

## CREC CREDIT APPLICATION

Please fill out this application if you or a group you represent would like to apply for CRECs (Continuing Research Education Credits) to maintain your CREC program certification. This application is for educational and training programs that are not listed as approved on the CWRU CREC website. CRECs are not necessarily comparable to other education programs such as CEUs or CMEs. Education and training activities must involve the ethics of human subject protections in research. General research ethics programs or seminars concerning the "scientific-side" of human subject research do not meet the regulatory requirements. CRECs are awarded based on content and time spent.

1. Today's Date:
2. Application Type (select one):
  - a. I am applying for credit for myself
  - b. I am applying for credit for a group
  - c. I am requesting a credit assessment for a future activity (**\*see special instructions**)
3. Name (Investigator or Group Representative):
4. Email Address:
5. CWRU Network ID:
6. Phone Number:
7. Type of Activity (select one):
  - a. Attend Seminar, Class or Workshop
  - b. Taught Seminar, Class or Workshop
  - c. Proposed Seminar, Class or Workshop (**assessment only**)
  - d. Online Education and Training Program
  - e. Other (**attach detailed description**)
8. Name of Activity:
9. Date of Activity:
10. Activity Length (hours & minutes):
11. Activity Content (list all that apply):
  - a. Informed Consent
  - b. Research Involving Vulnerable Populations (children, cognitively impaired, etc.)
  - c. Equitable Recruitment
  - d. Privacy/ HIPAA (research-related training only)
  - e. Confidentiality
  - f. Regulatory (FDA/DHHS regulations and guidance)
  - g. Other (**attach detailed description**)
12. Attach agenda or program/class description. **Links to websites are only acceptable when the training was completed online.**
13. \* Submit an application to our office via one of these options:
  - E-mail attachment to [crec@case.edu](mailto:crec@case.edu)
  - Inter-office or US Mail:
    - Office of Research Administration
    - Sears Library (Location Code: 7230)
    - 10900 Euclid Ave., Cleveland, OH 44106-7230

ORTM will respond within one week of your application. If you do not receive a response after one week, please contact our office at 216.368.5963.

**\*Special Instructions:** If you are applying to gain credits for a group, please provide a copy of a sign-in sheet that includes at least clearly printed names, CWRU network IDs if applicable, and current email addresses. Once CRECs have been awarded, we will contact the group representative. The group representative can then notify other attendees about the determination.

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Internal Use Only

Approval Signature or Initials:

Date of Approval:

Points Awarded:

Date of Notification:

ORTM Initials of Completion: