

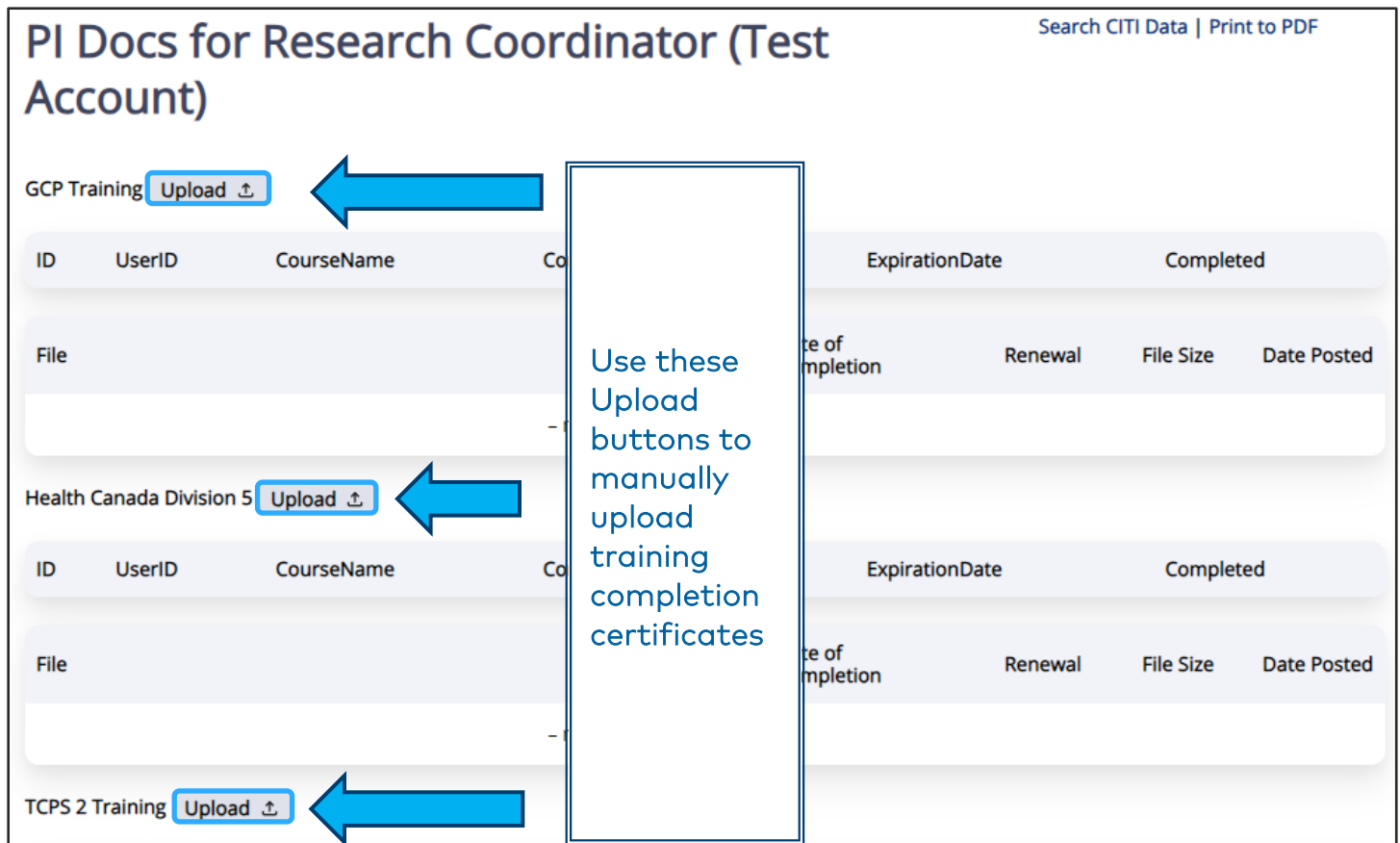
## How To: Add Training Certificates to the eREB

### Add Your Own Training Certificates

Skip to: [Add Training Certificates for another Study Team Member](#)

All TCPS2 and CITI training completed outside Unity Health must be manually added to the system. Additionally, CITI training completed with a Unity affiliation but a non-Unity email address may not always link and must be manually uploaded.

