

TransCelerate BioPharma, Inc.

ICH E6 R2 – GCP Training Sample Certificate

Instructions for Submitting GCP Training Sample Certificates including Sample Watermark

STEP 1: Ensure that the Sample Certificate contains the following elements, as follows:

- Sample Certificate is a “template” and **does not contain any individual’s personal information**, i.e. participant name.
- Sample Certificate **cannot include TransCelerate’s logo**.
- If you opt to include a statement on the Sample Certificate confirming that the training meets TransCelerate’s minimum criteria, the only text allowed/pre-approved is as follows:

“This ICH E6 GCP Investigator Site Training meets the Minimum Criteria for ICH GCP Investigator Site Personnel Training identified by TransCelerate BioPharma as necessary to enable mutual recognition of GCP training among trial sponsors.”

- Sample Certificate must include **your organization’s name or logo**.
- Sample Certificate **course name & version number** must match course name & version number on the application.
- Sample Certificate must contain a field for the **date training was complete on**.
- Sample Certificate must contain a **Sample watermark** across the body of the certificate (See STEP 2).
- Final Sample Certificate must be in **PDF file format** prior to upload.

STEP 2: Ensure that a **Sample watermark** appears across the body of the certificate.

If a Sample watermark is already in place across the body of the certificate, proceed to STEP 3. If it is not, follow the instructions below to modify the Sample Certificate in Microsoft Word.

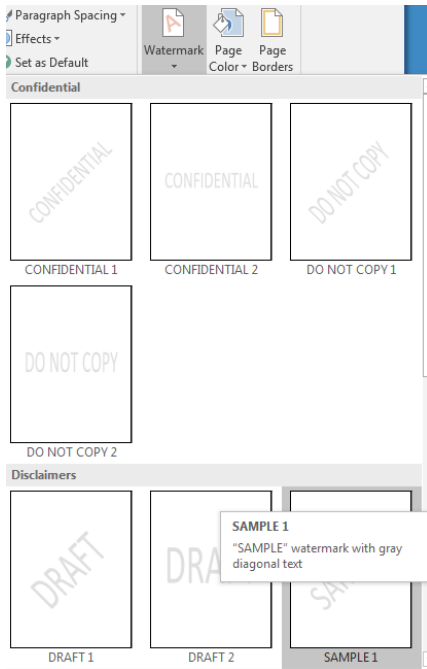
- If your current Sample Certificate is **NOT** in Microsoft Word format, take a **Snapshot** of the Sample Certificate and **Paste** in a blank Microsoft Word (docx) document.
- Under the **Design** tab, select **Watermark**. Image below highlights in yellow the key Microsoft Word buttons.



- Scroll through in the drop-down window to **Disclaimers** and Select **SAMPLE 1**.

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Save the file as a **PDF**.

STEP 3: Submit the final Sample Certificate as a PDF file on TransCelerate's [GCP Mutual Recognition Page](#) during the last step in the [self-attestation form](#).

NOTE: TransCelerate performs checks on self-attestation submission to ensure data is consistent between Sample Certificate and course details provided. Please allow up to 10 business days to hear back from TransCelerate.