

## *Qtech-Sol Professional Development Center*

3 Executive Drive, Suite 320  
Somerset, New Jersey 08873



## Private Career School School Catalog **2020**

**Signatory Page / Person**

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By signing this section, the individual below agrees that he/she has reviewed and approved this functional document described in this School Catalog document. The signature below represents the approval of this document for execution and acceptance by Qtech Solutions Inc approval of proposed PCS - Qtech-Sol Professional Development Center with NJ State - DOL & DOE for approval process.				
Role	Title, Department	Name	Document	Date
Director	TRAINING DIVISION	Umachandran Thumbavanam	School Catalog for Qtech-Sol Professional Development Center	11-MAY-2012
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Role	Title, Department	Name	Document	Date
Marketing Analyst	TRAINING DIVISION	Magdalena Oleksiewicz	School Catalog for Qtech-Sol Prof Dev Center	01-MAY-2012

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Director	TRAINING DIVISION	Chandra Nate	School Catalog for Qtech-Sol Prof Dev Center	18-FEB-2015
Training Manager	TRAINING DIVISION	Swanandi Tare	School Catalog for Qtech-Sol Prof Dev Center	03-APR-2019

#### Revision History

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8.0	30-APRIL-2017	Chandra Nate	Updated Section 1, 16, 20 and Page-1
9.0	03-APRIL-2019	Swanandi Tare	Added New Logo, Email, Website Details <u>And</u> updated Sections 5.1, 19, 20 and 21
10.0	05-AUG-2019	Swanandi Tare	Changes in program Name (Section 5.1), Program description (Section 19), Training Fees (Section 20), Program Reimbursement Scales (Section 21), PTA Program Section 22).

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### 1. Administrators and Staff

Chandra Nate  
Program Director

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732-770-4100 Ext 202

Meena Ramachandran  
Administrative Officer

[qpdcc@qtech-solutions.com](mailto:qpdcc@qtech-solutions.com)

Attendance staff is available Monday through Friday from 9:30 a.m. to 5:00 p.m. EST.

### 2. School Calendar

The following holidays will be observed by the school and classes will not be held.

#### Observed Holidays:

- New Year Observed Day
- Martin Luther's King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

### 3. Class Schedule

Normal Business hours is from **9:30 A.M. EST until 5:00 P.M. EST** from Monday thru Friday.

Class schedule includes 45 days of online access to the material supported with 10 WebEx / On-Site sessions (2 hours each) and faculty student interactive sessions provided to those who need additional assistance during their learning curve (2 hours each). Option is provided to student to attend the Class session On-Site at QPDC.

Faculty student query interactive sessions are provided per appointment to those who need additional assistance. The assistance is given per appointment in person during office hours, via email, phone call or via Skype.

**(A). For Blended program - Online access with WebEx (SBP) / On-Site sessions (SCP)**

- ✓ The schedule of WebEx / On-Site classes varies by batch. Minimum of 7 students is required to initiate WebEx / On-Site classes.
- ✓ Students are informed about WebEx / On-Site class schedule as soon as batch of min of 7 students are enrolled.
- ✓ 10 WebEx / On-Site classes are scheduled within 45 days of the training program
- ✓ Make-up WebEx / On-Site session is available to students in case they missed the class and they will attend in the next batch schedule.
- ✓ Qtech may cancel or reschedule a training course if the number of participants is less than 7, or if an instructor is incapacitated through illness, or for other reasons of a serious nature
- ✓ Due to non-availability of faculty alternative day will be provided

**(B). Advanced Learning programs (Internship program) - 15 Hours (Optional)**

Student will have opportunity to enroll into Advanced learnings sessions as Internship. This program is conducted for 15 Hours as WebEx / On-Site Sessions focusing on role based learnings as project management activities. During this Internship case projects are provided for student to apply their learning as real-time. During Internship, the students are subject to deliver various project related exercises and will attend 5 WebEx / On-Site sessions. All Exercises must be submitted via email. Due to changing and challenging job market scenario, the Students are provided with additional details per current findings and learnings required to meet the job market.

**(C). Post Training Assistance Program - 10 Hours (Optional)**

Additional minimum 5 days (10 hours) of post training support is provided to students:

The post training support is conducted for the period of minimum 5 business days (10 hours), which includes:

- ✓ Resume writing
- ✓ Interview tips as guidelines
- ✓ Narrative preparation
- ✓ 2 Mock interviews

**(D). All subject matter queries is emailed to [academic\\_support@qtech-solutions.com](mailto:academic_support@qtech-solutions.com)**

## 4 Registration Requirements

Students/Trainees may register for courses up to one week (5 business days) prior to the start of classes. Students must register online at [www.qtech-solutions.com](http://www.qtech-solutions.com)

Other documents required:

- Copy of Identification (one of the following: current driver license, birth certificate, passport, or Green Card permanent resident card)
- Most updated resume
- Copy of Bachelor/Master's degree
- Completed Online Application form
- Personal essay (50-100 words statement explaining the reason why candidates has chosen our program and his/her thoughts about further career path)
- Proof of payment for registration and tuition fees. We accept credit card payments and personal checks payable to: "Qtech-Sol Professional Development Center, NJ" (OR) pay via Secured Shopping Cart by Credit Card.

All documents must be submitted in person to the HR Department, faxed at (888) 532-0210 or send by mail to the following address:

**Qtech-Sol Professional Developments Center**  
**Human Resources**  
**3 Executive Drive, Suite 320**  
**Somerset, New Jersey 08873**

## 5. School Policies

### 5.1 Entrance Requirements

Every student/trainee must:

1. Be at least twenty-one (21) years of age on or before the first day of class.
2. Hold minimum of Bachelor or Associate degree.

#### 5.1.1 Education Requirement - Drug Safety-Pharmacovigilance Associate (DSAT)

If the student is interested in enrolling in [Drug Safety-Pharmacovigilance Associate \(DSAT\)](#) training, the following educational background is advised:



Recommended: A Bachelor or master's degree in medicine, Nursing (RN), Pharm D, Public Health, Pharmaceutical and Industrial Chemistry, Industrial Pharmacy, Industrial Chemistry

#### **5.1.2 Education Requirement - Clinical Research Associate / Coordinator (CRAT)**

If the student is interested in enrolling in Clinical Research Associate / Coordinator (CRAT) training, the following educational background is advised:

Recommended: An Associate or bachelor's degree in medicine, Nursing, Pharmacy, Public health Biology, Biochemistry, Biomedical engineering, Biotechnology, Chemistry, Clinical Research, Public health, Pharmacology, or toxicology, Medical Device & Technology, Psychology, Sociology and Healthcare Administration.

#### **5.1.3 Education Requirement - Clinical Research Data Management (CDMT)**

If the student is interested in enrolling in Clinical Research Data Management (CDMT) training, the following educational background is advised:

Recommended: An Associate or bachelor's degree in medicine, Nursing, Pharmacy, Public health Biology, Biochemistry, Biomedical engineering, Biotechnology, Chemistry, Clinical Research, Public health, Pharmacology, or toxicology, Medical Device & Technology, Psychology, Sociology and Healthcare Administration.

#### **5.1.4 Education Requirement - Clinical Trial Assistant (CTAA)**

If the student is interested in enrolling in Clinical Trial Assistant (CTAA) training, the following educational background is advised:

Recommended: An Associate degree in Pre-Med, Nursing, Pharmacy, Public health, Biology, Biochemistry, Chemistry, Clinical Research, Psychology, Sociology and Healthcare Administration.

AND High School Health Science Students (XII) grade.

#### **5.1.5 Education Requirement - Clinical Research Project Mgmt. & Trial Monitoring (CRPM)**

If the student is interested in enrolling in Clinical Research Project Management and Trial Monitoring (CRPM) training, the following educational background is advised:

Recommended: A Bachelor or master's degree in medicine, Nursing, Pharmacy, Public health Biology, Biochemistry, Biomedical engineering, Biotechnology, Chemistry, Clinical Research, Public health, Pharmacology, or toxicology, Medical Device & Technology, Psychology, Sociology and Healthcare Administration.

#### **5.1.6 Education Requirement - Drug Safety-Pharmacovigilance Data Management (DSPM)**

If the student is interested in enrolling in Drug Safety- Pharmacovigilance Data Management (DSPM) training, the following educational background is advised:

Recommended: A Bachelor or master's degree in medicine, Nursing (RN), Pharm D, Public Health, Pharmaceutical and Industrial Chemistry, Industrial Pharmacy, Industrial Chemistry

### 5.1.7 Education Requirement – Clinical Trial SAS Data Analysis and Reporting (CDAR)

If the student is interested in enrolling in Clinical Trial SAS Data Analysis and Reporting (CDAR) training, the following educational background is advised:

Recommended: A Bachelor's degree in Statistics, Biostatistics, Biotechnology, Economics, Clinical Research with IT, Computer Science, Engineering, or Applied Mathematics (Optional - SAS Certification). The student must have SAS 9.x software in their PC for practice and submissions.

The above recommendations about educational backgrounds are strongly advised but not limited to. In the circumstances the candidate who applies for the training presents different educational background, the management will review student's resume and will suggest alternative career path.

### 5.2 Attendance Requirements

- QPDC's online courses are delivered via the Q tech LMS (Learning Management System), using internet connection and Microsoft Suite.
- The participation in WebEx sessions requires prior download of WebEx application. The invitation and instructions for WebEx / On-Site class will be sent prior to the class. Speakers and microphone or a headset are required for the purpose of discussions and being able to talk with the instructor during the class.
- During the WebEx / On-Site sessions the attendance will be taken by faculties.
- HR Department of Qtech-Sol Professional Development Center will keep records of student's attendance on file. Records will be available for the review per student's request.
- In regard to WebEx / On-Site classes, the school requires students to be in attendance for 100% percent of the training in order to guarantee the effectiveness of the program and maintain the appropriate learning curve.
- Absenteeism for the WebEx / On-Site class sessions may cause discrepancy of learning curve and failure of final exam.

### 5.3 Leave of Absence

Students will be granted a leave of absence for WebEx / On-Site classes upon request. The following guidelines must be adhered to:

1. The request for a leave of absence for WebEx / On-Site class must be submitted to the HR associate in writing or via email to [hrs@qtech-solutions.com](mailto:hrs@qtech-solutions.com) or at [qpdc@qtech-solutions.com](mailto:qpdc@qtech-solutions.com)
2. The request must have the date that the student will begin the leave of absence and the expected date of return to WebEx / On-Site classes as well as the reason of absence.

3. HR department will direct the request to the program Director, who will consider the reason of student's leave of absence and schedule a "make up" WebEx / On-Site session with the next available batch.
4. On the occasion if there is no available spot in any upcoming batches, student will need to make up using recorded WebEx session (if available) or use the book binder material.
5. Leave of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up WebEx / On-Site lessons missed prior to re-entry into the program.

#### **5.4 Missed Lessons (WebEx / On-Site Classes)**

Hours lost due to missing WebEx / On-Site class will be recorded as absences.

Students are responsible for making up class work and assignments. Missed WebEx / On-Site lessons must be made-up in order to follow effective learning curve.

#### **5.5 Make-up Work**

- In order for students/trainees to meet their educational goals they must follow instructions in all aspects of the program. WebEx / On-Site lessons missed due to absences or a leave of absence need to be made up.
- It is advised that the students/trainees make up missed WebEx / On-Site classes and assignments as soon as possible in order to continue effective learning path. Please refer to "Leave of Absence" for written request and procedure for "make up" WebEx / On-Site classes.
- Students should complete missed assignments which will always be available online. In case student needs to clarify which assignments were covered during missed WebEx / On-Site session, he/she must communicate with the instructor or administrator to get missed assignments.
- Students who do not take advantage of the school's make-up policy may be affected by discrepancy of learning curve. When applicable, should the student request to wait until the missed WebEx / On-Site lesson is offered in another batch. However, the student needs to be aware that this may change their completion date. The student will need permission from the Program Director for a change in completion date and may result in a contract amendment.

#### **5.6 Tardiness**

Developing good work ethics is an important part of the WebEx / On-Site training at Qtech-Sol Professional Developing Center. Students arriving late for WebEx / On-Site classes are interrupting

the instructor and other students. Thus, it is strongly recommended to have online access and be prepared for WebEx / On-Site session at least 5 minutes before the start of the class.

The roster will be provided to the faculty, who will record student attendance in WebEx / On-Site session by date. It is the responsibility of the student to make up missed assignments.

## 6. Code of conduct

### 6.1 Introduction and purpose

All individuals enrolled and attended training programs of Qtech-Sol Professional Development Center are expected to know and follow the Qtech-Sol Professional Development Center's Student Code of Conduct. The Student Code of Conduct is established to foster and protect the core missions of the Qtech-Sol Professional Development Center as the private vocational school.

The core mission Qtech-Sol Professional Development Center is **to provide the best-in-class job oriented career development Elearning training courses and programs in Clinical Research, Drug Safety-Pharmacovigilance, SAS Data management and Business analysis for students and institutional professionals requiring a skills refresh – or the development of new skills and experience for job entry, advancement, and placement.**

The Qtech-Sol Professional Development Center upholds a core set of values which include: (1) quality through continuous improvement, (2) continuous individual development, (3) teamwork and 'doing what's right'.

### 6.2 Code of conduct

The following conduct is unacceptable and will not be tolerated:

1. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
2. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
3. Failure to comply with directions of institutional officials acting in the performance of their duties.
4. Behaving without honesty and without integrity in the training course of Qtech.
5. Acting without care and diligence in the course material.
6. Disobey confidentiality about of the given training material. In this case restrictions include, but are not limited to sharing log in user ID with other participants or other individuals not attending the training program, and printing material that is restricted for download and secured for copyrights purposes.

