



**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

1300 York Ave, Box 149, New York, NY 10065 • Tel: 646-962-8302 • Fax: 646-962-0534 • [www.med.cornell.edu/ctsc](http://www.med.cornell.edu/ctsc)

### 2020 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 at least an 80% attendance rate and fulfill all course requirements. **We do not allow trainees to audit courses.** 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.

#### Spring 2020 Courses:

**Advanced Statistical Methods for Observational Studies** (Thursdays from February 13 – May 7, 4:30-6:15PM)

**3D Printed Life Hacks** (Tuesdays from January 21 – May 5, 3:30 – 6:00PM)

**Clinical Trials Design and Analysis** (Thursdays from January 23 – May 21, 4:00 – 5:30pm) \* Pre-requisite is Principles of Clinical Research

**Principles of Clinical Research and Design** (Online Canvas eLearning)\* Pre-requisite for Clinical Trials but can be taken as stand alone

course **Data Management** (Mondays from March 23 – June 15, 4:00 – 6:00PM)

**Ethical, Social and Legal Issues in Responsible Conduct of Research** (Tuesdays/Fridays from January 21 – February 11, 3:30 – 5:00PM)

#### 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

<p><b>1. Trainee Application Form</b></p> <ul style="list-style-type: none"> <li>• <b>Click on</b> your current citizenship status to proceed.</li> <li>• Personnel and demographic information. Valid institutional or employer issued email is required.</li> <li>• <b>Please complete the impact question:</b> 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 &amp; translational research goals.</li> </ul> <p><b>2. Course(s) Requested</b> – check the “Requested?” Box, click on the “Details of Request” link, click on <a href="#">[add/remove]</a> to make your course selection.</p> <ul style="list-style-type: none"> <li>○ Use the <b>Search</b> tool to find and select the course(s) you wish to enroll.</li> <li>○ Finalize your request by checking the “This request is finalized” box.</li> </ul> <p><b>Note:</b> 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>	
<p><b>3. Required Supporting Documents:</b> Upload as individual PDF files in the order indicated below.</p> <ul style="list-style-type: none"> <li>○ <b>Weill Cornell Graduate School (WCGS) Non-Degree Form:</b> Upload the completed downloadable document as a pdf. You may leave the Enrollment Objectives and Registration sections of this form blank.</li> <li>○ <b>Career Enhancement Enrollment Contract:</b> Upload the signed and dated downloadable document as a pdf.</li> </ul>	
<p><b>4. Non-Refundable \$150 application processing fee.</b> Payable by WCMC departmental account or personal check made payable to Weill Cornell CTSC. This one-time fee is payable only at the time of application. Checks should be mailed or hand delivered to: Weill Cornell CTSC, 407 East 61st Street, 2nd Floor, New York, NY 10065 Attn: Angela Kim</p>	

Questions? Email: [ctsc-education@med.cornell.edu](mailto:ctsc-education@med.cornell.edu)