

Guidelines for ISBER Endorsement of Courses (v9_30_09)
Purpose of ISBER Endorsement of Courses:

Programs that focus on technical, scientific, and/or legal-ethical aspects of biobanking are emerging in order to educate clinicians, research nurses, technicians, quality managers, auditors, and ethical review boards. Technical and scientific aspects of environmental biobanking also need clarification for those working in the field. Effective training is important for each of these stakeholders and is also needed in order to improve the consistency and efficiency of the biobanking industry.

The purpose of ISBER endorsement of courses is to promote quality education and training initiatives in the field of biobanking. For example, Dr. Fay Betsou of the Biobanque de Picardie offered a course in May 2009 entitled, "University Diploma on Biobanks and Biological Resources of Human Origin" which was endorsed by ISBER.

Guidelines:

- Course organizers or lecturers must be ISBER members of good standing
- Courses presented for ISBER endorsement should be consistent with ISBER's Vision and Mission.
- Course organizers must complete the "Application Form for ISBER Endorsement of Courses" (on the ISBER Education and Training website <http://www.isber.org/Governance/Committees/EducationTraining/education.html>) and Email it to ISBER@ASIP.org at least 4 months before the course begins.

The application form includes the following items:

- The title of the course and name of entities sponsoring the course
- An overview of the course
- A list of course objectives
- A description of who is eligible to take the course
- Benefits that participants will receive in taking the course (e.g., what they will learn as well as if certificates of completion are offered)
- Course outline
- Instructor names, affiliations and their qualifications
- Venue or mode through which the course will be presented (e.g., location or webinar)
- A description of requirements for successful participation (e.g., will participants be required to pass a test?)
- Any fees associated with the cost for taking the course

Course organizers will also need to Email ISBER@ASIP.org the following:

- A copy of the course evaluation to be completed by participants
- A copy of the poster or brochure that will be used to advertise the course

Terms of ISBER Endorsement:

By submitting the Application form for ISBER endorsement, course organizers must agree to the following terms:

ISBER will provide the following:

- Links to the course on the ISBER website prior to the course, indicating ISBER's endorsement of the course
- A message promoting the endorsed course will be sent out on the ISBER list serv.

- Standard presentation slides (i.e. in PowerPoint presentation format) that provide information about ISBER
- An electronic version of the ISBER logo
- ISBER promotional materials (e.g. application forms)

Course organizers will:

- Have ISBER promotional materials available on-site during the course
- Provide links to ISBER when the course is provided through an electronic format.
- Include the logo of ISBER with the text (International Society for Biological and Environmental Repositories), indicating ISBER endorsement, in the program and on any certificate delivered to course participants.
- Present ISBER activities (listserv, working groups, tools, etc.) as well as other benefits of ISBER membership to attendees during the course.
- Submit a summary of the course evaluations to the ISBER office within two months after the termination of the course. [Summaries of course evaluations will be evaluated by the ISBER Education and Training Committee and results shared with the ISBER Council, as needed.]

Applications for endorsement will be reviewed by the ISBER Education and Training Committee and approved by the ISBER Council. Applicants will be notified within a period of six weeks as to whether or not a course has been approved to receive endorsement by ISBER.