7. Giving false or misleading information in response to a request for information that is made for admission purposes in connection with the training program.
8. Improper use of:
  - Inside information, or
  - The instructor's duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person;
9. Disobey instructions and training rules, such as:
  - Full attendance in WebEx / On-Site training sessions necessary for students' success and to achieve the maximum possible benefits from their educational experience,
  - Punctuality and following the deadlines. Trainees must be available online at scheduled time with the appropriate materials, ready to work at the designated time that class session begins,
  - Participation and responsibility. Training attendance is the responsibility of participants.

### 6.3 Fair and Respectful Treatment Policy

Qtech Solutions Inc. is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students. **Although we are Online Training providers, while on Qtech Solutions Inc premises or during activities or events hosted by the School, following activities are prohibited:**

#### Bullying

Bullying is a form of harassment and is when a person or group of people misuse power in a relationship to repeatedly and intentionally harm others. The outcome is the victim feels distressed, less powerful or helpless and there is a risk to their wellbeing.

Bullying can be overt (obvious) such as physical, verbal, or cyber harassment, or covert (hidden) such as social exclusion or intimidation. Examples of bullying behavior include: unfair and excessive criticism; excluding someone from a group (including online or in person); ignoring a person's point of view; constantly changing or setting unrealistic targets for a person; undervaluing the efforts of a person; intentionally and repeatedly hurting a person physically; stalking a person; taking advantage of any power over someone else.

Bullying is not mutual arguments, disagreements or dislikes.

Qtech Solutions Inc. does not tolerate any form of harassment and students who believe they are subject to harassment should initially discuss their concerns with the perpetrator if appropriate and safe to do so or discuss their concerns with School staff. Students can also lodge a complaint.

It must be also highlighted that harassment is not legitimate comment or advice (including negative comment or feedback) from others, such as genuine assessment feedback. School staff at the Institute are responsible for undertaking assessment of students' work and making a judgement about their attained knowledge and competency in a subject. They are also expected to provide academic guidance and advice to students to complement their assessment and may have to instruct them about academic policy, processes and timeline provisions. In itself, the act – including repeated acts – of correcting students or pointing out inadequacies of performance does not constitute harassment or bullying in an educational environment.

Similarly, invoking unsatisfactory performance procedures or misconduct procedures, or applying student progress procedures, academic integrity procedures or assessment due dates do not in themselves constitute harassment or bullying of students.

### Harassment

Harassment is perceived or actual unwelcomed conduct that humiliates, offends, or intimidates people. Harassment is bullying conduct that is neither appropriate nor relevant to a situation. This includes words, as well as acts, pictures, and images that create a hostile or threatening atmosphere. Behaviors that can be considered harassment include: verbal abuse; offensive gestures; ignoring or segregating a person or group.

The effect of harassment is to make a person feel insulted, offended, intimidated and unable to perform a task effectively or, ultimately safely.

### Sexual Harassment

Sexual harassment is unwanted or unwelcome sexual behavior, whether verbal, physical or electronically communicated which makes a person feel offended, humiliated or intimidated. Behaviors that can be considered sexual harassment include: staring or leering; unnecessary familiarity, such as deliberately brushing up against a person or unwelcome touching; suggestive comments or jokes; insults or taunts of a sexual nature; intrusive questions or statements about a student's personal life; displaying screen savers of a sexual nature; sending sexually explicit emails or text messages; inappropriate advances on social networking sites; accessing sexually explicit internet sites; requests for sex or repeated unwanted requests to go out on dates; behavior that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.



Sexual harassment is not interaction, flirtation or friendship which is mutual or consensual. It is not mutual attraction or friendship.

### Discrimination

Discrimination in student education occurs when a student is denied a benefit, or the equal opportunity outlined above, or treated less favorably than another student, on the grounds of a personal characteristic or attributes (e.g. race, gender, religion, disability etc.).

Discrimination can be either direct or indirect. Direct discrimination occurs when unlawful distinctions are made between individual students and student groups based on any of the discriminatory grounds. Indirect discrimination occurs when a seemingly harmless policy, rule or practice has a discriminatory effect on an individual student or student group.

The following discriminatory grounds: age; breastfeeding; career status; family responsibilities; impairment/disability (past, present or future); industrial activity; lawful political belief or activity; lawful religious belief or activity; lawful sexual activity; marital status; parental status; physical features; pregnancy or potential pregnancy; race, color, nationality, ethnic or national origin; sex; personal association with a person identified by reference to one of the above attributes.

### Equal Opportunity

Equal opportunity in student education is a principle of non-discrimination which emphasizes that opportunities in education should be freely and equally available to all students irrespective of their personal characteristics or attributes which are unrelated to their ability, performance, knowledge, skill or competence (e.g. race, gender, religion, disability etc.).

### Responsibility

It is the School's responsibility to ensure that unlawful discrimination and harassment does not occur. If it does occur, the allegation will be investigated in a sympathetic, fair, confidential and in a timely manner according to the Respectful and Fair Treatment of Students Complaint Procedure.

If a student informs the School of allegations of harassment or discrimination that involves persons who are not staff members or students of the Institute, the Institute will consider the appropriateness of the Institute's intervening or assisting. The decision to intervene or assist will be made by Manager.

The Institute will take all reasonable steps ensure there is no retaliation towards students who have voiced a discrimination or harassment complaint.

All staff have a role and obligation to take reasonable steps to ensure that the educational environment at the School is free from discrimination and harassment for students. All staff at the

School have a responsibility to take appropriate action if concerns about discrimination and harassment are brought to their attention by a student or are personally witnessed.

Staff must ensure they do not engage in discriminatory or harassing behavior towards students themselves and there can be no retaliation against anyone for making a discrimination or harassment complaint. Any staff member found to be engaging in such behavior may be subject to consequential disciplinary action both by the School and through legal avenues (cost to be adhered by the staff in question).

### Students

The School requires all students to behave responsibly by complying with this policy and to report unacceptable behavior to staff.

All students must ensure they do not engage in discriminatory or harassing behavior towards other students or staff members and may be subject to consequential disciplinary action both by the School and legal avenues.

**If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:**

The Manager meets with the accused student to discuss the issue. Based on the meeting any of the following may be done:

- The School closes the file and informs all parties involved if it decides that the student did not commit the prohibited act. OR
- The School may let the student continue classes pending further investigation. OR
- The student may be given a written warning regarding the conduct. OR
- The student can face immediate suspension or expulsion

## 6.4 Sexual Misconduct Policy

### I. General Policy Statement

Qtech Solutions Inc. is committed to promoting and maintaining a safe and respectful environment as Private Career School. The School will not tolerate sexual harassment, sexual violence, domestic violence, dating violence, or stalking (collectively "Sexual Misconduct") regardless of the sex or marital status of the parties involved. This policy prohibits Sexual Misconduct perpetrated by or against School employees (including all faculty, staff, administrative employees, and student employees), School students, visitors to the School (such as independent contractors, vendors,



visiting lecturers, camp participants, and visiting students), and other participants in School programs and activities on premises and in off-premises areas controlled by the School.

This policy establishes a process whereby an individual who believes he or she has been subjected to Sexual Misconduct (“Complainant”) may report to the School. The School will take prompt and appropriate steps to stop Sexual Misconduct, prevent its recurrence, and address its effects by

- educating members at the premises about this policy and applicable laws;
- promptly addressing and resolving reports of Sexual Misconduct in accordance with this policy;
- protecting the rights of all parties involved in a complaint;
- providing support and assistance to the parties involved in a report of Sexual Misconduct; and
- imposing appropriate discipline against those who have engaged in Sexual Misconduct.

Any person who violates this policy may be subject to discipline up to and including termination of employment, suspension, dismissal, and a ban from premises, depending on the circumstances and the severity of the violation and the violator’s status as an employee, student, or visitor.

## II. Prohibited Conduct

Sexual Misconduct includes a range of unwelcome and unwanted sexual conduct, including verbal and physical sexual harassment, sexual assault, and other forms of sexual violence, each of which is a form of prohibited sex discrimination. Domestic violence, dating violence, and stalking are also considered Sexual Misconduct under this policy.

### A. Consent

Consent is a voluntary agreement to engage in sexual activity and is determined by all the relevant facts and circumstances. Consent cannot be given by someone who lacks capacity to consent (e.g., because of age, disability, unconsciousness, or use of drugs or alcohol). Consent is invalid where it is given under coercion, force, or threats.

### B. Sexual Harassment

Sexual harassment is unwelcome and unwanted conduct of a sexual nature, whether verbal, nonverbal, or physical, and can include unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature. Conduct is unwelcome and unwanted if the individual toward whom it is directed did not request or invite it and regarded the conduct as undesirable or offensive. A wide variety of sexual conduct may constitute sexual harassment, including, but not limited to, the following:

- Sexually suggestive or sexually offensive joking, flirting, or comments
- Unwelcome and intentional touching
- Sexually oriented verbal abuse or threats

- Sexually oriented comments about an individual's body
- Displaying objects or pictures that are sexual in nature
- Sending sexually explicit or offensive communications (e.g., text messages, emails, social media messages or posts)
- Sexual exploitation
- Voyeurism

Quid pro quo sexual harassment—when submission to or rejection of the unwelcome sexual conduct is used as a basis for employment decisions affecting an employee, or when a teacher or other employee conditions an educational decision or benefit on a student's submission to unwelcome sexual conduct.

Hostile environment sexual harassment—when the unwelcome and unwanted sexual conduct is so severe or pervasive that it alters the conditions of an employee's employment and creates a hostile, intimidating, or abusive working or educational environment or it denies or limits a student's or employee's ability to participate in or benefit from the School's programs or activities.

To avoid the possibility or appearance of quid pro quo sexual harassment, employees and students should avoid dating, romantic, or amorous relationships where a power differential exists. Examples of such relationships include, but are not limited to, a professor or teaching assistant involved in a relationship with his or her student, or a supervisor involved in a relationship with a subordinate employee. If such a relationship exists and both parties want to continue the relationship, the supervisor(s) of both parties must be informed of the relationship, must document the disclosure of the relationship, and must confirm with each of the parties independently that the relationship is voluntary and not unwelcome to either party. However, as a general rule, dating, romantic, or amorous relationships should not be entered into or continued while one individual in the relationship has the power to either reward or penalize the other in work or in school.

### III. Reporting Incidents

#### Duty of Report

Most School employees have a duty under this policy to report Sexual Misconduct, and everyone is encouraged to voluntarily report incidents of Sexual Misconduct to the School Administrator.

#### 1. Responsible Employees

A dean, director, department chair, professor, coach, or any other School employee in a teaching, managerial, or supervisory role ("Responsible Employee") who, while in that role, becomes aware of or reasonably suspects any incidents of Sexual Misconduct must promptly report all relevant information to the School Administrator. A Responsible Employee who receives a report of Sexual Misconduct should inform the reporting individual that the employee must report the incident, and the employee should then promptly make the report to the School Administrator. Responsible

Employees with information regarding an incident of Sexual Misconduct who fail to report relevant information or to cooperate in an investigation may be subject to disciplinary action.

Responsible Employees who receive the information as part of a confidential communication in the context of a professional or otherwise privileged relationship (e.g., the Responsible Employee was the reporting person's physician, therapist, lawyer, ecclesiastical leader, or spouse) do not have a reporting obligation. Note that this exception to mandatory reporting for these privileged communications is different from the confidentiality given to School-designated confidential sources of support, described below.

## **2. Timing**

Reports of Sexual Misconduct should be made to the School Administrator as soon as possible. If Sexual Misconduct occurred more than four years before the report is made, the School may decline to investigate the report. However, counseling, advocacy, and support are available to Complainants regardless of when they make a report.

## **3. Confidential Sources of Support**

Many victims of Sexual Misconduct experience stress and may find it helpful to talk in a supportive, confidential context. The School provides confidential on-premises resources where someone may discuss the situation even if he or she is not sure about reporting the incident to the School Administrator or law enforcement.

## **IV. Complaint Resolution Procedures**

The following procedures are designed to provide for the prompt and equitable investigation and resolution of allegations of Sexual Misconduct perpetrated by or against School employees, students, or premises visitors. Additionally, these procedures will be conducted by officials who do not have a conflict of interest or bias for or against the parties and who receive annual training on the issues related to sexual harassment, domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation that protects the safety of the parties involved and promotes accountability.

### **A. Informal Resolution**

Whenever it is reasonably possible and safe to do so, and all parties voluntarily agree, a Complainant and the person alleged to be responsible for the misconduct ("Respondent") may attempt to resolve the issue privately. After a complaint has been opened for investigation, informal resolution may occur only after all parties have received a full disclosure of the allegations and their options for formal resolution. The goal of informal resolution is to conclude the matter to the satisfaction of both parties quickly and confidentially. Either party may enlist the assistance of the School Administrator or a deputy School Administrator in this effort. If satisfactory resolution is not reached after such informal efforts, the Complainant or Respondent may forgo the informal

resolution process or discontinue it at any time and address the concern using the formal resolution process described below. Additionally, if the School Administrator believes informal resolution is not appropriate or is potentially unsafe, he or she may require formal resolution.

## **B. Formal Resolution**

A formal resolution process may be initiated by submitting a Report to the School Administrator. Anyone can submit a Report under this policy; however, the submission of such a Report does not prevent the Complainant from subsequently pursuing informal resolution with the Respondent in appropriate circumstances.

