

Note to File

Changes to Research Training Policy – New Expiration Periods for GCP & Division 5

Effective April 28, 2026, Unity Health Toronto's [Research Training and Education Requirements](#) was revised.

Summary of Revisions:

- **Good Clinical Practice (GCP)** – training must be renewed every 3 years or when a revision to the GCP guidelines is released. Training was previously renewed every 2 years.
- **Health Canada Division 5** – training must be renewed every 5 years or when a revision to the regulations is released. Training was previously renewed every 2 years.
- These changes apply retroactively to training already completed.

Conflict between Collaborative Institutional Training Initiative (CITI) Certificate and Institutional Policy

CITI (Unity's GCP and Division 5 training module provider) cannot retroactively update the expiration settings to training completed prior to April 28, 2026. Only CITI training completed on or after May 06, 2026 will show the extended expiration dates.

Training certificates issued prior to May 06, 2026 will include the original expiry dates based on the expiration periods listed in the previous version of the policy. In such cases, Unity Health Toronto's Institutional Policy will take precedence over the expiration date indicated in the certificate.

Effective April 28, 2026, per the Unity Health Toronto Institutional Policy:

- GCP certificates are valid for 3 years from the completion date, irrespective of the expiration date indicated on the certificate.
- Health Canada Division 5 certificates are valid for 5 years from the completion date, irrespective of the expiration date indicated on the certificate.

In the event the guidelines or regulations are revised, the institution may require training in these updates prior to the training expiry date.

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Signature: 

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