

## **eReg Reminder – Central Management of Contact Credentials**

Dear eReg User,

As of November 2021, the eReg Support Staff in the Yale Center for Clinical Investigation (YCCI) is centrally managing the following contact credential documents for Yale-affiliated faculty and staff in eReg on behalf of study teams:

- Curriculum vitae (CVs)
- Medical licenses (MLs)
- Good Clinical Practice (GCP) training certificates
- Signature samples

New internal Yale/Yale New Haven Hospital (YNHH) users will need current credential documents at the time of requesting user access. To obtain eReg access, new internal users must have all applicable and current credential documents filed in eReg. GCP training certificates and signature samples are required for all internal users, regardless of role.

### **What do I need to do?**

Research staff no longer need to file these four document types for their study teams. **Instead, please email the credential documents to [ereg.credentials@yale.edu](mailto:ereg.credentials@yale.edu).** eReg Support staff monitor the inbox and upload the credentials to the appropriate contact records in eReg using specific naming conventions and including details to allow tracking of credentials within eReg reports.

We encourage you to provide the credentials listed above to the inbox if you see that they are missing from eReg or soon to expire.

You may receive requests from the eReg Credentials email for updated credentials that we do not have access to, i.e., investigator CVs and GCP training for YNHH-affiliated staff.

### **How long are contact credentials valid?**

- CVs are requested every 2 years from the signature date. eReg Users can electronically sign their CV in the eReg system. Non-users must provide wet-ink signature and date.
- Medical licenses expire annually, on the last day of the licensee's birth month.
- GCP training expires 3 years from the training completion date.
- Signature samples do not expire, but would become invalid if a contact changes the name they use to sign clinical trial documents. In that case, a new signature sample will be submitted to reflect the new name, signature, and initials.

Other credential documents, such as HIPAA Privacy and Security Training and Human Subject Protection Training (HSPT), may be uploaded to the user's contact record by the study team and should NOT be sent to the eReg Credentials inbox. The regulatory templates in use within eReg do not require credentials beyond CV, ML, GCP training and signature sample.

### **Who do I contact with questions?**

Please contact eReg Credentials ([ereg.credentials@yale.edu](mailto:ereg.credentials@yale.edu)) with any questions.