### **1. Preliminary Assessment**

Upon receiving a Report, the School Administrator will promptly perform a preliminary assessment based on the allegations to determine whether the Report reasonably alleges violations of the Sexual Misconduct Policy. If the Report contains allegations for which the Office has authority, the School Administrator will seek the Complainant's consent to conduct an investigation. Note that if the Complainant asks the School not to pursue an investigation, the School may not be able to honor this request if doing so would prevent the School from meeting its obligations and responsibilities as indicated throughout this policy. If the Report does not contain allegations of Sexual Misconduct for which the Office has authority, the School Administrator will inform the Complainant that no investigation of the Report will be conducted.

### **2. Selection of the Investigator**

If a preliminary assessment warrants an investigation, the School Administrator will select a qualified employee to promptly investigate the allegations in the Report ("Investigator"). Generally, a deputy School Administrator will serve as the Investigator. The School Administrator will consider conflicts of interest, time constraints, and other relevant factors in selecting an Investigator.

The Complainant and the Respondent may each raise issues regarding bias or a potential conflict of interest of Investigators or others involved in the resolution process by contacting the School Administrator.

### **3. Confidentiality**

Given the sensitive nature of Sexual Misconduct allegations and the potential for damage to the parties' personal reputations, all Reports will be investigated as confidentially as is reasonably possible. All participants in the investigation—including the Complainant, the Respondent, the Investigator, and individuals interviewed by the Investigator—should keep the allegations and proceedings confidential and should provide information only to those School and governmental employees who are authorized to investigate the Report or who otherwise have a legitimate need to know. Records kept by the School relating to Sexual Misconduct allegations are not publicly

available, but in the event that the School is required to make any records publicly available, any identifying information about the parties will be redacted, to the extent permissible by law, to protect the parties' confidentiality. Federal law requires the School to publicly disclose statistics about reported incidents of sexual assault, domestic violence, dating violence, and stalking; however, no individual information is maintained or published for purposes of federal reporting.

Notwithstanding the foregoing confidentiality provisions, Complainants and any witnesses who participate in an investigation of Sexual Misconduct should be advised that their confidentiality will be preserved only to the extent it does not interfere with the School's ability to investigate the Report and take corrective action, and that if the investigation results in court action the School may be legally required to disclose any information it has received.

If a Complainant requests that his or her identity be kept confidential or asks the School not to pursue an investigation, the Complainant should be notified that (a) the School's ability to investigate and respond to the Report may be limited by such a request, and (b) under some circumstances the School may not be able to honor such a request. The School will take all reasonable steps to investigate and respond to a Report consistent with the Complainant's request for confidentiality. However, without conducting a full investigation or disclosing the full nature of the Report (including its source) to the Respondent, the School may be unable to impose any discipline, and its corrective actions might be limited to informing the Respondent that allegations of discriminatory behavior have been made against him or her, preserving a record of the discrimination allegation in the Respondent's employment or student disciplinary file, and pursuing other steps to limit the effects of the alleged Sexual Misconduct and prevent its recurrence, such as training or surveys in the affected area or department.

The Investigator will consider the following factors in determining whether to disclose the identity of a Complainant or pursue an investigation contrary to the Complainant's request:

- The seriousness of the alleged Sexual Misconduct
- The age or maturity of the Complainant
- The existence of any previous accusations against the alleged violator
- The existence of independent evidence to substantiate the allegations
- In the case of accusations against a student, the rights of the student under the Access to Student Records Policy and Procedures and corresponding federal and state privacy laws or laws mandating disclosure

If the Investigator determines he or she cannot honor a Complainant's request for confidentiality or a Complainant's request to forgo an investigation, the Investigator will inform the Complainant prior to commencing or continuing with an investigation.

#### **4. Investigation**

An investigation should be prompt and equitable. The School will, in good faith, attempt to conclude the investigation and resolution within sixty calendar days of the School Administrator receiving a Report. If, as a result of the complexity of a case, unavailability of witnesses, or other extenuating facts and circumstances, the investigation cannot reasonably be concluded within the sixty-day period, the Complainant and the Respondent will be provided with written notice of the delay and the reason for the delay.

### **5. Investigation Finding(s)**

No later than seven calendar days prior to the conclusion of an investigation, the Investigator will inform the parties that the investigation is concluding and ask them to submit any final information not already included in the investigation. The parties will then have three business days to submit additional information.

At the conclusion of the investigation, the Investigator will make findings as to the allegations in the Allegation Sheet and will determine, based on the preponderance of the evidence (i.e., whether it is more likely than not), whether the Respondent has engaged in Sexual Misconduct. The Investigator will provide a written report of the findings of the investigation ("Investigatory Report") to the School Administrator for review. The Investigatory Report will not contain any proposed sanctions. Sanctions will be considered separately, as set forth in Section IV.B.13 below.

The School Administrator will promptly and simultaneously send a copy of the Investigatory Report to the Complainant and the Respondent to their email and residential addresses on file with the School. The Investigatory Report will include a notice of appeal rights and procedures.

### **6. Appeal of Investigation Finding(s)**

Either party may appeal the findings in an Investigatory Report ("Factual Findings Appeal"). If no appeal is filed within the time outlined below, the Investigatory Report becomes final, and its findings and conclusions may not be appealed by either party.

The Factual Findings Appeal should

- be made within ten business days of delivery of the Investigatory Report;
- be in writing, limited to five pages;
- identify which of the grounds, listed below, is the basis for the appeal; and
- be sent to the School Administrator.

### **7. Resolution and Disciplinary Sanctions**

#### Student Respondents

If a final Investigatory Report or Decision on Factual Findings Appeal determines that a student Respondent has violated the Sexual Misconduct Policy, the School Administrator will provide a



copy of the Allegation Sheet, Response, Investigatory Report, Decision on Factual Findings Appeal (if any), and other relevant evidence contained in the file to the School's Honor Code Office.

#### All Respondents

If a final Investigatory Report or Decision on Factual Finding Appeal determines that a Respondent has violated the Sexual Misconduct Policy, the School Administrator will convene the Disciplinary Committee within twenty-one calendar days, or as soon as is reasonably possible. The Disciplinary Committee will determine, by majority vote, the appropriate resolution of the Sexual Misconduct, including the imposition of any disciplinary sanctions as provided in the applicable disciplinary policy; however, if there is a conflict between this policy and another School disciplinary policy, this policy governs.

### **8. Voluntary Withdrawal or Resignation**

If a student voluntarily withdraws or an employee resigns from the School prior to the investigation being completed or sanctions and resolutions being determined, the School may nevertheless determine at its discretion to proceed with an investigation of the allegations to establish appropriate conditions for permitting the student to return to the School or for rehiring the employee, and to make appropriate notations on the student's official School records or the employee's employment records regarding his or her status at the School. The School may also place a hold on a student's registration, re-admission, and graduation or on any re-hiring of an employee pending an investigation and resolution of the allegations.

### **V. Training**

The School will seek to make all employees and students familiar with the contents of this policy. All administrators, deans, chairs, directors, managers, and supervisors are responsible to ensure that employees within their areas of stewardship are properly trained on their obligations under this policy and applicable laws.

The School Administrator will develop and oversee training and education programs to promote the awareness of domestic violence, dating violence, sexual assault, stalking, sexual harassment, and sexual violence, including rape. Deputy School Administrators may assist in fulfilling that responsibility. All training sessions and participants should be documented, and those records should be provided to the School Administrator.

### **7. Conditions for Dismissal**

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct, in particular:
  - Breaching of intellectual property and copyright laws

- Unreasonable using insults, gestures, or abusive words directed to the instructors or management representatives during WebEx / On-Site sessions
  - Distributing course material to other individuals
  - Sharing course material for financial gain
2. Missing WebEx / On-Site session classes
  3. Not meeting financial responsibilities to the school

The school director will notify the student in writing or via email should it become necessary to dismiss the student, followed by informing the department and student by email. The dismissal letter will contain the date and the reason for dismissal.

### **8. Re-entry Policy**

Students that have been dismissed from the school and are requesting re-entry must put the request in writing to the Program Director.

In cases where the student was dismissed for excessive absences or financial concerns it may be not possible to re-enter within the same course batch. However students can request for alternative available schedule for cover up classes in another batch.

In cases where the student was dismissed due to unacceptable conduct the student may have to meet with Executive Review Panel before re-entering the school. The Executive Review Panel consists with Program Director and General Manager. The decision of the Executive Review Panel is final and the student will receive a letter within five business days from the Program Director stating the decision of the panel.

### **9. Credit for Previous Training**

There is no credit and no Certificate of Completion given for previously completed training.

### **10. Student Complaint/Appeal Process**

- Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the Program Director. The written request should include the following information:
  1. Student's full name, last four digits of their social security number and current address
  2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
  3. Date of complaint letter and signature of the student



4. Three dates in which the student would be available for a meeting with the Program Director. These dates should be within 10 business days of the complaint.
  - The Program Director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals.
  - The student will be notified in writing within five business days of the outcome of the meetings. The decision of the Program Director is final.
  - Should the contract be cancelled by either the student or the school the date on the complaint letter will be used as the date to calculate any refund in accordance with the school's refund policy (see: section "Refund Policy").

## 11. Grading System

The New Q-LMS (Qtech Learning Management System) is designed to provides program learnings of lesson with multiple check-points for ease control and smooth delivery . The learnings deliveries provided for each lesson are:

- Presentation with Voice-Over (Narrative Explanation)
- Lesson Reading material as Chapters
- Quiz for Prattice (15 Objective Questions)
- Quiz for Test (10 Objective Questions)
- Short based Questions – 3 per each lesson
- Related Exercises as Case Scenarios

The Student must attend the WebEx / On-Site sessions, read thru the presentations, lesson material and attempt the Prattice Quiz and Quiz Test. Students must complete all Quiz Tests, Short Based Questions and related exercises. The Exercises submitted are reviewed and feedbacks is provided via email. The Quiz tests are evaluated as part of Grading process.

At the end of the training, a trainee is obligated to take a final exam that is strictly related to the course material that was studied during the training program. One point is given per fully corrected given answer.

The Quiz Tests and Final exam, tests the knowledge, and understanding of all material covered during the training. An Aggregate score between all Quiz Tests and Final Exam is taken into consideration. A minium of 75% Aggregate score is required for issuance of final certificate score and transcript.

The final score obtained is indicated in the Certificate of Completion with the "Pass" grade. Students who delivered 74% score or lower will receive "Fail" grade on the Certificate of Completion. In this case the second attempt exam will be provided per student's request.

### 11.1 Minimum grade requirements

Minimum score of 75% is required to achieve a Certificate of Completion.

GRADE	SCORE RECEIVED	STATUS
PASS	75% - 100%	COMPLETE
FAIL	0% - 74%	INCOMPLETE

### 11.2 Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the Program Director within seven (7) business days of the examination to arrange for a make-up examination. If the student does not make arrangement to take missed examinations then a failure grade will be given.

### 11.3 Exam Failure

#### First Attempt Exam

Score of 74% and lower at the first attempt requires repeating the exam. On the occasion when the trainee does not satisfy the minimum grading requirement and obtain 74% or less, the second exam attempt is given within 10 business days after the first exam. Per trainees' request, the free extended online access to the material is also given for duration of 10 business days. It is the trainees responsibility to contact administrator at [qpdc@qtech-solutions.us](mailto:qpdc@qtech-solutions.us) about the willingness of writing a second attempt exam and a request of extended online access.

#### Second Attempt Exam

Score of 74% and lower at the second attempt results in:

- ✓ receiving "Fail" grade on the final Certificate of Completion, or
- ✓ in case of important reason – a trainee has a right to further communication with Program Director. In this situation a trainee must submit written letter to the Program Director within 3 business days from the date of second attempt exam requesting a meeting and stating the rational reason of his/her failure. Program Director will review trainee's performance and if applicable will recommend additional training. Additional costs may apply. The final decision is given by Program Director within 5 business days. All such scenarios will be dealt on case to case basis upon request from the student.

## 12. Probation for Failed First Attempt Exam

Students who fail the first attempt exam will need to enter a probation period which is the period between first and second attempt exam. The probation period lasts 10 days. During a probation period it is the trainees responsibility to contact course administrator about the willingness of writing a second attempt exam and a request of extended online access. The second exam attempt is given within 10 business days after the first exam. Per trainees' request, the extended free online access to the material is also given for duration of 10 calendar days. Students unable to obtain score of minimum 75% at the second attempt exam will receive a "Fail" grade and stated as Incomplete.

## 13. Student Evaluation Techniques

During the online training program, students are assigned to number of practical projects. The homework material includes but it is not limited to:

- Chapter quizzes and Final Exam
- Practical exercises

Students must answer all quizzes and practical exercises for accurate student evaluation purposes.

For quizz evaluation, every assignment is graded by percentage score. The average of all scores along with score of the final exam is counted toward final grade as indicated on the Certificate of Completion.

The practice evaluation is completed by faculty after online and WebEx / On-Site sessions. In this case every assignment is graded based on the following grading:

Grade A: Excellent/Highly Efficient

Grade B: Good/Thorough Understanding

Grade C: Average

Grade D: Poor

Grade F: Fail

The main objective of practical exercises is to provide practical real time documentation and scenarios to the students and professionals and prepare them for a possible job opportunities enabling them to meet the competition.

