

**Title:** **Training Registration Guide**

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REVISION HISTORY (most recent first)

Version	Effective Date	Summary of Changes
1.0	OCT-12-2021	Original version of document.

## 1. INTRODUCTION AND PURPOSE

The Data Management, Auditing and Coordinating Center (DMACC) team provides training to LAOs, AOs and DCP on various topics throughout the CP-CTNet project. Training is provided as a component of Study Initiation Meetings (SIMs), during topic-specific webinars (e.g., Auditing and Monitoring webinar) and as standalone training sessions on DMACC systems, procedures and resources. Training sessions are supplemented with training materials (e.g., self-guided training presentations, user manuals, quick reference guides, newsletters, SOPs, video tutorials, etc.) as needed, which are located on the CP-CTNet DMACC [Public Website](#) and [Portal Gateway](#). LAO, AO and DCP staff may request training related to any area of study conduct at any time. DMACC develops educational materials and sessions to ensure that any identified training needs are thoroughly addressed.

The Training Registration Utility is used by CP-CTNet members to register for trainings related to study conduct procedures, including DMACC systems and procedures. This reference guide provides an overview of the Training Registration page on the [CP-CTNet DMACC Portal Gateway](#) and details the procedure for registering for training sessions using the Training Registration Utility.

## 2. DEFINITIONS

Term	Definition
AO	Affiliated Organization
DCP	Division of Cancer Prevention
DMACC	Data Management, Auditing and Coordinating Center
LAO	Lead Academic Organization
SIM	Study Initiation Meeting
SOP	Standard Operating Procedure

## 3. ACCESSING AND REGISTERING FOR UPCOMING TRAINING SESSIONS

Training sessions on DMACC systems, procedures and resources are offered continuously throughout the CP-CTNet project. LAOs, AOs and DCP staff can register for available trainings via the Training Registration page on the [CP-CTNet DMACC Portal Gateway](#). The Training Registration page provides information and registration links for upcoming training sessions. This section outlines the procedures for accessing and registering for DMACC training sessions.

- 3.1. The Training Registration page on the [CP-CTNet DMACC Portal Gateway](#) can be accessed via the Portal Gateway Dashboard.
  - 3.1.1. For general information about user registration and access to resources on the CP-CTNet DMACC Public Website and Portal Gateway, see [CP-CTNet Public Website/DMACC Portal Gateway Overview and User Registration Guide \[CP-CTNet REFGD08\]](#).
- 3.2. CP-CTNet members click the Training Registration dashboard tile to access the Training Registration page.
  - 3.2.1. This page includes general CP-CTNet training information, a list of registration links for upcoming training sessions and downloadable resources to assist with the registration process.

- 3.3. Training session registration links are uploaded to the [CP-CTNet DMACC Portal Gateway](#) as they become available.
  - 3.3.1. Each CP-CTNet training session has a unique registration link that CP-CTNet members use to register for the training.
  - 3.3.2. Training registration links include information about the training session topic, the date(s) and time(s) of the training session and a registration form. See Appendix I: *Sample Training Registration*.
- 3.4. CP-CTNet members select the training registration link for the desired training session and complete the registration form.
  - 3.4.1. After completing the form, CP-CTNet members click “Submit” to register for the training.
  - 3.4.2. The Training Registration Utility confirms successful registrations on the next webpage and sends confirmation emails for registered trainings.

**Note:** Reminders for registered training sessions are sent by a member of the DMACC Education and Training team prior to the training session.
- 3.5. CP-CTNet staff are encouraged to check the Training Registration page regularly to stay up to date on available trainings.
  - 3.5.1. Available training sessions are also announced on CP-CTNet meetings, in quarterly newsletters, and via email to LAOs and DCP.

**Note:** LAOs are responsible for sharing training session information with their AOs when the training session topic applies to their work.
- 3.6. LAOs and AOs are encouraged, but not required, to attend most standalone training sessions.
  - 3.6.1. DMACC will notify LAOs via email if attendance at a standalone training session for a specific topic is mandatory (e.g., training sessions on completing protocol deviations).
  - 3.6.2. LAOs and AOs are expected to maintain their own training attendance records for staff that attend DMACC training sessions.

Please send questions and comments to DMACC at [Training\\_CP-CTNet@frontierscience.org](mailto:Training_CP-CTNet@frontierscience.org).

## 4. RESOURCES

- [CP-CTNet Public Website/DMACC Portal Gateway Overview and User Registration Guide \[CP-CTNet REFGD08\]](#)

## 5. APPENDICES

- Appendix I: *Sample Training Registration*

## Appendix I Sample Training Registration

### Training Registration

TEST: Protocol Deviations LAO/AO Training

Title and Topic  
of the Training Session

#### About This Training

Dates and Times

Monday, 19 July 2021 9:00 AM EDT

Date(s) and Time(s)  
of the Training Session

#### Registration

Answer the following questions, and click *Submit* to register for the training.

##### \* Required field

\* First name:

\* Last name:

\* Email address:

For which network will you be attending the training?

Please select your CP-CTNet group.

Please select your LAO affiliation (if applicable).

\* Please enter your site/AO name (if applicable).

How much experience do you have with the training topic?

Click *Submit* to Register for the Training Session  
Click *Reset* to Clear the Form

Information Requested  
By the Trainer or Department