Contract of services and financing

Between

Clinical Research Training Center - Montreal, hereinafter called **CRTC**, Reg. # : 2265730574, represented by Mr. Svetomir Krastev, Managing Director, registered at legal address 5 - 6990 Liénart str, Montréal, QC, H1S 1W6 tél. : (514) 257-3003, email : info@cra-school.com, url : www.cra-school.com

and

_____**,** hereinafter called **the Student**

address: _____
Street and number App. City State/province ZIP code

tél: _____ email : _____

1. Subjet

The two parties agreed to work in partnership with the purpose of developing the Student's competencies in the field of clinical trial administration and provide job placement assistance till hire under the conditions of upfront or deferred payments through a short term financing, as described below:

2. Obligations of CRTC

- to provide the content of the CRTC CRA/CRC Certification program, including homework verifications and multi-choice tests after each module with a final exam at the agreed price and terms of payment as per art. 3
- to provide LIVE support and answers to questions by email or by Skype within 24 hours, 7 days per week till late evening), preferably immediately or still the same day, whenever feasible.
- to provide access to an unlimited Internship till hire without additional charges after the 2-nd module if student's homework tasks and results from tests demonstrate capacity to start the practical work earlier.
- to issue a CRA/CRC/CRP Certificate after successful completion of the theoretical part, and a Diploma of Certified Clinical Research Professional with Excerpt of Notes after successful completion of the final exam.
- to provide unlimited mentorship on professional branding and coaching on industry specific terminology and slang, including CV adaptation with interview preparation & analysis till hire for every JD at no additional charge
- to provide Reference Letters on request and coaching on the CV adaptation for each position as well as interview preparation and analysis till hire at no additional charge
- to provide Job placement assistance in the job search process with Job alerts and access to the company's database of recruiters and hiring companies at no additional charge
- to provide a training and ongoing assistance on the use of social media for extensive networking and mentoring in the creation of a wide set of contacts in the clinical trials industry at no additional charge
- to grant a 30% Accessibility subvention* to newcomers in Canada, approved candidates from countries with low revenue and Canadian candidates without revenues if they perform certain administrative tasks qualifying as Clinical Research Documentation Assistant (max 1 task per week with about 1 hour duration).

* The required contribution is calculated on the basis of $12/hr up to $15/hr depending on the complexity of the task. Standard duration: about 1 hour. Copy of a proof of eligibility with masked numbers and dates is required (welfare pay slip, last tax declaration, certificate of landing for newcomers, etc). Not applicable for candidates on unemployment benefits.

- to provide coop opportunities in our CRO/SMO *Access Clinical Research* as pro-bono *Clinical Research Assistant* and individually adapted programs in consultancy roles to GCP qualified professionals, if so agreed.
- to support the title of CTA/CRA-I, announced on the CRTC web site, Student's CV, LinkedIn and other profiles after beginning of the Internship program and till hire, or until the internship continues, which comes first.
- to honor the Satisfaction Guaranteed Program obligations as exposed at the company's web site

3. Obligations of the Student

- to keep confidential all information and training content and not divulge it to third parties, as specified in the enclosed Confidentiality Agreement, which is integral part of this Contract.
- to make in timely fashion the homework tasks and tests after each chapter and email the HW tasks in Word format for verification and comments in order to get access to the next chapter.
- to effect regularly the internship tasks and assigned administrative tasks, if applicable, and remit them in time for verification, or to inform CRTC about delays, if such happen to occur
- to consult CRTC *before* sending any CV or pre-selection questionnaire anywhere in order to discuss the JD with our consultants, adapt CV to the specific job requirements and prepare for the interview (highly recommended)
- to record the answers given during telephone interviews (optional) on a MP3, cellphone, dictaphone, or on the computer in order to discuss them with our consultants in order to prepare better for the next interview.
- to work regularly on transforming the new terminology and industry slang into active vocabulary to use it in interviews and professional communications, and on the improvement of the level of English, if necessary
- to try contacting by email at least 4-5 persons per week in different target companies & create an organization to maintain the relation with them in order to get timely information about hidden jobs
- to verify regularly (daily) incoming emails and Skype communications and try to respond within 24 hours
- to report the progress on assigned CTA tasks, if any, by *email* or *Skype* at least once per week , or as required
- to assist with suggestions in improving the overall quality of the CRA/CRC training program
- to pay for the CRA/CRC Certification & Job Placement Assistance Program in 1, 2, 3, 6 (in words:_____) monthly installments (circle what applies) of **$** _____(in words:_____) by cash, by debit/credit card (PayPal/e-Interac), direct transfer, money order or certified check (*circle what applies*)
- in the case of deferred payments to effect the monthly installments according to the following approximate payment schedule (indicate the preferred *week* of the month):

Installment	*1 month*	*2 month*	*3 month*	*4 month*	*5 month*	*6 month*	*7 month*	*8 month*	*9 month*
Week of month									

- to compensate payment delays of more than 3 weeks by effecting some administrative work in the field of his/her competence if these delays have not been *coordinated* in advance with the Company.

