

How do I prepare for creating a Registration and Credential Repository (RCR) profile?

- Make sure the profile owner has an active CTEP-IAM account
- Begin creating a “cheat sheet” for your IVRs and NPIVRs
 - Practice Sites (CTEP Site Codes) >>> check RUMS
 - Labs (CLIA/CAP Lab numbers) >>> check with your hospital lab manager
 - IRBs (OHRP IRB numbers) >>> check with your local IRB
- Begin collecting HSP and GCP training documentation including course provider, course title, completion date, expiration date, and an e-copy of the training certificate for your IVRs, NPIVRs, and APs
- Setup a “Registration Coordinator(s)” for your sites
- Establish a “Primary Shipping Designee(s)” for your sites