INSTRUCTIONS FOR THE CERTIFICATION/ACTIVATION TRACKING (CERT) FORM

I. General Instructions

The Certification/Activation Tracking Form is completed by CSCC staff for each staff ID issued to an ARIC (or ancillary study) staff member who complete data collection forms. At a minimum, the Administrative section will be completed to indicate the staff ID was assigned to a given staff member and will include the date CDART access was initially granted.

The form tracks certifications for clinic staff who must be trained to complete various measurements (e.g., staff completing neurocognitive testing, medication coding, general interviewing, as well as Surveillance abstractors and Follow-up staff). The form will also track activation dates for staff members who are qualified and/or otherwise trained to complete specific tasks (e.g., reviewers, reading center staff). In general, notification of certifications will be submitted by the study coordinator, or possibly by the respective trainers for the various certification components, via the Certification Request Form. In some cases, the Certification Request Form may not be required, and an email from the appropriate coordinator or trainer will be sufficient. For example, some certification components may not be included in the Certification Request Form. The link and path for accessing the Certification Request Form can be found below:

https://sites.cscc.unc.edu/aric/v9-ncs-docs

Cohort > Documents > V9/NCS > Certification Request Form

For each certification/activation component, the form tracks the certification/activation date, who certified the staff member, the expiration date (when applicable), and any comments/notes associated with the given certification/activation component. Note that there is a field in the administrative section of the form for more general comments/notes.

Once a staff ID is assigned, return to the forms list for the ID, click Edit ID, and enter "Used" into the First Name field. This will help identify unassigned ID numbers in the list when assigning an ID to a new staff member.

A staff member's certification for a given component may expire under these circumstances:
- The staff member fails to complete certification for a component when the certification doesn't carry over to the next visit. Any certification requirements not completed at the start of the new visit will be considered expired when they do not carry over from the previous visit.
- The staff member fails to complete any required recertification trainings. Any other time recertification is required but not completed, the certification will be considered expired. This notification may come from the study coordinator, the respective trainers, or from with the CC, depending on the nature of the certification component. For example, the CC may require abstractor recertification, so the relevant CC staff would determine if the user's abstractor certification has expired.
- The staff member fails to complete the certification maintenance requirements for a given component. The CC may be notified of lapses in certification maintenance by study coordinators or the respective trainers who review and track the maintenance requirements. Certification will be considered expired when staff fail to meet the maintenance requirements.

In these cases, the staff member may remain active to complete various other measurements.

If a staff member's certification expires, and they successfully complete retraining, the new certification date will need to be logged in the form. To do this, create a new occurrence of the form and copy the existing form. Do this by clicking on the plus sign next to the CERT form. Make sure the Number of Next Occurrence is set to "next" and click "Copy Form." In "Copy From (Occurrence)," select the most recent occurrence. This item will always default to occurrence 1, so you will need to check and update this if multiple occurrences exist. You always want to be sure to copy the most recent entries. Click "Copy." In the new occurrence, record the new certification date and *remove the expiration date* for the appropriate item. When you create a new occurrence for a user, set 0b to "Inactive" in the previous occurrence.

If a staff member is resigning from their position or leaving the ARIC study and will no longer need CDART access, we will deactivate the user's account and mark the ID number "inactive" on the form. Once a staff ID is marked inactive, return to the forms list for the ID, click Edit ID, and enter "Deactivated" into the Last Name field.

II. Detailed Instructions for Each Item

Administrative

0a.   Check box if any follow-up is required. This effectively allows us to flag this staff ID. For example, you may check "requires follow-up" if you've received a Certification Request Form indicating SBP training, but you've been told the staff member will be a phlebotomist. In that case, you will want to follow-up to make sure they complete biospecimen certification. Leave blank if there is no additional follow-up required.

0b.   Select "Active" when activating a staff ID. Select "Inactive" when deactivating or retiring a staff ID. Use inactive only for deactivated IDs, and not for IDs that you've assigned but are not yet being used because you haven't sent the ID to the staff member (for example, if the user hasn't yet certified, but you've assigned the ID so it's ready to send out; in that case, check 0a and make a note in 0e). Set this item to "Inactive" in the previous occurrence any time you create a new occurrence of the form.

0c.   Enter date CDART access was initially granted.

0d.   Enter date CDART access and staff ID is deactivated (e.g., staff member leaves ARIC study or resigns their position).

0e.   Record any notes or comments relevant to this user. Use this item to make a note about any needed follow-up, to indicate if we're waiting to send the information to the user/site, or anything else that may be relevant to information in this section or any potentially important details about this staff member. Do not use this item to make notes about individual certification components.

