

GCP and Division 5 Training

Frequently asked Questions

1. Can anyone access the CCTG training utility?

- Currently GCP/Division 5 training is only available for individuals with an active CCTG membership account.

2. How do I acquire an CCTG membership account and obtain a password to access the GCP/Division 5 training utility?

- To create a CCTG member account, please go to the *RIPPLE homepage* which can be located off of the CCTG main website. Please click on the ***Don't have an account?*** **Register** link of the left hand side of the page.
- For more information on *How is a new CCTG membership account requested?* and how to complete your request please select the FAQ link on the top right of the RIPPLE homepage.

3. Who is required to complete GCP/Division 5 training? Am I required to complete every module?

- Please refer to the *CCTG GCP/Division 5 Training Requirements Table* <https://scooby.ctg.queensu.ca/gcp/docs/gcpdiv5-training-requirements-finalv2.pdf>. This reference document will allow you to view your specific role and determine what training is applicable to you.

4. For new staff, is there a grace period to allow them to complete training?

- No, effective March 02, 2015 new staff are expected to complete GCP/Division 5 training prior to being added to a trial Participants List. Please encourage new staff to complete GCP/Division 5 training as soon as possible. Access to the website can be granted to new staff prior to addition to a trial Participants List.

5. For staff that have already completed the CCTG GCP/other training that has been already accepted by CCTG will there be a grace period to allow them to complete the Division 5 training?

- Yes, for staff who have already successfully completed their GCP training they will be given until June 1, 2015 to complete the Division 5 training. After that date a grace period of 3 months will be granted. All training must be complete by September 1st, 2015.

6. I haven't received my certificate. How can I get a copy?

- There is a PDF link called 'Begin Training/Get Certificates'. Please click on this and you should be able to see all modules listed. Select 'View the Completed Certificate PDF' to view/print the certificate. If you are having difficulties please contact our Roster Team at maria@ctg.queensu.ca or by phone at 613-533-6340.

7. Do I need to send my CCTG GCP/Division 5 training certificates to CCTG?

- No, the CCTG GCP training utility tracks completion electronically.

8. What if I have completed GCP or Division 5 training by another organization? Do I need to complete the CCTG training programs as well?

- A list of common alternative programs that have been evaluated and accepted as equivalent to the CCTG GCP and Division 5 training program will be posted in the training utility at the following link: <https://scooby.ctg.queensu.ca/gcp/docs/gcpdiv5-exemption-table.pdf>
- If you have completed GCP or Division 5 training via another organization, please contact training@ctg.queensu.ca to determine if the program is accepted by CCTG as being equivalent.
- If the program has been pre-approved as equivalent, proof of training completion must be submitted to training@ctg.queensu.ca.
- If the program has not yet been evaluated by CCTG for equivalency, the training content will also need to be submitted to training@ctg.queensu.ca for review. If the training has been accepted you will receive email notification that it has been approved.

***IMPORTANT NOTE: Individuals who have completed an alternative GCP training program that has been accepted as equivalent to the CCTG GCP training program will still be required to review the [CCTG Supplementary Training module](#).