



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the Canada Clinical Trial Regulations and Compliance Program to enhance my expertise in clinical trial regulations and compliance, and I seek your approval to attend this program. By participating in this accredited program, it will significantly strengthen my ability to navigate the legislation landscape of clinical trials, ensuring that our organization adheres to Health Canada's stringent standards and regulations.

Led by Jordan John, a distinguished regulatory affairs and quality management industry expert, this program will empower me with comprehensive and current knowledge of the complex legal and regulatory landscape governing clinical trials in Canada and enable me to devise legally compliant strategies and a robust framework for clinical trial management within our organization. Additionally, the program will provide me with deep understanding of the Food and Drugs Act, Good Clinical Practice (GCP) guidelines, and ICH E6 (R2) standards, safety monitoring guidelines, and stringent documentation standards and reporting protocols ensuring our organization's adherence to a stringent compliance framework. Some of the key skills this program will bring include:

- Clinical Trial Application (CTA) Process
- Good Clinical Practice (GCP) Compliance
- Risk Assessment and Management
- Adverse Event (AE) and Serious Adverse Event (SAE) Reporting
- Quality Management Systems (QMS)
- Data Management and Integrity
- Regulatory Compliance Auditing

I believe these skillsets will prove invaluable to me and you can be assured that after attending this virtual program I will be able to contribute even further to our organization's compliance and quality framework aligning to Canada's clinical trial legislation and regulatory framework. I strongly believe that these key skills will also significantly enhance our company's ethical and quality standards in clinical trials ensuring participants' safety.

I look forward to gaining your approval to attend this virtual training program.

Sincerely,
[Your Name]