4. Other conditions:

In general, all tasks should be performed remotely from a home computer, when convenient for the Student and without a fixed working time and frequency. In most of the cases there should be no need to go out to perform any of the above mentioned tasks. The program is unlimited in time and the support continues till hire.

5. Validity of the agreement:

This is a preliminary agreement and can be detailed with additional clauses if both parties accept them in writing.

_____ (signature)

Svetomir Krastev, Director CRTC

Montreal, _____ (date)

_____ (signature)

Student: _____ (first name, family name)

_____ _ / _____ (city) (date)

Confidentiality agreement

The undersigned _____ (called hereinafter the "**Contractor**") acknowledges and agrees that in consideration for the **Clinical Research Training Centre** (called hereinafter the "**CRTC**"), providing the undersigned Student with confidential information regarding the CRTC **Certification Course and Internship for Clinical Research Professionals** and any kind of other confidential information, belonging to third parties and being under control of the CRTC in his office, the undersigned will abide by the following **provisions**:

1. The undersigned acknowledges that the undersigned will have **access** to copyright and business information which has **value** for the CRTC and which is **not known** to the public, or the CRTC's competitors generally (such information is referred to in this Agreement as "**Confidential Information**"). Confidential Information includes, but is not limited to, **Training Course content**, including but not limited to, Clinical study design, Protocol and it's amendments, CRF-s (Case Report forms) , Clinical Trials Databases, contracts with investigators, checklists, tests and exams, or materials reflecting marketing, pricing, sales strategies, competitive strategies, or service development, information relating to compensation or other personnel related information, product designs, patents, know-how and intellectual property.

2. In consideration for the CRTC's agreement to provide the undersigned with access to the confidential information, the undersigned **agrees** to hold the **Confidential Information** in confidence. The undersigned also agrees to not **directly** or **indirectly** use or disclose any **Confidential Information** in **any manner**, where such use or disclosure could be **useful** to any individual or entity, offering or seeking to offer goods or services, **competitive** with the CRTCs for a period of 36 (thirty six) months after the end of the program.

3. The undersigned acknowledges that the **provisions** of this Agreement are not intended to **limit** any common law, statutory or other protection of trade secrets, afforded to CRTC under law. The CRTC and the Student acknowledge and agree that the **restrictions** of this Agreement do not apply to any **Confidential Information** which lawfully becomes a matter of **public knowledge** without direct or indirect disclosure by the undersigned. A penalty of 5 (five) official minimal salaries of Quebec at the date of signature will apply for breach of contract. The terms of this agreement shall control in event of any conflict between terms of this agreement and the terms of any other agreement, governing confidentiality between the undersigned and the CRTC.

4. The undersigned represents to the CRTC that: (a) the undersigned is duly authorized to sign this Agreement and to bind the Student to the terms of this Agreement; and (b) that all employees, business partners, agents or representatives of the undersigned which may be given access to confidential information will be informed by the undersigned of, and agree to be bound by the terms and conditions of this **Confidentiality Agreement** prior to accessing the confidential information.

The terms of this Agreement as described above are hereby accepted as of the date set forth below for the CRTCs and the undersigned.

Contractor: _____ _____ Date: _____
first name last name

Signature: _____ City: _____

Clinical Research Training Center, CRA/CRC Certification Program

Course outline

Module I

1) The pharmaceutical industry, Glossary
2) History of the clinical trials regulations
3) Ethical principles in clinical research, Medical terminology
4) Phases of clinical trials
5) Role and tasks of the Sponsor, PI, CRC and CRA

Module II

6) Overview of drug regulatory process, 21 CFR
7) Canadian Clinical Trials Regulations & ICH GCP
8) Institutional Review Board, IRB/IEC/REB
9) Informed Consent Process, ICD design
10) Safety monitoring and AE/SAE reporting

Module III

11) Study Preparation and Design
12) Fundamentals of clinical trials conduct
13) Design of Clinical Trial Protocols
14) Design of Case Report Forms (CRF)
15) Site management, Recruitment and Retention

Module IV

16) Site Evaluation and Site Selection Visit
17) Investigator Meeting & Site Initiation Visit
18) Site Monitoring Visit
19) Study Termination, Site Close-Out Visit
20) Preventing Errors, Fraud and Misconduct

Module V

21) Clinical Trial Data Management
22) HIPAA Compliance Requirements
23) Data Safety Monitoring Board
24) EDC and Clinical Trial Management Systems
25) Audits and Inspections

Module VI

26) Essential documents in clinical trials
27) Medical devices in USA and Canada
28) Pre-market notification, FDA 510(k) PMN
29) Investigational Device Exemption, IDE
30) Medical Devices Pre-market Approval, PMA

Module VII

31) Monitoring Efficiency, Time management for CR Professionals
32) CV adaptation, Job descriptions and Interviews' preparation for CR
33) E-CRO Internship with a remote Clinical Trial Management System
34) Networking 2.0 – coaching on the use of professional social media
35) CV adaptation, Interview preparation and analysis till hire