Practice evaluation is be conducted based on hypothetical solutions templates prepared by our highly qualified professionals for each exercise. The hypothetical solutions given do not exclude multiple other solutions that can be applied for the exercises. The exercise evaluation by grade is determined by best possible solution given. Students may consult with faulties any other solutions.

The practice evaluation does not influence the final grade, but provides information to the facutly about the student progress. Thus, the grade and the faculty feedback will be kept for the school and

record purposes. Practice evaluation may be subject to additional review and consideration, in case the student fails the second attempt exam.

#### **14. Withdrawal From school**

Students must fill out a withdrawal notification and submit it to the school director. This document must contain the student's name, student's SSN, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

#### **15. Student Records**

Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon the final exam, students will be given a copy of their records per their request.

The records that the school will maintain are as follows:

1. WebEx / On-Site class attendance records
2. Financial records
3. The Enrollment Agreement / Registration Form and Credentials.
4. Records of meetings, appeals, requests, etc. (if applicable)
5. A copy of the Certificate of Completion

Student records are maintained by the school HR Department in the student folder and are available for the review by the student at any time. Students are encouraged to submit updates to their records, such as address changes, change of name, etc. All records are private and are handled with confidentiality.

After the final exam, the Certificate of Completion is sent via email to the student. Per request, the hard copy will be mailed to students within USA.

In case student needs a duplicate hard copy of the certificate, the student should contact HR department and fill out the Certificate Duplicate Requisition Form. The additional FedEx charges applies for sending certificate duplicate - \$35 fee (for USA delivery) and \$125 fee (outside of USA delivery).

#### **16. Grants, Student Loans and Scholarships**

Qtech-Sol Professional Development Center does not award grants or scholarships.

## 17. Credit Disclaimer Statement

Qtech-Sol Professional Development Center does not offer college/academic credit courses. We are approved to offer college credits with Rutgers College on Internship programs. QPDC is planning in the near future to have our courses accredited as we grow.

## 18. Facilities

Qtech-Sol Professional Development Center, training division of Qtech Solutions Inc. has its facilities in United States (At New Jersey), Qtech Canada (At British Columbia) and China Alliance Partner (At Hangzhou). We are working closely with Dept of Education, Canada and China respective to have Qtech courses approved and certified.

### U.S.A. FACILITIES

**New Jersey (corporate office) is located at:**

3 Executive Drive, Suite 320,  
Somerset, NJ 08873

The professional course content preparation and technical support is located in both U.S.A. locations. The software development center is situated in India location.

Our corporate office in Somerset, New Jersey are placed in four (4) floor building. We occupy seven (7) spacious rooms, which includes copy room, lunch room, reception, class-room, Staff - and Store. Outside there's ample parking at the parking lot, available for use free of charge. Has clear fire exits and separate restrooms for gender. 2 Elevator to reach the office at 3<sup>rd</sup> Floor.

## 19. Programs Offered

Qtech-Sol Professional Development Center (QPDC) offers JOB and TITLE based Career Advancement training programs to Masters, Bachelors, Associate / Undergraduate and Health Science High School (XII Grade) students and working professionals. We primarily focus towards Pharmaceutical and Healthcare Industry. The programs we have designed are not curriculum based, but instead provide real time experience that a student must know to build career in similar pathways.

### 19.1 Drug Safety-Pharmacovigilance Associate (DSAT)

FEATURES: Blended Internet Program (SBP), 24/7 online access for duration of 45 days (175 Hours), faculty class WebEx / On-Site sessions, faculty student query interactive session, final exam, and optional job preparation and support.

DESCRIPTION: Drug Safety-Pharmacovigilance Associate (DSAT) Training is offered as Blended Internet Program with WebEx / On-Site sessions. Students are provided online access to the material using its custom built LMS packed with power point presentations with voice, course material,

quizzes, case scenarios exercises, and final exam. The course is designed to provide real time experience to candidates in order to meet industry requirements.

The process of drug development is generally divided into 2 stages: (1) New lead discovery (preclinical research), and (2) New product development (clinical development). Drug Safety-Pharmacovigilance Associate works in Pharmaceuticals, Medical Device, Hospitals and research institutions, such as academic health government agencies and departments, contract research organizations/ centers. Their primary role is to identify safety and risk information, evaluate and report with regulatory authorities. Designed by industry experts for students and young professionals. The training program provides in depth knowledge of roles and responsibilities of Drug Safety / Pharmacovigilance Specialist including theoretical and practical aspect of the field, along with exposure to variety job specific exercises based on industry requirements.

Upon completion of the training candidates can apply for positions.

DRUG SAFETY/ PHARMACOVIGILANCE - JOB TITLES	
Drug Safety Associate	Patient Safety Associate
Pharmacovigilance Officer	Associate PV
Case Processor	Medical Record Extractor
Drug Safety Associate / AE Coordinator	Triage Processor
Drug Safety Reporting	Data Specialist

The LESSONS covered in the DSAT program are:

1. Introduction to Clinical Research
2. Drug Development Process
3. Introduction to Drug Safety
4. ICH-Good Clinical Practice Guidelines
5. Drug Safety Regulation and Guidelines
6. Clinical Trial Protocol
7. SOP Development
8. Communication with Cross Functional Team
9. Drug Safety Database and Software
10. Understanding 21 CFR Part 11 and HIPAA
11. Role of DSA (Trials)
12. Clinical Trial Safety Surveillance
13. Phase IV Trials and Pharmacovigilance
14. Adverse Events (AE)
15. SAE Reconciliation
16. Characteristics of a Case
17. Sources and Data Elements of Individual Case Safety Report (ICSR)



18. Basic of Coding in Drug Safety
19. Case Narratives
20. Case Follow up approaches and handling of Cases
21. Drug Safety Data Extraction and Pre-Processing
22. Special Scenarios

The EXERCISES covered in the DSAT training program are:

1. Introduction to Adverse Events
2. Role of DSA
3. Characteristics of Individual Case Safety Report (ICSR)
4. Basics of Coding
5. Medical Record Extraction
6. Triage
7. Case Narratives
8. Drug Safety Database and Software
9. SAE Reconciliation

### **19.2 Clinical Research Associate / Coordinator (CRAT)**

FEATURES: Blended Internet Program (SBP), 24/7 online access for duration of 60 days (200 Hours), faculty class WebEx / On-Site sessions, faculty student query interactive session, final exam, and optional job preparation and support.

DESCRIPTION: Clinical Research Associate / Coordinator (CRAT) Training is offered as Blended Internet Program with WebEx / On-Site sessions. Students are provided online access to the material using its custom built LMS packed with power point presentations with voice, course material, quizzes, case scenarios exercises, and final exam. The course is designed to provide real time experience to candidates in order to meet industry requirements.

Clinical Research is a rapidly expanding field, creating exciting job opportunities. Clinical Research Associates / Clinical Research Coordinator work in a broad range of research settings, including academic health centers, government agencies and departments, contract research organizations, pharmaceutical, biotechnology and medical device firms. Program was designed by industry experts for students and young professionals. The training provides in depth knowledge of roles and responsibilities of Clinical Research Associate/Clinical Research Coordinator, including theoretical aspect of the field and exposure to variety exercises based on industry requirements. The course provides a thorough Foundation, Advanced and Project Management related concepts focusing clinical trials, drug development, Study design, Project Management, and Monitoring concepts of Clinical Sciences in reference to roles and responsibilities performed by Clinical Research Associate. The concepts include a protocol development, assessment and reporting of adverse events and explains GCP-ICH guidelines along with other necessary regulatory information. The course emphasizes on understanding of the science and the expectations of initiating, conducting,

monitoring, and managing clinical trial related work. This training will develop the technical skills and knowledge pertaining to roles and responsibilities of CRA - In House. Students will get exposure to real time practices pertaining to Case Report forms (CRFs), Trial Master File (TMF), Clinical Trial Protocol, Clinical Trial Budget, and Audit. The course curriculum is designed to give an edge to obtain job opportunity in clinical research field.

Upon completion of the training candidates can apply for positions.

CLINICAL RESEARCH - JOB TITLES	
Clinical Research Associate	RN Clinical Research Coordinator
Clinical Research Coordinator	Clinical Research Training Coordinator II
Research RN Coordinator	Regulatory Coordinator
Research Nurse	Research Associate
Research Registered Nurse	Admin Assistant
Clinical Research Nurse II	Clinical Research Administration & Operations
TMF Specialist	Documentation Specialist

The LESSONS covered in the CRAT program are:

1. Drug Discovery and Research Process
2. Pre-Clinical Research
3. Introduction to Clinical Trials
4. Role of Clinical Research Associate
5. Phase I Clinical Trials
6. Phase II Clinical Trials
7. Phase III Clinical Trials
8. Phase IV Clinical Trials
9. Good Clinical Practice and ICH Guidelines
10. FDA Regulations
11. Institutional Review Board (IRB)
12. Overview of Clinical Protocol
13. Clinical Protocol Design and Development
14. SOP Development
15. Case Report Form (CRF) Design and Data Capture
16. Clinical Trial Budget
17. Conducting Multinational Clinical Trials
18. Communication with Cross Functional Team
19. Clinical Research Associate / Coordinator In House Responsibilities
20. Selection of Investigator
21. Vendor Selection and Management



22. Informed Consent Preparation
23. Roles and Responsibilities of Investigator
24. Investigator Meetings and Timelines
25. Selection of Investigator Site
26. Study Initiation
27. In-House Monitoring and Reporting
28. Trial Master File (TMF)
29. Introduction to Adverse Events (AE) Reporting and Classification
30. Preparation for Internal Audit

### **11 - NEW LESSONS (Added)**

#### **CRAT - Clinical Trial Monitoring Perspective Lessons**

31. Role of CRA Monitoring
32. Subject Recruitment Process and Informed Consent
33. CRF Design and Development Monitoring Perspective
34. Source Documentation, Retention and Compliance
35. Drug Accountability Plan
36. Site Visits
37. Site Monitoring
38. Investigator-Monitor Meetings
39. Understanding Monitoring Worksheets
40. Clinical Trial and Site Audit
41. Study Close Out

The EXERCISES covered in the CRAT program are:

1. Introduction to Clinical Trial
2. FDA EMEA Regulations
3. Institutional Review Board (IRB)
4. Protocol Design and Development
5. Clinical Trial Budget
6. Case Report Form (CRF) Design
7. Trial Master File
8. Informed Consent Preparation
9. Audit
10. Investigator Meeting
11. Site Management and Initiation
12. AE Reporting and Classification

### 19.3 Clinical Research Data Management (CDMT)

**FEATURES:** Blended Internet Program (SBP), 24/7 online access for duration of 45 days (175 Hours), faculty class WebEx / On-Site sessions, faculty student query interactive session, final exam, and optional job preparation and support.

**DESCRIPTION:** Clinical Research Data Management (CDMT) Training is offered as Blended Internet Program with WebEx / On-Site sessions. Students are provided online access to the material using its custom built LMS packed with power point presentations with voice, course material, quizzes, case scenarios exercises, and final exam. The course is designed to provide real time experience to candidates in order to meet industry requirements.

Clinical Research Data Management (CDM) is a key business process in drug discovery lifecycle. CDM refers to management of data capture and data flow process in conduct of a clinical trial. It begins with design of data capture instruments and data collection continues with data QC procedures and ends with database finalization. Program was designed by industry experts for students and young professionals. The training provides in depth knowledge of roles and responsibilities of clinical research data management specialist including theoretical aspect of the field and exposure to real time scenario cases based on industry requirements.

Upon completion of the training candidates can apply for positions

CLINICAL DATA MANAGEMENT - JOB TITLES	
Clinical Data Coordinator	CDM Specialist
Clinical Data Manager	Data Analyst (CDM)
CRF Designer	Clinical Business Analyst
Documentation Specialist	Clinical Data Audit Manager

The **LESSONS** covered in the CDMT training program are:

1. Introduction to Clinical Trials
2. Phase I Clinical Trials
3. Phase II Clinical Trials
4. Phase III Clinical Trials
5. Phase IV Clinical Trials
6. ICH Guidelines for Good Clinical Practice
7. SOP Development
8. Communications: Cross functional
9. Overview of Protocol
10. Foundation Study of Clinical Data Management
11. Good Clinical Data Management Practice (GCDMP)

12. Data Management Plan
13. Clinical Data and Quality Control
14. Clinical Data Management Systems
15. Clinical Data Repositories
16. Loading External Data into the CDM System
17. Exporting Data to Data Management Center
18. Query Management
19. Data Clarification Form (DCF)
20. Patient Diary and Patient Reported Outcome
21. Remote Data Entry
22. Clinical Data Entry, SAE Reconciliation, and Coding of Adverse Events
23. Data Cleaning and Data Validation
24. Case Report Form (CRF) Elements
25. Electronic CRF Design and Data Tracking
26. Types of Reports Generated
27. Database Locking
28. Clinical Data Archiving

The EXERCISES covered in the CDMT program are:

1. Data Management Plan
2. Query Management
3. Coding of Adverse Events (AE)
4. Data Cleaning and Validation
5. Elements of Case Report Form (CRF)
6. E-CRF Design and Data Tracking
7. SAE Reconciliation
8. Types of Report Generated

#### **19.4 Clinical Research Project Management and Trial Monitoring (CRPM)**

FEATURES: Blended Internet Program (SBP), 24/7 online access for duration of 60 days (200 Hours), faculty class WebEx / On-Site sessions, faculty student query interactive session, final exam, and optional job preparation and support.