1.   Record the site with which the staff member is affiliated. Use the list below to determine the appropriate site code. In general, field center staff (e.g., study coordinators, phlebotomists, other technicians, imaging staff) are affiliated with ARIC field centers (Forsyth, Jackson, Washington Co., and Minneapolis). Investigators are affiliated with their respective universities. Reading center staff are affiliated with their reading center.

Site	Code
ARIC Field Center: Forsyth County	FCF
ARIC Field Center: Jackson	FCJ

ARIC Field Center: Washington Co.	FCW
ARIC Field Center: Minneapolis	FCM
Lab: Lipid, Baylor College of Medicine	LABLIP
Lab: Chemistry, University of Minnesota	LABCHEM
Lab: Genetics, University of Texas Health Sciences Center	LABDNA
Reading Center: ECG, EPICARE Wake Forest University	RCEPICARE
Reading Center: CT, LA Biomed	RCCT
Reading Center: Brain MRI, Mayo Clinic	RCMRIB
Reading Center: Vascular MRI, JHU	RCMRIV
Reading Center: ECG, University of Minnesota	RCECG
Reading Center: Echocardiogram, Brigham and Women's Hospital	RCECHO
Reading Center: EyeDOC, JHU Wilmer Eye Center	RCEYE
Reading Center: PWV, University of Texas Health Sciences Center	RCPWV
Reading Center: Retinal, U of Wisconsin	RCRET
Reading Center: Spirometry	RCSPIRO
Reading Center: DLCO	RCDLCO
Reading Center: Aortic Ultrasound, University of Minnesota	RCAA
Reading Center: Accelerometer	RCACC
Jackson Heart Study	JHS
Johns Hopkins University	JHU
University of Minnesota	UMN
Wake Forest University	WFU
University of Mississippi Medical Center	UMMC
University of North Carolina (non CSCC)	UNC
Mayo Clinic	MAYO
University of South Florida (ACHIEVE)	USF
University of Arizona	UA
Emory University	EMORY
CSCC	CSCC

2a.   Record staff member's first name.

2b.   Record staff member's last name.

A. Visit

This section is used to track certification for components that are completed as part of the main ARIC clinic visits.

For each certification or activation component, record the certification/activation date, the name of the trainer who signed off on the completed certification, the date the certification expired (to be completed only when a staff member's certification expires), and any notes or comments relevant to the specific component (general notes or comments should be made in 0e).

Certification components completed by ARIC or ACHIEVE staff can be logged on this tab. For example, an ACHIEVE staff member may be certified to complete blood pressure measures for ACHIEVE only, and that can still be logged under item 8, since the certification is the same. **Exception** to this would be the certification for ARIC staff doing Accelerometry for the ARIC visit is entered under item 18 and for ACHIEVE staff enter under item 41.

Certification for ARIC staff doing Neurocognitive Phone Battery for ARIC visit and ACHIEVE is entered under item 20.

Certified ARIC recruitment staff will also include PYP recruitment.

B. Ancillary

This section is used to track certification for components that are completed as part of various ancillary studies under ARIC.

For each certification or activation component, track the certification/activation date, the name of the trainer who signed off on the completed certification, the date the certification expired (to be completed only when a staff member's certification expires), and any notes or comments relevant to the specific component (general notes or comments should be made in 0e).

Note: MRI Ancillary, item 38, should include certification for MRI technicians.

C. Follow-up

This section is used to track certification for components that are completed as part of the ARIC Follow-up.

For each certification or activation component, track the certification/activation date, the name of the trainer who signed off on the completed certification, the date the certification expired (to be completed only when a staff member's certification expires), and any notes or comments relevant to the specific component (general notes or comments should be made in 0e).

Dementia Surveillance (ADS/SIS), item 74, includes certifications for ACHIEVE ADSA/SISA. Add a note in the comments to indicate "ACHIEVE."

D. Surveillance

This section is used to track certification for components that are completed as part of the ARIC Surveillance.

For each certification or activation component, track the certification/activation date, the name of the trainer who signed off on the completed certification, the date the certification expired (to be completed only when a staff member's certification expires), and any notes or comments relevant to the specific component (general notes or comments should be made in 0e).

E. Reviewers/Reading Center Staff

This section is used to track activation for staff who do various types of reviewing and also for all reading center staff. These staff typically do not "certify," but are "activated" in CDART and should review the CDART training tutorial. They may receive other specific training, but there is not a formal certification procedure in place.

For each activation component, track the certification/activation date, the name of the trainer who signed off on the completed training or the name of the person who requested the access for the staff member (if no specific training is required), the date the certification expired (to be completed only when a staff member's certification expires).