research Times at [crtimes@bu.edu](mailto:crtimes@bu.edu), giving your INSPIR name, the name currently listed in the database and your Clinical Research Times account name. Please identify exactly where the error is, so that the programmers can make the appropriate change.

**Q: I began working at BUMC in November 2010. Do I have to be recertified now?**

A: If you began working for BUMC after 7/1/10 and you have an "initial" certification from here at BUMC, from NIH, from CITI since you arrived here or a certificate from a previous job, you do not need recertification at this time. Please FAX your original certification along with proof of your date of hire to the Office of Clinical Research at FAX 617-638-7234 (Internally, be careful to dial 8-7234 and not 4-7234). We will list that date on the List of Investigators with Human Subjects Protection Training Certificates.

**Q: My co-investigator works for another institution. Does she need recertification?**

A: No. While all staff working on a BUMC protocol are required to have *initial* certification, only BUMC investigators (employees or agents of BUMC) require recertification.

**Q: What happens if I do not get recertified by the 6/30/11 deadline?**

A: It is every BUMC investigator's responsibility to be recertified. If you are not recertified, you cannot be named as an investigator on a NEW protocol after 7/1/11. Also, you cannot be added as an investigator to any already existing protocol.