DESCRIPTION: Clinical Research Project Management and Trial Monitoring (CRPM) Training is offered as Blended Internet Program with WebEx / On-Site sessions. Students are provided online access to the material using its custom built LMS packed with power point presentations with voice, course material, quizzes, case scenarios exercises, and final exam. The course is designed to provide real time experience to candidates in order to meet industry requirements.

A Clinical Research Project / Study Manager (CRM) is responsible for the monitoring, data collection and analysis, and reporting of clinical trials performed and follow Ethical practices, ICH, GCP and Clinical Safety guidelines per U.S. and international markets. This Clinical Research Project Management and Trial Monitoring program (CRPM) emphasizes on practical aspects as presentations in the reference to role performed by CRM into industry. Our program is approachable which provides in-depth knowledge and practical exposure to roles and responsibilities performed by Clinical Research Project Manager / Study Manager. It gives insight into topics. Including but not limited to: List of Lessons (1) Risk Based Monitoring (RBM) (2) FDA Audit process for Clinical Research (3) Clinical Trial Project Management (CTPM) and Time-lines (4) Development of Monitoring Plan (5) Protocol Deviation/Violation Management (6) Trial Master File and QC Management (7) Clinical Data Reconciliation and Archiving (8) Management and Reconciliation of Investigational Product (9) Advanced Clinical Research Management - Modules 1 thru 4 (10) Planning and Conducting Global Clinical Trials (11) Management of a Successful Clinical Research Site - Part A & B.

Upon completion of the training candidates can apply for positions.

PROJECT MANAGEMENT - CLINICAL RESEARCH - JOB TITLES	
Clinical Program Manager	Manager of Office Sponsored Programs
Clinical Data Project Manager	Research Business Operations Analyst
Clinical Research Manager	Clinical Trial Project Manager
Manager, Integrated Clinical Trials	Clinical Study Manager

The LESSONS covered in the CRPM training program are:

ADVANCED TOPICS

- 1) Clinical Trial Budget
- 2) Investigator Selection
- 3) Pre-Study Visit
- 4) Protocol
- 5) Informed Consent Preparation
- 6) Investigational New Drug (IND) Application
- 7) Institutional Review Board (IRB) Regulatory Correspondence
- 8) Case Report Form (CRF)
- 9) Site Monitoring

- 10) Co-Monitoring Visits
- 11) Study Initiation Visit
- 12) Clinical Trial Management Systems (CTMS) Tracking Recording
- 13) Trial Master File
- 14) Database Lock
- 15) Audit

PROJECT MANAGEMENT / CASES

- 16) Risk Based Monitoring (RBM)
- 17) FDA Audit process for Clinical Research
- 18) Clinical Trial Project Management (CTPM) and Time-lines
- 19) Development of Monitoring Plan
- 20) Protocol Deviation/Violation Management
- 21) Trial Master File and QC Management
- 22) Clinical Data Reconciliation and Archiving
- 23) Management and Reconciliation of Investigational Product
- 24) Advanced Clinical Research Management - Modules 1 thru 4
- 25) Planning and Conducting Global Clinical Trials
- 26) Management of a Successful Clinical Research Site - Part A & B

The EXERCISES Covered in the CRPM training program are:

- 1: Clinical Trial Budget,
- 2: Investigator Selection,
- 3: Pre-study site visit,
- 4: Protocol,
- 5: Informed Consent Form
- 6: IND Application
- 7: IRB Regulatory Correspondence,
- 8: Case Report Form (CRF)
- 9: Site Monitoring
- 10: Co-Monitoring Visits

- 11: Study Initiation Visit
- 12: CTMS Track Recording
- 13: Trial Master File
- 14: Database Lock
- 15: Audit

### 19.5 Drug Safety-Pharmacovigilance Data Management (DSPM)

**FEATURES:** Blended Internet Program (SBP), 24/7 online access for duration of 60 days (200 Hours), faculty class WebEx / On-Site sessions, faculty student query interactive session, final exam, and optional job preparation and support.

**DESCRIPTION:** Drug Safety-Pharmacovigilance Data Management (DSPM) Training is offered as Blended Internet Program with WebEx / On-Site sessions. Students are provided online access to the material using its custom built LMS packed with power point presentations with voice, course material, quizzes, case scenarios exercises, and final exam. The course is designed to provide real time experience to candidates in order to meet industry requirements.

This Drug Safety- Pharmacovigilance Data Management training emphasizes on practical aspects of the role with exercises and reference material performed by Safety Professional in industry. List of Topics includes Advanced concepts on (1) Medical Record Extraction (2) Adverse Events Case Processing (3) CIOMS Line Listing (4) Case processing and FDA Reporting for Medical Devices (5) Revision of SOP Quality Control Procedure (6) SAE Reconciliation (7) PSUR - Periodic Safety Update Reporting (8) Triage (9) Data Entry (10) Signal Detection (11) Labeling Edit check (12) Quality Control Procedure (13) Resolution of queries of pending cases (14) SUSAR - Suspected Unexpected Serious Adverse Reaction (15) Introduction to MedDRA (16) MedDRA Coding Guidelines- Modules (1- 4) (17) AE Causality assessments (18) ICSR Medical Causality assessment (19) Introduction to Risk Management Plan-RMP (20) Introduction to Risk Management Plan-REMS (21) Argus Safety End-User Training Modules (1-6) (22) Product Technical / Quality Complaints - PTC / PQC (23) Corrective and Preventative Actions - CAPA (24) Overview of Aggregate Reporting - PSUR/ PBRER (25) Overview of Aggregate Reporting - PADER (26) Overview of Aggregate Reporting - PRAC / DSUR.

Upon completion of the training candidates can apply for positions.

DRUG SAFETY MANAGER- PHARMACOVIGILANCE SPECIALIST - JOB TITLES	
Manager, Drug Safety-Pharmacovigilance	Local Safety Manager
Drug Safety Physician	Drug Safety Quality Assurance
Therapeutic Areas Lead	Medical Safety Manager
Medical Reviewer	Safety Review Specialist

Drug Safety Reporting

Inspection Readiness Manager

The LESSONS covered in the DSPM training program are:

ADVANCED DRUG SAFETY TOPICS

1. Medical Record Extraction
2. Adverse Events Case Processing
3. CIOMS Line Listing
4. Case processing and FDA Reporting for Medical Devices
5. Revision of SOP Quality Control Procedure
6. SAE Reconciliation
7. PSUR - Periodic Safety Update Reporting
8. Triage
9. Data Entry
10. Signal Detection
11. Labeling Edit check
12. Quality Control Procedure
13. Resolution of queries of pending cases
14. SUSAR - Suspected Unexpected Serious Adverse Reaction

DRUG SAFETY DATA MANAGEMENT TOPICS

15. Introduction to MedDRA
16. MedDRA Coding Guidelines- Modules 1 thru 4
17. AE Causality assessments
18. Introduction to Risk Management Plan (RMP)
19. Introduction to Risk Management Plan (REMS)
20. Argus Safety End-User Training Modules 1 thru 6
21. Product Technical / Quality Complaints (PTC / PQC)
22. Corrective and Preventative Actions (CAPAs)
23. Overview of Aggregate Reporting (PSUR/ PBRER)
24. Overview of Aggregate Reporting - PRAC / DSUR

The EXERCISES covered in the DSPM training program are:

1. Medical Record Extraction.
2. Adverse Events Case Processing
3. CIOMS Line Listing
4. Case processing and FDA Reporting for Medical Devices
5. Revision of SOP



6. Quality Control Procedure
7. SAE Reconciliation
8. Triage
9. Data Entry
10. Signal Detection
11. Labeling Edit check
12. Quality Control Procedure
13. Resolution of queries of pending cases
14. SUSAR - Suspected Unexpected Serious Adverse Reaction

### 19.6 Clinical Trial - SAS Data Analysis and Reporting (CDAR)

**FEATURES:** Blended Internet Program (SBP), 24/7 online access for duration of 60 days (200 Hours), faculty class WebEx / On-Site sessions, faculty student query interactive session, final exam, and optional job preparation and support.

**DESCRIPTION:** Clinical Trial - SAS Data Analysis and Reporting (CDAR) Training is offered as Blended Internet Program with WebEx / On-Site sessions. Students are provided online access to the material using its custom built LMS packed with power point presentations with voice, course material, quizzes, case scenarios exercises, and final exam. The course is designed to provide real time experience to candidates in order to meet industry requirements. SAS Software is required for CDAR.

The Clinical Trial SAS Data Analysis and Reporting (CDAR) Training, provides intensive learning on how SAS is used in clinical and pharmaceutical industries. In particular, how codes, analysis and reports are generated using SAS. The CDAR program emphasizes on real time practice by providing variety of cases with given data, and instructions how data should be used and what parameters should be analyzed in order to successfully complete assigned real time scenario projects. The CDAR course is designed for individuals who are either SAS Certified or have advanced skills in SAS software functionality. Career changers must learn SAS Software prior to learning this program. This program is mostly recommended for experienced SAS programmers who are interested in career advancement on clinical field. The course builds upon the concepts presented in the SAS Modules course. The course comprises SAS Business and SAS Projects (Therapeutic Based Projects, Prototype Clinical Data and CDISC). SAS Software is required to do this CDAR program. To ensure the candidates gain practical knowledge and hands on skills in clinical data analysis and reporting in the industry, the teaching/learning and projects will be related to the clinical trials from phase I to phase IV. This includes variety therapeutic areas, such as oncology, ophthalmology, cardiology and central nervous system. Related data analysis and reporting follow each phase of clinical trials.

Upon completion of the training candidates can apply for positions.

**CLINICAL SAS - JOB TITLES**



Data Modeler/Data Analyst	SAS Data Analyst
SAS Programmer	Senior Programmer Analyst
Biostatistician with SAS Programming	Data Scientist
SAS Analyst	Senior SAS Programmer
Principal Statistician / biostatisticians	Programmer Analyst
SAS developer	Medical Informatics Analyst

The LESSONS covered in the CDAR Training program are:

1. Elementary SAS Concepts
2. SAS Efficiency Programming
3. Introduction to Clinical Trials
4. Types and Data in Clinical Trials
5. Clinical Trial Protocol Development
6. Elements of CRF Design
7. Electronic Data Capture (EDC)
8. Good Clinical Practices
9. Good Documentation Practices
10. Workflow Instruction Request
11. Documentation Templates
12. Introduction to Data Validation
13. Data Based Validation
14. Protocol Based Validation
15. Basic of Statistics
16. Statistical Analysis Planning
17. Elements of Hypothesis Testing
18. Basic of Efficiency
19. Integrated Summary of Effectiveness (ISE)
20. Integrated Summary of Safety (ISS)
21. Clinical Data Interchange Standards Consortium
22. Preparing Analysis Data sets
23. Creating Tables Listing and Graphs (TLG)
24. Understanding Various Therapeutics Areas
25. Data Based Therapy
26. Introduction to Phase I Studies
27. Oncology Project
28. Introduction to Phase II Studies

29. Ophthalmology Project
30. Introduction to Phase III Studies
31. Cardiology Project
32. Introduction to Phase IV Studies
33. Central Nervous Systems (CNS) Project
34. Introduction to Pharmacovigilance
35. Pharmacovigilance Reporting
36. Aggregate Reporting Process
37. PSUR

The EXERCISES covered in the CDAR training program are:

1. PROJECT 1: Data Based Validation
2. PROJECT 2: Protocol Based Validation
3. PROJECT 3: Elements of Hypothesis Testing (Pk, Pd and Dose)
4. PROJECT 4: Preparing Analysis Datasets and CDISC
5. PROJECT 5: Therapeutic Areas: Oncology Project
6. PROJECT 6: Therapeutic Areas: Ophthalmology Project
7. PROJECT 7: Therapeutic Areas: Cardiology Project
8. PROJECT 8: Therapeutic Areas: Central Nervous System (CNS) Project
9. PROJECT 9: Aggregate Reporting Process
10. PROJECT 10: SAS Efficiency Programming
11. Open CDISC Validator

### 19.7 Clinical Trial Assistant (CTAA)

FEATURES: Blended Internet Program (SBP), 24/7 online access for duration of 45 days/ 175 Hours, faculty class WebEx / On-Site sessions, faculty student query interactive session, final exam, and optional job preparation and support.

DESCRIPTION: Clinical Trial Assistant (CTAA) Training is offered as Blended Internet Program with WebEx / On-Site sessions. Students are provided online access to the material using its custom built LMS packed with power point presentations with voice, course material, quizzes, case scenarios exercises, and final exam. The course is designed to provide real time experience to candidates in order to meet industry requirements.

A Clinical Trial Assistant (CTA) is a professional, employed by a pharmaceutical, medical device manufacturing, or clinical research organization (CRO) to perform and support on administrative tasks. The task includes assisting with routine tests and procedures and collecting both data and samples. Responsibilities include assisting with the set-up of research site, equipment, performing literature searches, screening and scheduling of subjects and inputting information on to a computer system as Data Entry personal. The course provides a Foundation of Clinical Sciences about roles and responsibilities performed by Clinical Trial Assistant (CTA). The topics covered in this program includes: (1) Clinical Trial Assistant (2) Drug Discovery and Research Process (3) Pre-Clinical

Research (4) Introduction to Clinical Trials (5) Phase-I Clinical Trial (6) Phase-II Clinical Trial (7) Phase-III Clinical Trial (8) Phase-IV Clinical Trial (9) FDA Regulations (10) Good Clinical Practices and ICH Guidelines (11) Institutional Review Board (IRB) (12) A 6 Month Process for planning Multinational Clinical Trials (13) Communication with Cross Functional Team (14) Overview of Protocol (15) In House CTA Responsibilities (16) Informed Consent Preparation (17) Investigator Meetings and Timelines (18) Clinical Trial Budget (19) Source Documentation Retention and Compliance (20) Investigator-Monitor Meetings (21) Trial Master File (TMF) (22) Preparing for Internal Audit.