You can add your training certificates to the system on the training certificates page on the REB tab using the upload button next to the training type you are adding.



PI Docs for Research Coordinator (Test Account) Search CITI Data | Print to PDF

GCP Training  ←

ID	UserID	CourseName	Co	ExpirationDate	Completed		
File				Date of completion	Renewal	File Size	Date Posted

Health Canada Division 5  ←

ID	UserID	CourseName	Co	ExpirationDate	Completed		
File				Date of completion	Renewal	File Size	Date Posted

TCPS 2 Training  ←

Use these Upload buttons to manually upload training completion certificates

You will be prompted to upload a copy of the completion certificate and the date of completion.

**Upload GCP Training**
Cancel ✕

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★ **File**

Choose File
No file chosen

★ **Date of Completion**

📅

✕

Save ✓

Cancel ✕

The training certificate will now be displayed on your training certificates page.

Note: The eREB will automatically assign GCP and Division 5 certificates an expiry date of 104 weeks (2 days less than the actual 2-year expiry for training done through Unity).

REB

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REB

- Info Page
- Resources
- My Applications
- Application Reports
- Assigned research staff (can edit application)
- Reviewer
- Training Certificates

### Training Certificates

GCP Training Upload ↕

ID	UserID	CourseName	CompletionDate	ExpirationDate	Completed		
File			Date of Completion	Renewal	File Size	Date Posted	
⋮	📄	Test Training.pdf		21-May-2024	19-May-2026	55 K	24-May-2024

Health Canada Division 5 Upload ↕

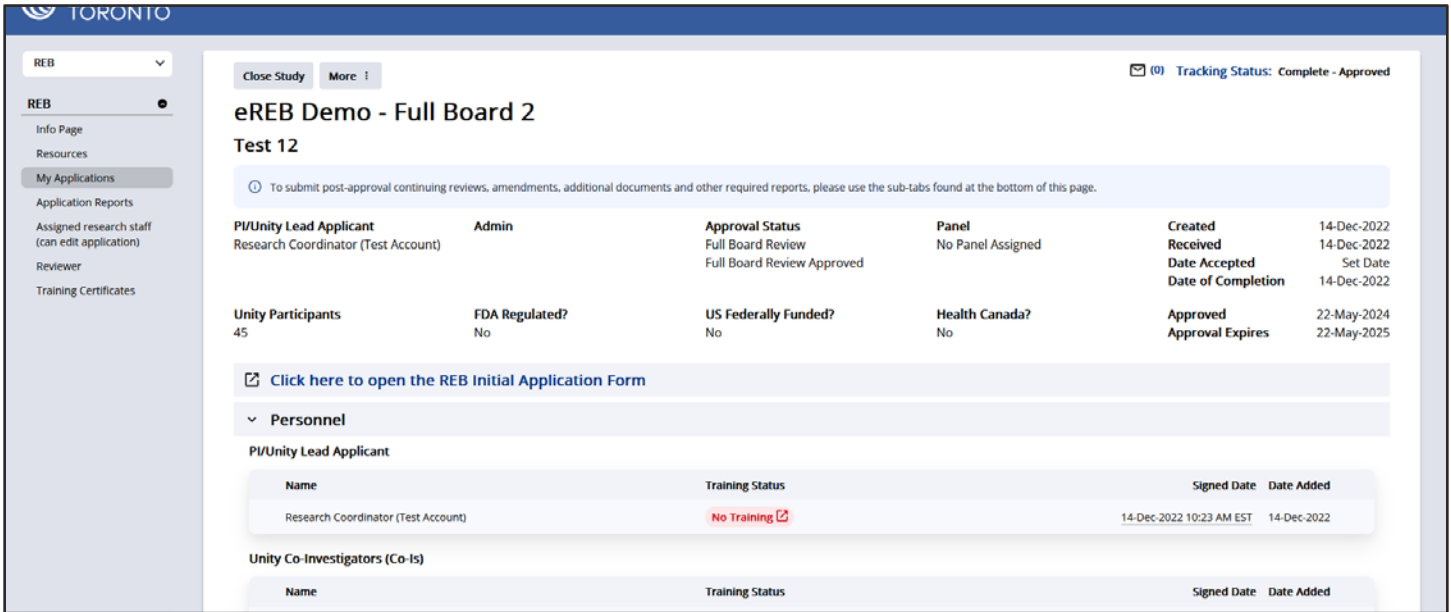
★ **Uploaded Training Will Still Show as Incomplete or Expired** ★

