**Purpose:** This template may be used to record and track staff license/certifications.

**Responsibility:** To be used byPrincipal Investigators and study team members who records and tracks staff license/certifications.

**Procedure:**

* This template contains two types of text: instruction/explanatory and example text.
* **Instruction/explanatory text** are indicated by italics and should be deleted. Footnotes to instructional text should also be deleted. This text provides information on the content that should be included.
* **Example text** is included to further aid in document development and should either be modified or deleted. Example text is indicated in [brackets in regular font]. Within example text, a need for insertion of specific information is notated by <angle brackets>. Example text can be incorporated as written or tailored to a particular document. If it is not appropriate to the document, however, it too should be deleted.

**Staff License/Certification Log Template**

**PI Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Protocol:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **IRB Number:**

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| --- | --- | --- | --- |
| Date  | Name | License/Certification | Expiration |
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