



**Weill Cornell
Medicine**

**Clinical & Translational
Science Center**

Clinical & Translational Science Center

A Weill Cornell Medical College Multi-Institutional Consortium with:

Weill Cornell Graduate School of Medical Sciences / New York Presbyterian Hospital / Cornell University, Ithaca / Cornell University Cooperative Extension, New York City / Memorial Sloan-Kettering Cancer Center / Hospital for Special Surgery / Hunter College of the City University of New York / Hunter-Bellevue School of Nursing / Hunter School of Urban Public Health / Hunter Center for Translational and Basic Research / Animal Medical Center / Cornell College of Veterinary Medicine

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2019 CTSC Career Enhancement Application

The Clinical and Translational Education Program (CTEP) offers the Career Enhancement (CE) track to allow enrollment in specific didactic clinical and translational investigation courses to fulfill applicants' self-identified educational needs. When enrolling in this track, you will earn course credit and have a grade recorded on an official WCGS transcript. You are expected to have satisfactory attendance and fulfill all course requirements. Generally, **we do not allow trainees to audit a course**, but will consider written requests to do so on a case by case basis. Trainees who wish to pursue additional training may do so once matriculated into either the Advanced Certificate or Master's Degree in Clinical and Translational Investigation Programs. Please note, failing to complete coursework or withdrawing from a course without giving written notification to the CTSC Education Program office will result in a grade of 'F' on your academic transcript and ineligibility for registration the following semester.

Fall 2019 Courses:

Genomics Workshop (Wednesdays from September 4 – October 24, 4:00-5:30PM)

Science of Team Science (Wednesdays from October 16 – November 20, 4:00-5:30PM)

Advanced Seminars in Ethics of Clinical Research (Thursdays from September 19 – October 22, 3:30-5:30PM)

TO START YOUR APPLICATION PROCESS SELECT THE LINK BELOW

[Initiate a Notification of Intent](#)

Then, to complete your submission please login to the Electronic Protocol Authoring and Review System (ePAR) and refer to the Application Instructions and checklist below

Required Sections in ePAR – Complete all fields.	Completed
<p>1. Trainee Application Form</p> <ul style="list-style-type: none"> Click on your current citizenship status to proceed. Personnel and demographic information. Valid institutional or employer issued email is required. Please complete the impact question: briefly discuss why you wish to enroll as a non-matriculated, CE trainee, and how this opportunity would impact your career development, and if applicable, clinical & translational research goals. 	<input type="checkbox"/>
<p>2. Course(s) Requested – check the “Requested?” Box, click on the “Details of Request” link, click on [add/remove] to make your course selection.</p> <ul style="list-style-type: none"> Use the Search tool to find and select the course(s) you wish to enroll. Finalize your request by checking the “This request is finalized” box. <p>Note: CE trainees may enroll for a maximum of 9 core course credits. Enrollment in courses selected is not guaranteed and must be approved by the CTSC Education Program.</p>	<input type="checkbox"/>
<p>3. Required Supporting Documents: Upload as individual PDF files in the order indicated below.</p> <ul style="list-style-type: none"> Weill Cornell Graduate School (WCGS) Non-Degree Form: Upload the completed downloadable document as a pdf. You may leave the Enrollment Objectives and Registration sections of this form blank. Career Enhancement Enrollment Contract: Upload the signed and dated downloadable document as a pdf. 	<input type="checkbox"/>
<p>4. Non-Refundable \$150 application processing fee. Acceptable forms of payment: Departmental account or personal check payable to Weill Cornell CTSC. This one-time fee is payable only at the time of application. You will be eligible to take future CTSC courses without paying the fee again.</p>	<input type="checkbox"/>

Questions? Email: ctsc-education@med.cornell.edu