Template

Launch certification window planner

Brand _____ Expected approval _____ Launch meeting _____ Owner _____

1 Launch dates Count working days from approval (day 0)

Milestone	Working day	Date
FDA approval		
MLR or PRC review of the training scenarios		
Window opens, practice starts		
First certification attempts		
Window closes		
Launch meeting		

2 Two tracks One certification for both

Track	Reps	Before approval
Tenured reps From another brand		Test-out pass mark _____ · Passed _____ Reps below the pass mark take the module with the new hires
New hires New to the company		Foundations start date _____ Compliance training, systems, selling skills, disease state, market

3 Window size Count only the attempts a person reviews

____ reps × ____ attempts per rep	=	☐ attempts
____ attempts × ____ minutes ÷ 60	=	☐ hours
____ hours ÷ (____ reviewers × ____ hours a day)	=	☐ days
____ practice + ____ review + ____ buffer days	=	☐ working days

Live certification? Each attempt also needs the rep and a trainer at the same time, in person or on video. Their open slots cap how many reps certify each day.

4 Rubric checks Write before approval, load the approved wording after

Check	Approved wording loaded
Approved indication Required statement. Missing it fails the attempt	
Safety information, with fair balance Required statement. Missing it fails the attempt	
Off-label question Referred to Medical Information. An off-label answer fails the attempt	
Objections Answered with the approved data, including access objections	
Call flow The approved visual aid, in order	

☐ **Reviewers calibrated on three recorded practice attempts. Date** _____

5 Daily readiness Certified reps by region, every day of the window

Region	Reps	Day __	Day __	Day __	Day __	Day __	Day __	Day __	Day __	Day __	Stuck on

Not certified by the launch meeting? The rep stays off calls on the new product until they certify, with a retake booked with their manager.