



**Boston Children's Hospital**  
Institutional Centers for Clinical  
and Translational Research

## BCH Clinical Research Operations Certification Program

**The Institutional Centers for Clinical and Translational Research (ICCTR) strives to elevate the quality of pediatric clinical and translational research at Boston Children's Hospital (BCH). The ICCTR offers the *BCH Clinical Research Operations Certification Program* to guide non-investigator study staff in obtaining well-rounded baseline knowledge for conducting clinical and translational research in compliance with Good Clinical Practice, BCH policies, and Massachusetts and federal regulations.**

If an individual obtains this certification and wants to pursue The Society of Clinical Research Associates (SOCRA)'s international certification program called "Certified Clinical Research Professional" (CCRP), the ICCTR will reimburse the exam fee if a passing score is earned on the CCRP exam. To receive reimbursement, a copy of the CCRP certificate must be submitted to [Erica Denhoff](#).

### Initial certification

The first step in obtaining certification is to email [Erica Denhoff](#) to enroll. To apply for certification, the following requirements must be met within 3 months of enrollment:

- Completion of the [Training Manual for BCH Clinical Research Professionals](#)
- Completion of [Basic Boot Camp in Clinical Research](#)
- Attend live via Zoom or watch the recording in NetLearning of at least two "Advanced Boot Camp in Clinical Research" sessions
  - To locate recordings in NetLearning, search the learnings opportunities box for "Advanced Boot Camp in Clinical Research".
- Attend live via Zoom or watch the recording in NetLearning of at least two "Clinical Research Operations Seminar Series" sessions
  - To locate recordings in NetLearning, search the learnings opportunities box for "Clinical Research Operations Seminar Series".

Once these requirements are met, please submit the completed training manual and .pdf of the NetLearning transcript to [Erica Denhoff](#). Within two business days, candidates will receive an email with instructions for taking the certification exam in NetLearning. A passing score is  $\geq 80\%$  and the exam may be taken as many times as needed.

### Recertification

To maintain certification, at least eight sessions from the following offerings must be attended or watched in NetLearning over a two-year period: Advanced Boot Camp in Clinical Research, Clinical Research Operations Seminar Series, and Clinical Research Regulatory Education Series.