Upon completion of the training candidates can apply for positions.

CLINICAL TRIAL ASSISTANT - JOB TITLES	
Clinical Trial Assistant	Trial Documentation Assistant
Administrative Assistant	Clinical Data Assistant
Research Assistant	TMF Assistant
Monitoring Visit Planner	Site Communication Assistant

The LESSONS covered in the CTAA Training program are:

1. Clinical Trial Assistant
2. Drug Discovery and Research Process
3. Pre-Clinical Research
4. Introduction to Clinical Trials
5. Phase-I Clinical Trial
6. Phase-II Clinical Trial
7. Phase-III Clinical Trial
8. Phase-IV Clinical Trial
9. FDA Regulations
10. Good Clinical Practices and ICH Guidelines
11. Institutional Review Board (IRB)
12. A 6 Month Process for planning Multinational Clinical Trials
13. Communication with Cross Functional Team
14. Overview of Protocol
15. In House CTA Responsibilities
16. Informed Consent Preparation
17. Investigator Meetings and Timelines
18. Clinical Trial Budget
19. Source Documentation Retention and Compliance
20. Investigator-Monitor Meetings
21. Trial Master File (TMF)
22. Preparing for Internal Audit

The EXERCISES covered in the CTAA training program are:

1. Introduction to Clinical Trials
2. FDA Regulations
3. Institutional Review Board (IRB)
4. Informed Consent Preparation
5. Investigator Meetings and Timelines
6. Clinical Trial Budget
7. Trial Master File (TMF)

## 20. Tuition and Additional Costs

Tuition and additional costs for each of the following programs are as below:

### 20.1 Clinical Research Associate / Coordinator (CRAT)

Clinical Research Associate (CRAT) SBP Model (with WebEx / On-Site)	Fees (USD \$)
Base Tuition fee	3,425.00
Admission fee (Non-Refundable)	50.00
Course Material Book Binder (Book Binder is Provided on Class-1) (Non-Refundable)	175.00
<b>Total fee per course</b>	<b>3,650.00</b>

The admission fee is non refundable. Students will need to meet all financial responsibilities before a Certificate of Completion is issued. Book Binder is provided on Day-1 of the first class and is non-refundable. Students will be provided with a Final Exam (2 Attempts) for Certificate of Completion issued by qtech.

### 20.2 Drug Safety-Pharmacovigilance Associate (DSAT)

Drug Safety-Pharmacovigilance Associate (DSAT) SBP Model (with WebEx / On-Site)	Fees (USD \$)
Base Tuition fee	2,425.00
Admission fee (Non-Refundable)	50.00
Course Material Book Binder (Book Binder is Provided on Class-1) (Non-Refundable)	175.00
<b>Total fee per course</b>	<b>2,650.00</b>

The admission fee is non refundable. Students will need to meet all financial responsibilities before a Certificate of Completion is issued. Book Binder is provided on Day-1 of the first class

and is non-refundable. Students will be provided with a Final Exam (2 Attempts) for Certificate of Completion issued by qtech.

### 20.3 Clinical Research Data Management (CDMT)

Clinical Research Data Management (CDMT) SBP Model (with WebEx / On-Site)	Fees (USD \$)
Base Tuition fee	2,425.00
Admission fee (Non-Refundable)	50.00
Course Material Book Binder (Book Binder is Provided on Class-1) (Non-Refundable)	175.00
<b>Total fee per course</b>	<b>2,650.00</b>

The admission fee is non refundable. Students will need to meet all financial responsibilities before a Certificate of Completion is issued. Book Binder is provided on Day-1 of the first class and is non-refundable. Students will be provided with a Final Exam (2 Attempts) for Certificate of Completion issued by qtech.

### 20.4 Clinical Research Project Management and Trial Monitoring (CRPM) - NEW

Clinical Research Project Management and Trial Monitoring (CRPM) SBP Model (with WebEx / On-Site)	Fees (USD \$)
Base Tuition fee	3,525.00
Admission fee (Non-Refundable)	50.00
Course Material Book Binder (Book Binder is Provided on Class-1) (Non-Refundable)	175.00
<b>Total fee per course</b>	<b>3,750.00</b>

The admission fee is non refundable. Students will need to meet all financial responsibilities before a Certificate of Completion is issued. Book Binder is provided on Day-1 of the first class and is non-refundable. Students will be provided with a Final Exam (2 Attempts) for Certificate of Completion issued by qtech.

### 20.5 Drug Safety-Pharmacovigilance Data Management (DSPM)- NEW

Drug Safety-Pharmacovigilance Data Management (DSPM) SBP Model (with WebEx / On-Site)	Fees (USD \$)
Base Tuition fee	3,525.00

Admission fee (Non-Refundable)	50.00
Course Material Book Binder (Book Binder is Provided on Class-1) (Non-Refundable)	175.00
<b>Total fee per course</b>	<b>3,750.00</b>

The admission fee is non refundable. Students will need to meet all financial responsibilities before a Certificate of Completion is issued. Book Binder is provided on Day-1 of the first class and is non-refundable. Students will be provided with a Final Exam (2 Attempts) for Certificate of Completion issued by qtech.

## 20.6 Clinical Trial SAS Data Analysis and Reporting (CDAR) - NEW

Clinical Trial SAS Data Analysis and Reporting (CDAR) SBP Model (with WebEx / On-Site)	Fees (USD \$)
Base Tuition fee	3,545.00
Admission fee (Non-Refundable)	50.00
Course Material Book Binder (Book Binder is Provided on Class-1) (Non-Refundable)	175.00
<b>Total fee per course</b>	<b>3,770.00</b>

The admission fee is non refundable. Students will need to meet all financial responsibilities before a Certificate of Completion is issued. Book Binder is provided on Day-1 of the first class and is non-refundable. Students will be provided with a Final Exam (2 Attempts) for Certificate of Completion issued by qtech.

## 20.7 Clinical Trial Assistant (CTAA) - NEW

Clinical Trial Assistant (CTAA) SBP Model (with WebEx / On-Site)	Fees (USD \$)
Base Tuition fee	3,045.00
Admission fee (Non-Refundable)	50.00
Course Material Book Binder (Book Binder is Provided on Class-1) (Non-Refundable)	175.00
<b>Total fee per course</b>	<b>3,270.00</b>

The admission fee is non refundable. Students will need to meet all financial responsibilities before a Certificate of Completion is issued. Book Binder is provided on Day-1 of the first class and is non-refundable. Students will be provided with a Final Exam (2 Attempts) for Certificate of Completion issued by qtech.



## 21. Reimbursement Scale (For State Funding Candidates Only)

The right to reimbursement would occur based on Per NJAC, chap. 41, p. 11 as indicated in below.

**The Calculation is made basis of Net Hours and % of completion by each lesson.**

If withdrawal or cancellation occurs:

The School Will Retain

Within 1st week of the course

- Registration Fee + 10 % of the tuition

*(not more than 11% of the course has been completed)*

Between 2nd or 3rd week of the course

- Registration Fee + 20 % of the tuition

*(Between 11% and 16% of Course has been completed)*

After 3rd week of the course

- Registration Fee + 45 % of the tuition

*(Greater than 16% and less than 25% of Course has been completed)*

Between 25% and 50% of the completion of the course - Registration Fee + 75 % of the tuition

Between 51% - 100 % of the completion of the course - Registration Fee +100 % of the tuition

### 21.1 CRAT Program Reimbursement Scale

Below are Sample Reimbursement of CRAT program based on percentage course completion.

**Clinical Research Associate / Coordinator (CRAT) Training**

Day of the Training	Daily Course Hours Completed				%		Reimbursement Scale					
	Daily Individual Student Study	Faculty Class Webex Session	Faculty Student Query Interactive Session	Completed Total Hours of the CRAT Program	% of the Course Completion	% of tuition that will be retained by School	Admin Fee	Book Binder	Tuition	Net Program Fees	Tuition Amount retained	Total Amount retained by school (Includes Tuition Amt Retained + Admin Fee + Book Binder)
1	3.00			3.00	1.50%	10%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$ 342.50	\$ 567.50
2	3.00			6.00	3.00%	10%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$ 342.50	\$ 567.50
3	3.00	1.00	1.00	11.00	5.50%	10%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$ 342.50	\$ 567.50
4	3.00			14.00	7.00%	10%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$ 342.50	\$ 567.50
5	3.00			17.00	8.50%	10%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$ 342.50	\$ 567.50
6	3.00			20.00	10.00%	10%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$ 342.50	\$ 567.50
7	3.00			23.00	11.50%	20%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$ 685.00	\$ 910.00
8	3.00	1.00	1.00	28.00	14.00%	20%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$ 685.00	\$ 910.00
9	3.00			31.00	15.50%	20%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$ 685.00	\$ 910.00
10	3.00			34.00	17.00%	45%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$1,541.25	\$ 1,766.25
11	3.00			37.00	18.50%	45%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$1,541.25	\$ 1,766.25
12	3.00			40.00	20.00%	45%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$1,541.25	\$ 1,766.25
13	3.00			43.00	21.50%	45%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$1,541.25	\$ 1,766.25
14	3.00			46.00	23.00%	45%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$1,541.25	\$ 1,766.25
15	3.00	1.00	1.00	51.00	25.50%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
16	3.00			54.00	27.00%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
17	3.00			57.00	28.50%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
18	3.00			60.00	30.00%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
19	3.00			63.00	31.50%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
20	3.00			66.00	33.00%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
21	3.00			69.00	34.50%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
22	3.00	1.00	1.00	74.00	37.00%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
23	3.00			77.00	38.50%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
24	3.00			80.00	40.00%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
25	3.00			83.00	41.50%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
26	3.00			86.00	43.00%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
27	3.00			89.00	44.50%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
28	3.00			92.00	46.00%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
29	3.00	1.00	1.00	97.00	48.50%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
30	3.00			100.00	50.00%	75%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$2,568.75	\$ 2,793.75
31	3.00			103.00	51.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
32	3.00			106.00	53.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
33	3.00			109.00	54.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
34	3.00			112.00	56.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
35	3.00			115.00	57.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
36	3.00	1.00	1.00	120.00	60.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
37	3.00			123.00	61.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
38	3.00			126.00	63.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
39	3.00			129.00	64.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
40	3.00			132.00	66.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
41	3.00			135.00	67.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
42	3.00			138.00	69.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
43	3.00	1.00	1.00	143.00	71.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
44	3.00			146.00	73.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
45	3.00			149.00	74.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
46	3.00			152.00	76.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
47	3.00			155.00	77.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
48	3.00			158.00	79.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
49	3.00			161.00	80.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
50	3.00			164.00	82.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
51	3.00	1.00	1.00	169.00	84.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
52	3.00			172.00	86.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
53	3.00			175.00	87.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
54	3.00			178.00	89.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
55	3.00			181.00	90.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
56	3.00			184.00	92.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
57	3.00			187.00	93.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
58	3.00	1.00	1.00	192.00	96.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
59	3.00	1.00	1.00	197.00	98.50%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
60	3.00			200.00	100.00%	100%	\$50.00	\$ 175.00	\$3,425.00	\$ 3,650.00	\$3,425.00	\$ 3,650.00
<b>TOTAL</b>	<b>180.00</b>	<b>10.00</b>	<b>10.00</b>	<b>200.00</b>								

**Note : Qtech-Sol Practice is to provide book binder on the day-1 of the Class**

## 21.2 DSAT Program Reimbursement Scale

Below are Sample Reimbursement of DSAT program based on percentage course completion.