A member of the Research Ethics Office must verify any manually added training before the training record will show as updated.

**You can submit with the training statuses showing No Training or Expired.** The REB will verify the uploaded training as part of the review.

## Add Training for another Study Team Member

You can add training certificates for another person on a study in the staff section of the face sheet of any application.



The screenshot shows the eREB application interface for a study titled "eREB Demo - Full Board 2" with "Test 12". The interface includes a sidebar with navigation options like "Info Page", "Resources", "My Applications", "Application Reports", "Assigned research staff", "Reviewer", and "Training Certificates". The main content area displays study details and a personnel list. The personnel list includes a table for "PI/Unity Lead Applicant" and "Unity Co-Investigators (Co-Is)".

PI/Unity Lead Applicant	Admin	Approval Status	Panel	Created	14-Dec-2022
Research Coordinator (Test Account)		Full Board Review Full Board Review Approved	No Panel Assigned	Received	14-Dec-2022
				Date Accepted	Set Date
				Date of Completion	14-Dec-2022


Unity Participants	FDA Regulated?	US Federally Funded?	Health Canada?	Approved	22-May-2024
45	No	No	No	Approval Expires	22-May-2025

[Click here to open the REB Initial Application Form](#)

**Personnel**

**PI/Unity Lead Applicant**

Name	Training Status	Signed Date	Date Added
Research Coordinator (Test Account)	No Training 	14-Dec-2022 10:23 AM EST	14-Dec-2022

**Unity Co-Investigators (Co-Is)**

Name	Training Status	Signed Date	Date Added
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Clicking on the training status for each individual will open a training certificates window for that person.



This close-up screenshot shows the "Personnel" section of the application. It includes buttons for "Add/Edit personnel" and "Inactive Personnel". The "PI/Unity Lead Applicant" table is visible, with a blue arrow pointing to the "No Training" status in the "Training Status" column. A callout box with a blue border contains the text: "Click on the training status to open the Training Certificates window".

Name	Training Status	Signed Date	Date Added
Research Coordinator (Test Account)	No Training 		14-Dec-2022

In the training certificates window (system default text: PI Docs), you can view an individual's completed training and add their training certificates.

## PI Docs for Research Coordinator (Test Account) Search CITI Data | Print to PDF

GCP Training Upload ↕

ID	UserID	CourseName	Co	ExpirationDate	Completed
File					

Health Canada Division 5 Upload ↕

ID	UserID	CourseName	Co	ExpirationDate	Completed
File					

TCPS 2 Training Upload ↕

Use these Upload buttons to manually upload training completion certificates

Date of Completion	Renewal	File Size	Date Posted

ID	UserID	CourseName	Co	ExpirationDate	Completed
File					

The training certificate will now be displayed on your training certificates page.

REB

REB

- Info Page
- Resources
- My Applications
- Application Reports
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- Reviewer
- Training Certificates

### Training Certificates

GCP Training Upload ↕

ID	UserID	CourseName	CompletionDate	ExpirationDate	Completed		
File							
<div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">⋮</span> <span style="font-size: 1.2em; margin-right: 5px;">📄</span> <span>Test Training.pdf</span> </div>				21-May-2024	19-May-2026	55 K	24-May-2024

Health Canada Division 5 Upload ↕

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