

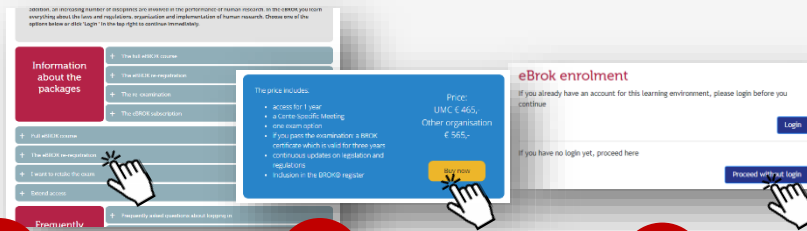
Subscribe to the BROK course

Go to the Dutch version

Go to the page below for the BROK re-registration

This my first BROK enrollment

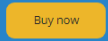

+/- 26 hrs



1

Go to [eBROK](#)

2

Click on 'Full eBROK course' and on 

3

Click on 'Proceed without login' or on 'Login' if you already have an account.

4

Select organization 'Radboud UMC'

Only department cost center numbers consisting of 6 numbers are accepted or project cost center numbers consisting of 7 numbers preceded by an R.



Step 4. During registration you can sign up for the mandatory Center Specific Meeting (CSM). The CSM is a separate e-learning about the research related procedures in the Radboudumc (see step 6).

Receive a reminder before your certificate expires!

5

Complete the mandatory modules and at least 1 in-depth module in the eBROK.

6

Complete the e-learning **Center Specific Meeting (CSM)**. * Enroll via the eBROK (tab 'Calendar').

7

Pass the **exam** (>80%). Enroll via the eBROK (tab 'Calendar').

8

Your **BROK certificate** will be sent by mail (may take some time) and certification will be visible in the [BROK register](#).

Register your certificate in your '[Kwaliteitspaspoort](#)' and receive a reminder after 3 years!

***Step 6. Complete the e-learning Center Specific Meeting (CSM)*:**

- Go through the [e-learning CSB](#) (duration +/- 2 hours), access for students outside Radboudumc: [here](#). This e-learning can be completed by yourself at any given time. You have until **1 January 2024** to complete it.
- Go to the [eBROK](#) (tab 'Calendar') and enroll for the **e-learning CSB** with (latest) date **1 January 2024**. This is a fictional date, but necessary to record your completion of the CSM administratively. If you were already enrolled for this date, you do not need to do anything.

If these 2 points above are met, your attendance will be visible in the eBROK (within 1 week).



Subscribe to the BROK re-registration



BROK re-registration

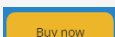
i Your BROK® certification is renewed by completing a re-registration module (without exam).



1

Go to the [BROK register](#) and check the validity of your certificate. * You will need your **candidate number** later on.

2

Go to the [eBROK](#) Click on 'eBROK re-registration' and then on 

3

Click on 'Proceed without login' or on 'Login' if you already have an account.

Under 'Certificate check' you can enter your candidate number (step 1). Payment is only possible via iDEAL.

***Step 1.** Check which category is applicable to your situation:

Not expired or up to 6 weeks expired: register for the re-registration module at €75.

More than 6 weeks and less than 3 months expired: fill out a grace request during registration. The BROK® coordinator may grant a grace period if there are compelling reasons for not renewing registration in time. Otherwise: retake entire course at a reduced rate of €275 (no Center Specific Meeting (CSM), redo the exam).

Between 3 and 6 months expired: fill out a grace request during registration. The Executive Board of the BROK® committee may grant a grace period if there are compelling reasons for not renewing registration in time. Otherwise: retake entire course at a reduced rate of €275 (no CSM), redo the exam).

More than 6 months expired: You must retake the entire course for a reduced rate at €275 (no CSM, redo exam).

Receive a reminder before your certificate expires!

5

Complete the 'Continuous registration' module in the eBROK.

6

Your **BROK certificate** will be sent by mail (may take some time) and your certification will be visible in the [BROK register](#).

7

Complete the [e-learning on Human-related scientific research in the Radboudumc](#).

Register your certificate in your '[Kwaliteitspaspoort](#)' and receive a reminder after 3 years!



Frequently Asked Questions (FAQ)

Do I have to take the BROK course? You can find the answer to this question in the [Policy guideline on training](#).

I completed the CSM e-learning, but I don't see my attendance in the eBROK? Within 1 week, your attendance will be registered by the BROK coordinator.

How can I schedule an online exam? You can schedule an exam within the [eBROK](#). Then go to the 'Calendar' tab. Select 'proctoring' to schedule an online exam.

How can I reschedule my exam? You can change your exam date in the [eBROK](#) under the 'Calendar' tab. Please note! From 9 days before the exam, changing the exam date is not possible.

I have completed the BROK course (or re-registration), but have not yet received a (new) certificate? Once you have met the specific requirements (see previous pages) you will receive a certificate (by e-mail) from the EMWO Examination Office. Your certification will then also be automatically updated in the [BROK register](#). Please note: this may take some time! In case of a proctoring exam, it may take 4 weeks before you receive the certificate (by e-mail). This has to do with the assessment of the proctor video footage.

Will I receive a reminder when my BROK certificate expires? No automatic reminder is sent when the certification is about to expire. If you do want to receive a reminder, record your certificate in the 'Kwaliteitspaspoort' by following this [instruction](#).

I receive a notification from the eBROK environment that access to the eBROK environment is about to expire, now I can take out an annual subscription. What is the advantage? If you have not succeeded in passing the exam within one year you can extend access by purchasing another year's subscription. Purchasing a subscription ensures that you maintain access to the latest material and stay well-informed of new developments. It is not required or necessary to purchase a subscription for the purpose of keeping your BROK certification valid (see also below).

How do I keep my BROK certificate valid? To keep your certificate valid, once every 3 years - shortly before the registration expires - you must purchase and complete the re-registration module (see page 2 of this document). You do not need to purchase an annual subscription (see question above) nor do you need to continuously keep the completion of the basic and in-depth modules at 100%.

Questions about the online eBROK? Look for frequently asked questions on the eBROK page. All other questions related to your enrollment, taking the online course, using the modules and payments can be sent to the eBROK® Servicedesk via servicedesk@elevatehealth.eu.

Questions about the exam or complaints about it? The EMWO exam office is responsible for the exam. With specific questions about the exam, making objections, requesting extensions and other questions about your BROK® certificate, please visit the [website of EMWO](#) or via info@emwo.nl.

If you have other questions or comments, please contact the BROK coordinator at Radboudumc:

Marten Onnink, PhD

T 024 36 14894 / brok@radboudumc.nl / <https://www.radboudumc.nl/en/education/courses/brok>