**Drug Safety - Pharmacovigilance Associate (DSAT) Training**

Day of the Training	Daily Course Hours Completed				%%		Reimbursement Scale					
	Daily Individual Student Study	Faculty Class Webex Session	Faculty Student Query Interactive Session	Completed Total Hours of the DSAT Program	% of the Course Completion	% of tuition that will be retained by School	Admin Fee	Book Binder	Tuition	Net Program Fees	Tuition Amount retained	Total Amount retained by school (Includes Tuition Amt Retained + Admin Fee + Book Binder)
1	3.00	1.00		4.00	2.29%	10%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 242.50	\$ 467.50
2	3.00	2.00	1.00	10.00	5.71%	10%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 242.50	\$ 467.50
3	3.00	2.00	1.00	16.00	9.14%	10%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 242.50	\$ 467.50
4	3.00			19.00	10.86%	10%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 242.50	\$ 467.50
5	3.00			22.00	12.57%	20%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 485.00	\$ 710.00
6	3.00			25.00	14.29%	20%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 485.00	\$ 710.00
7	3.00			28.00	16.00%	20%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 485.00	\$ 710.00
8	3.00	2.00	1.00	34.00	19.43%	45%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,091.25	\$ 1,316.25
9	3.00	2.00	1.00	40.00	22.86%	45%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,091.25	\$ 1,316.25
10	3.00			43.00	24.57%	45%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,091.25	\$ 1,316.25
11	3.00			46.00	26.29%	75%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,818.75	\$ 2,043.75
12	3.00			49.00	28.00%	75%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,818.75	\$ 2,043.75
13	3.00			52.00	29.71%	75%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,818.75	\$ 2,043.75
14	3.00			55.00	31.43%	75%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,818.75	\$ 2,043.75
15	3.00	2.00	1.00	61.00	34.86%	75%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,818.75	\$ 2,043.75
16	3.00	2.00	1.00	67.00	38.29%	75%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,818.75	\$ 2,043.75
17	3.00			70.00	40.00%	75%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,818.75	\$ 2,043.75
18	3.00			73.00	41.71%	75%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,818.75	\$ 2,043.75
19	3.00			76.00	43.43%	75%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,818.75	\$ 2,043.75
20	3.00			79.00	45.14%	75%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,818.75	\$ 2,043.75
21	3.00			82.00	46.86%	75%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,818.75	\$ 2,043.75
22	3.00	2.00	1.00	88.00	50.29%	75%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 1,818.75	\$ 2,043.75
23	3.00	2.00	1.00	94.00	53.71%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
24	3.00			97.00	55.43%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
25	3.00			100.00	57.14%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
26	3.00			103.00	58.86%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
27	3.00			106.00	60.57%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
28	3.00			109.00	62.29%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
29	3.00	2.00	1.00	115.00	65.71%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
30	3.00	2.00	1.00	121.00	69.14%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
31	3.00			124.00	70.86%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
32	3.00			127.00	72.57%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
33	3.00			130.00	74.29%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
34	3.00			133.00	76.00%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
35	3.00			136.00	77.71%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
36	3.00	2.00	1.00	142.00	81.14%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
37	3.00	2.00	1.00	148.00	84.57%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
38	3.00			151.00	86.29%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
39	3.00			154.00	88.00%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
40	3.00			157.00	89.71%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
41	3.00			160.00	91.43%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
42	3.00			163.00	93.14%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
43	3.00	1.00	1.00	168.00	96.00%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
44	3.00	1.00	1.00	173.00	98.86%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
45	2.00			175.00	100.00%	100%	\$ 50.00	\$175.00	\$2,425.00	\$2,650.00	\$ 2,425.00	\$ 2,650.00
<b>TOTAL</b>	<b>134.00</b>	<b>27.00</b>	<b>14.00</b>	<b>175.00</b>								

**Note : Qtech-Sol Practice is to provide book binder on the day-1 of the Class**

## 21.3 CDMT Program Reimbursement Scale

Below are Sample Reimbursement of CDMT program based on percentage course completion.

### Clinical Research Data Management (CDMT) Training

Day of the Training	Daily Course Hours Completed				%		Reimbursement Scale					
	Daily Individual Student Study	Faculty Class Webex Session	Faculty Student Query Interactive Session	Completed Total Hours of the CDMT Program	% of the Course Completion	% of tuition that will be retained by School	Admin Fee	Book Binder	Tuition	Net Program Fees	Tuition Amount retained	Total Amount retained by school (Includes Tuition Amt Retained + Admin Fee + Book Binder)
1	3.00	1.00		4.00	2.29%	10%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 242.50	\$ 467.50
2	3.00	2.00	1.00	10.00	5.71%	10%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 242.50	\$ 467.50
3	3.00	2.00	1.00	16.00	9.14%	10%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 242.50	\$ 467.50
4	3.00			19.00	10.86%	10%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 242.50	\$ 467.50
5	3.00			22.00	12.57%	20%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 485.00	\$ 710.00
6	3.00			25.00	14.29%	20%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 485.00	\$ 710.00
7	3.00			28.00	16.00%	20%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 485.00	\$ 710.00
8	3.00	2.00	1.00	34.00	19.43%	45%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,091.25	\$ 1,316.25
9	3.00	2.00	1.00	40.00	22.86%	45%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,091.25	\$ 1,316.25
10	3.00			43.00	24.57%	45%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,091.25	\$ 1,316.25
11	3.00			46.00	26.29%	75%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,818.75	\$ 2,043.75
12	3.00			49.00	28.00%	75%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,818.75	\$ 2,043.75
13	3.00			52.00	29.71%	75%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,818.75	\$ 2,043.75
14	3.00			55.00	31.43%	75%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,818.75	\$ 2,043.75
15	3.00	2.00	1.00	61.00	34.86%	75%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,818.75	\$ 2,043.75
16	3.00	2.00	1.00	67.00	38.29%	75%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,818.75	\$ 2,043.75
17	3.00			70.00	40.00%	75%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,818.75	\$ 2,043.75
18	3.00			73.00	41.71%	75%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,818.75	\$ 2,043.75
19	3.00			76.00	43.43%	75%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,818.75	\$ 2,043.75
20	3.00			79.00	45.14%	75%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,818.75	\$ 2,043.75
21	3.00			82.00	46.86%	75%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,818.75	\$ 2,043.75
22	3.00	2.00	1.00	88.00	50.29%	75%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 1,818.75	\$ 2,043.75
23	3.00	2.00	1.00	94.00	53.71%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
24	3.00			97.00	55.43%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
25	3.00			100.00	57.14%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
26	3.00			103.00	58.86%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
27	3.00			106.00	60.57%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
28	3.00			109.00	62.29%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
29	3.00	2.00	1.00	115.00	65.71%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
30	3.00	2.00	1.00	121.00	69.14%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
31	3.00			124.00	70.86%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
32	3.00			127.00	72.57%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
33	3.00			130.00	74.29%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
34	3.00			133.00	76.00%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
35	3.00			136.00	77.71%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
36	3.00	2.00	1.00	142.00	81.14%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
37	3.00	2.00	1.00	148.00	84.57%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
38	3.00			151.00	86.29%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
39	3.00			154.00	88.00%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
40	3.00			157.00	89.71%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
41	3.00			160.00	91.43%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
42	3.00			163.00	93.14%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
43	3.00	1.00	1.00	168.00	96.00%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
44	3.00	1.00	1.00	173.00	98.86%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
45	2.00			175.00	100.00%	100%	\$50.00	\$ 175.00	\$2,425.00	\$ 2,650.00	\$ 2,425.00	\$ 2,650.00
<b>TOTAL</b>	<b>134.00</b>	<b>27.00</b>	<b>14.00</b>	<b>175.00</b>								

Note : Qtech-Sol Practice is to provide book binder on the day-1 of the Class



## 21.4 CRPM Program Reimbursement Scale

Below are Sample Reimbursement of CRPM program based on percentage course completion.

### Clinical Research Project Management and Trial Monitoring (CRPM) Training

Day of the Training	Daily Course Hours Completed				%		Reimbursement Scale					Total Amount retained by school (Includes Tuition Amt Retained + Admin Fee + Book Binder)
	Daily Individual Student Study	Faculty Class Webex Session	Faculty Student Query Interactive Session	Completed Total Hours of the CRPM Program	% of the Course Completion	% of tuition that will be retained by School	Admin Fee	Book Binder	Tuition	Net Program Fees	Tuition Amount retained	
1	3.00			3.00	1.50%	10%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$ 352.50	\$ 577.50
2	3.00			6.00	3.00%	10%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$ 352.50	\$ 577.50
3	3.00	1.00	1.00	11.00	5.50%	10%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$ 352.50	\$ 577.50
4	3.00			14.00	7.00%	10%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$ 352.50	\$ 577.50
5	3.00			17.00	8.50%	10%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$ 352.50	\$ 577.50
6	3.00			20.00	10.00%	10%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$ 352.50	\$ 577.50
7	3.00			23.00	11.50%	20%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$ 705.00	\$ 930.00
8	3.00	1.00	1.00	28.00	14.00%	20%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$ 705.00	\$ 930.00
9	3.00			31.00	15.50%	20%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$ 705.00	\$ 930.00
10	3.00			34.00	17.00%	45%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$1,586.25	\$ 1,811.25
11	3.00			37.00	18.50%	45%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$1,586.25	\$ 1,811.25
12	3.00			40.00	20.00%	45%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$1,586.25	\$ 1,811.25
13	3.00			43.00	21.50%	45%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$1,586.25	\$ 1,811.25
14	3.00			46.00	23.00%	45%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$1,586.25	\$ 1,811.25
15	3.00	1.00	1.00	51.00	25.50%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
16	3.00			54.00	27.00%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
17	3.00			57.00	28.50%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
18	3.00			60.00	30.00%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
19	3.00			63.00	31.50%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
20	3.00			66.00	33.00%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
21	3.00			69.00	34.50%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
22	3.00	1.00	1.00	74.00	37.00%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
23	3.00			77.00	38.50%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
24	3.00			80.00	40.00%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
25	3.00			83.00	41.50%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
26	3.00			86.00	43.00%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
27	3.00			89.00	44.50%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
28	3.00			92.00	46.00%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
29	3.00	1.00	1.00	97.00	48.50%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
30	3.00			100.00	50.00%	75%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$2,643.75	\$ 2,868.75
31	3.00			103.00	51.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
32	3.00			106.00	53.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
33	3.00			109.00	54.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
34	3.00			112.00	56.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
35	3.00			115.00	57.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
36	3.00	1.00	1.00	120.00	60.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
37	3.00			123.00	61.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
38	3.00			126.00	63.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
39	3.00			129.00	64.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
40	3.00			132.00	66.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
41	3.00			135.00	67.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
42	3.00			138.00	69.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
43	3.00	1.00	1.00	143.00	71.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
44	3.00			146.00	73.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
45	3.00			149.00	74.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
46	3.00			152.00	76.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
47	3.00			155.00	77.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
48	3.00			158.00	79.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
49	3.00			161.00	80.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
50	3.00			164.00	82.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
51	3.00	1.00	1.00	169.00	84.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
52	3.00			172.00	86.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
53	3.00			175.00	87.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
54	3.00			178.00	89.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
55	3.00			181.00	90.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
56	3.00			184.00	92.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
57	3.00			187.00	93.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
58	3.00	1.00	1.00	192.00	96.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
59	3.00	1.00	1.00	197.00	98.50%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
60	3.00			200.00	100.00%	100%	\$ 50.00	\$ 175.00	\$3,525.00	\$ 3,750.00	\$3,525.00	\$ 3,750.00
TOTAL	180.00	10.00	10.00	200.00								

Note : Qtech-Sol Practice is to provide book binder on the day-1 of the Class

## 21.5 DSPM Program Reimbursement Scale

Below are Sample Reimbursement of DSPM program based on percentage course completion.

### Drug Safety-Pharmacovigilance Data Management (DSPM) Training

Day of the Training	Daily Course Hours Completed				%		Reimbursement Scale					
	Daily Individual Student Study	Faculty Class Webex Session	Faculty Student Query Interactive Session	Completed Total Hours of the DSPM Program	% of the Course Completion	% of tuition that will be retained by School	Admin Fee	Book Binder	Tuition	Net Program Fees	Tuition Amount retained	Total Amount retained by school (Includes Tuition Amt Retained + Admin Fee + Book Binder)
1	3.00			3.00	1.50%	10%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 352.50	\$ 577.50
2	3.00			6.00	3.00%	10%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 352.50	\$ 577.50
3	3.00	1.00	1.00	11.00	5.50%	10%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 352.50	\$ 577.50
4	3.00			14.00	7.00%	10%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 352.50	\$ 577.50
5	3.00			17.00	8.50%	10%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 352.50	\$ 577.50
6	3.00			20.00	10.00%	10%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 352.50	\$ 577.50
7	3.00			23.00	11.50%	20%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 705.00	\$ 930.00
8	3.00	1.00	1.00	28.00	14.00%	20%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 705.00	\$ 930.00
9	3.00			31.00	15.50%	20%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 705.00	\$ 930.00
10	3.00			34.00	17.00%	45%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 1,586.25	\$ 1,811.25
11	3.00			37.00	18.50%	45%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 1,586.25	\$ 1,811.25
12	3.00			40.00	20.00%	45%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 1,586.25	\$ 1,811.25
13	3.00			43.00	21.50%	45%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 1,586.25	\$ 1,811.25
14	3.00			46.00	23.00%	45%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 1,586.25	\$ 1,811.25
15	3.00	1.00	1.00	51.00	25.50%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
16	3.00			54.00	27.00%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
17	3.00			57.00	28.50%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
18	3.00			60.00	30.00%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
19	3.00			63.00	31.50%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
20	3.00			66.00	33.00%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
21	3.00			69.00	34.50%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
22	3.00	1.00	1.00	74.00	37.00%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
23	3.00			77.00	38.50%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
24	3.00			80.00	40.00%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
25	3.00			83.00	41.50%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
26	3.00			86.00	43.00%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
27	3.00			89.00	44.50%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
28	3.00			92.00	46.00%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
29	3.00	1.00	1.00	97.00	48.50%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
30	3.00			100.00	50.00%	75%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 2,643.75	\$ 2,868.75
31	3.00			103.00	51.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
32	3.00			106.00	53.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
33	3.00			109.00	54.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
34	3.00			112.00	56.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
35	3.00			115.00	57.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
36	3.00	1.00	1.00	120.00	60.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
37	3.00			123.00	61.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
38	3.00			126.00	63.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
39	3.00			129.00	64.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
40	3.00			132.00	66.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
41	3.00			135.00	67.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
42	3.00			138.00	69.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
43	3.00	1.00	1.00	143.00	71.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
44	3.00			146.00	73.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
45	3.00			149.00	74.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
46	3.00			152.00	76.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
47	3.00			155.00	77.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
48	3.00			158.00	79.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
49	3.00			161.00	80.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
50	3.00			164.00	82.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
51	3.00	1.00	1.00	169.00	84.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
52	3.00			172.00	86.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
53	3.00			175.00	87.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
54	3.00			178.00	89.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
55	3.00			181.00	90.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
56	3.00			184.00	92.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
57	3.00			187.00	93.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
58	3.00	1.00	1.00	192.00	96.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
59	3.00	1.00	1.00	197.00	98.50%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
60	3.00			200.00	100.00%	100%	\$ 50.00	\$175.00	\$3,525.00	\$ 3,750.00	\$ 3,525.00	\$ 3,750.00
<b>TOTAL</b>	<b>180.00</b>	<b>10.00</b>	<b>10.00</b>	<b>200.00</b>								

Note : Qtech-Sol Practice is to provide book binder on the day-1 of the Class



## 21.6 CDAR Program Reimbursement Scale

Below are Sample Reimbursement of CDAR program based on percentage course completion.

### Clinical Trial SAS Data Analysis and Reporting (CDAR)

Day of the Training	Daily Course Hours Completed				%		Reimbursement Scale						Total Amount retained by school (Includes Tuition Amt Retained + Admin Fee + Book Binder)
	Daily Individual Student Study	Faculty Class Webex Session	Faculty Student Query Interactive Session	Completed Total Hours of the CDAR Program	% of the Course Completion	% of tuition that will be retained by School	Admin Fee	Book Binder	Tuition	Net Program Fees	Tuition Amount retained		
1	3.00	2.00	1.00	6.00	3.00%	10%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$ 354.50		\$ 579.50
2	3.00			9.00	4.50%	10%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$ 354.50		\$ 579.50
3	3.00			12.00	6.00%	10%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$ 354.50		\$ 579.50
4	3.00			15.00	7.50%	10%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$ 354.50		\$ 579.50
5	3.00			18.00	9.00%	10%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$ 354.50		\$ 579.50
6	3.00			21.00	10.50%	10%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$ 354.50		\$ 579.50
7	2.00	2.00	1.00	26.00	13.00%	20%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$ 709.00		\$ 934.00
8	2.00			28.00	14.00%	20%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$ 709.00		\$ 934.00
9	3.00			31.00	15.50%	20%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$ 709.00		\$ 934.00
10	3.00			34.00	17.00%	20%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$ 709.00		\$ 934.00
11	3.00		1.00	38.00	19.00%	45%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$1,595.25		\$ 1,820.25
12	3.00			41.00	20.50%	45%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$1,595.25		\$ 1,820.25
13	3.00			44.00	22.00%	45%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$1,595.25		\$ 1,820.25
14	3.00	2.00	1.00	50.00	25.00%	45%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$1,595.25		\$ 1,820.25
15	2.00			52.00	26.00%	45%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$1,595.25		\$ 1,820.25
16	2.00			54.00	27.00%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
17	3.00			57.00	28.50%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
18	3.00		1.00	61.00	30.50%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
19	3.00			64.00	32.00%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
20	3.00			67.00	33.50%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
21	3.00	2.00	1.00	73.00	36.50%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
22	2.00			75.00	37.50%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
23	2.00			77.00	38.50%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
24	3.00			80.00	40.00%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
25	3.00		1.00	84.00	42.00%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
26	3.00			87.00	43.50%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
27	3.00			90.00	45.00%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
28	3.00	2.00	1.00	96.00	48.00%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
29	2.00			98.00	49.00%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
30	2.00			100.00	50.00%	75%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$2,658.75		\$ 2,883.75
31	3.00		1.00	104.00	52.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
32	3.00			107.00	53.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
33	3.00			110.00	55.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
34	3.00			113.00	56.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
35	3.00	2.00	1.00	119.00	59.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
36	2.00			121.00	60.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
37	2.00			123.00	61.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
38	3.00		1.00	127.00	63.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
39	3.00			130.00	65.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
40	3.00			133.00	66.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
41	3.00			136.00	68.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
42	3.00	2.00	1.00	142.00	71.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
43	2.00			144.00	72.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
44	2.00			146.00	73.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
45	3.00		1.00	150.00	75.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
46	3.00			153.00	76.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
47	3.00			156.00	78.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
48	3.00			159.00	79.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
49	3.00	2.00	1.00	165.00	82.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
50	2.00			167.00	83.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
51	2.00			169.00	84.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
52	3.00			172.00	86.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
53	3.00	2.00	1.00	178.00	89.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
54	3.00			181.00	90.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
55	3.00			184.00	92.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
56	3.00			187.00	93.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
57	2.00	2.00	1.00	192.00	96.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
58	2.00			194.00	97.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
59	3.00			197.00	98.50%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
60	3.00			200.00	100.00%	100%	\$ 50.00	\$ 175.00	\$3,545.00	\$ 3,770.00	\$3,545.00		\$ 3,770.00
<b>TOTAL</b>	<b>164.00</b>	<b>20.00</b>	<b>16.00</b>	<b>200.00</b>									

Note : Qtech-Sol Practice is to provide book binder on the day-1 of the Class

## 21.7 CTAA Program Reimbursement Scale

Below are Sample Reimbursement of CTAA program based on percentage course completion.

### Clinical Trial Assistant (CTAA) Training

Day of the Training	Daily Course Hours Completed				%		Reimbursement Scale						Total Amount retained by school (Includes Tuition Amt Retained + Admin Fee + Book Binder)
	Daily Individual Student Study	Faculty Class Webex Session	Faculty Student Query Interactive Session	Completed Total Hours of the CTAA Program	% of the Course Completion	% of tuition that will be retained by School	Admin Fee	Book Binder	Tuition	Net Program Fees	Tuition Amount retained		
1	3.00	1.00		4.00	2.29%	10%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 304.50	\$ 529.50	
2	3.00	2.00	1.00	10.00	5.71%	10%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 304.50	\$ 529.50	
3	3.00	2.00	1.00	16.00	9.14%	10%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 304.50	\$ 529.50	
4	3.00			19.00	10.86%	10%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 304.50	\$ 529.50	
5	3.00			22.00	12.57%	20%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 609.00	\$ 834.00	
6	3.00			25.00	14.29%	20%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 609.00	\$ 834.00	
7	3.00			28.00	16.00%	20%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 609.00	\$ 834.00	
8	3.00	2.00	1.00	34.00	19.43%	45%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 1,370.25	\$ 1,595.25	
9	3.00	2.00	1.00	40.00	22.86%	45%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 1,370.25	\$ 1,595.25	
10	3.00			43.00	24.57%	45%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 1,370.25	\$ 1,595.25	
11	3.00			46.00	26.29%	75%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 2,283.75	\$ 2,508.75	
12	3.00			49.00	28.00%	75%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 2,283.75	\$ 2,508.75	
13	3.00			52.00	29.71%	75%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 2,283.75	\$ 2,508.75	
14	3.00			55.00	31.43%	75%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 2,283.75	\$ 2,508.75	
15	3.00	2.00	1.00	61.00	34.86%	75%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 2,283.75	\$ 2,508.75	
16	3.00	2.00	1.00	67.00	38.29%	75%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 2,283.75	\$ 2,508.75	
17	3.00			70.00	40.00%	75%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 2,283.75	\$ 2,508.75	
18	3.00			73.00	41.71%	75%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 2,283.75	\$ 2,508.75	
19	3.00			76.00	43.43%	75%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 2,283.75	\$ 2,508.75	
20	3.00			79.00	45.14%	75%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 2,283.75	\$ 2,508.75	
21	3.00			82.00	46.86%	75%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 2,283.75	\$ 2,508.75	
22	3.00	2.00	1.00	88.00	50.29%	75%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 2,283.75	\$ 2,508.75	
23	3.00	2.00	1.00	94.00	53.71%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
24	3.00			97.00	55.43%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
25	3.00			100.00	57.14%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
26	3.00			103.00	58.86%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
27	3.00			106.00	60.57%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
28	3.00			109.00	62.29%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
29	3.00	2.00	1.00	115.00	65.71%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
30	3.00	2.00	1.00	121.00	69.14%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
31	3.00			124.00	70.86%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
32	3.00			127.00	72.57%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
33	3.00			130.00	74.29%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
34	3.00			133.00	76.00%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
35	3.00			136.00	77.71%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
36	3.00	2.00	1.00	142.00	81.14%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
37	3.00	2.00	1.00	148.00	84.57%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
38	3.00			151.00	86.29%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
39	3.00			154.00	88.00%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
40	3.00			157.00	89.71%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
41	3.00			160.00	91.43%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
42	3.00			163.00	93.14%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
43	3.00	1.00	1.00	168.00	96.00%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
44	3.00	1.00	1.00	173.00	98.86%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
45	2.00			175.00	100.00%	100%	\$ 50.00	\$175.00	\$3,045.00	\$ 3,270.00	\$ 3,045.00	\$ 3,270.00	
TOTAL	134.00	27.00	14.00	175.00									

Note : Qtech-Sol Practice is to provide book binder on the day-1 of the Class

## 22. Post Training Assistance

Additional 14 hours of post training support is provided to students as an option. Those 14 additional hours do not influence reimbursement scale.

Post training support include:

- ✓ Resume writing
- ✓ Interview tips as guidelines
- ✓ Narrative preparation
- ✓ 2 Moke interview

Finding Jobs Criterion depends on various factors, few of them are :

- Candidate – Active Vs Passive Job Seekers.
- Location Preference – Local Vs Open for relocation.
- Salary Expected – Current Vs Next.
- Skill – Fresh Vs Experienced.
- Job Title – Entry - Mid – Senior roles.
- Type of Job – Contract Vs Full-time.
- Work – Onsite Vs remote.

### PTA Program and Process Steps

The Student will be closely be working with Qtech-Sol professional for next 2 Weeks after program certification, to ensure the candidate is prepared and ready for Interviewing. During this program, the first step is to get your resume aligned to roles and duties performed. Aligning the learnings gained to meet job market on resume. The Narrative writing process will allow you to better explain details of the resume during interviews and to position yourself to open positions applied. Take a mock session to test your skills and understand most frequently asked questions during interviews.

### Ways to Gain Experience

Here are four ways to gain experience and get your foot in the door so you can obtain your first job. Qtech helps its students by providing.

1. Experiential Practicum
2. Volunteering
3. Networking
4. Freelancing

## **Five (5) Steps followed at Qtech**

### **Step-1: Exercise to do to get started**

We expect each student looking for job as next steps, to follow the following process:

1. Please investigate various possible jobs open in job sites, such as indeed, career-builder, dice etc., open jobs open or closed.
2. Use key words search, based on lessons and job titles, during your search to identify positions.
3. Copy and paste the job duties of each job identified into a word document and compare them with learning gained from the certificate program.
4. Bucket the duties per lessons learnt during the training program (Basic, Advanced, Additional)
5. Prepare a word document by lesson and map to the job duties buckets.
6. Compare the learnings gained to the job requirements and identify your strengths to prepare a document.

### **Step-2: Resume Preparation**

Qtech-Sol will provide some sample resumes to candidate along with learning curve document gained from certification program received. These documents allow the candidate to get started with resume preparation. Copy of the draft resume prepared by candidate must be emailed to the director for review. We will review the resume and will provide suggestive meeting job market needs.

### **Step-3: Narrative Writing**

The finalized resume will allow candidate to write down the narrative form of resume in first tense. This document allows the candidate to prepare for possible interviews and defend it per client job requirement. The narrative form document will be emailed to the course director for review and feedback, before proceeding for mock session. A Subject matter expert will be deputed conducting mock session when the candidate is ready. Prior experiences of candidate (if any) helps to prepare for the type of job (Entry, Medium or Senior Roles)

### **Step-4: Mock Sessions**

The Subject matter expert will conduct the mock session and will list out all possible and anticipated interview questions usually asked by client during the interview. Preparing the candidate for face-to-face and initial telephonic round is a key success to get job.

### **Step-5: Readiness and Taking Interviews**

Qtech-Sol will work closely with candidate and will help student in application process with promising clients. The student will be provided a list of matching positions that fits to maximize opportunities. The student will get engaged with one of our placement experts to be successful. We strive to provide contractual opportunities with client and will have an option to work as qtech full-time employee. Full-time positions will be applied by candidate per guidelines and lead shared.

### 23. Learning Objectives

During the training programs, a trainee develops the following learning objectives:

- ✓ Skill development: Learning and improving skills such as writing, verbal communication, research, organizational, computer, interpersonal, teamwork, presentation, and leadership. It is the development of these skills that often represents the major benefits of an assignment.
- ✓ Broader knowledge: Understanding how government works, as well as how public policy is developed. In addition, this would include knowledge added to existing classroom knowledge, such as the application of theory to practice.
- ✓ Career Awareness: Objectives could include learning about career opportunities, as well as the qualities and training required to obtain those positions.
- ✓ Personal Development: One of the major benefits of QPDC training programs is development of self-confidence, assertiveness, and basic work habits.

### 24. Our Commitment

- ✓ Provide best quality of training with high professionalism.
- ✓ Focus on delivering sustainable value to our students by employing best qualified instructors and designing the most effective training programs. Our instructors have right skills and experience to help our students, while they continually develop their expertise.
- ✓ Continuous internal improvement. On yearly basis to comply with the industry updates and standards, the management of the Qtech-Sol Professional Development Center proactively gathers feedback from their staff and act upon the feedback trends to ensure continuous improvement.
- ✓ Proactive external improvement. We proactively gather feedback and testimonials (see: Appendix: Student Feedback Form and Student Testimonials Form) from our students on an ongoing basis after the completion of the training course and act upon the feedback trends.
- ✓ Confidentiality. Qtech-Sol Professional Development Center keeps strictly to all agreements about the confidentiality of information. No personal information is ever used without the prior agreement of the trainee.

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