

Instructions for Collaborative Institutional Training Initiative (CITI) Certification

1. Go to www.citiprogram.org.
2. For New Users: select "Register" under "Create an account".

CITI – Learner Registration:

- STEP 1.** Select An Institution. For "Participating Institutions", choose "**Ascension Health**". Continue to Step 2.
- STEP 2.** Personal Information. Enter your name and email address. Continue to Step 3.
- STEP 3.** Create your Username and Password. Continue to Step 4.
- STEP 4.** Gender, Ethnicity and Race. Answer required questions. Continue to Step 5.
- STEP 5.** Continuing Education Unit (CEU) Credit. Answer required questions. Continue to Step 6.
- STEP 6.** Ascension Health required information. Complete the required (and optional, if you prefer) fields.
- For "Role in human subjects research", select the role that best applies.
- For "Which course do you plan to take?", select one of the "Basic Human Subjects" courses that best applies.
- Continue to Step 7.
- STEP 7.** Select Curriculum – Ascension Health.
- For Question 1: Select this role that best applies. This will determine the material covered in your courses.
- For Question 2: The IRB Chair course is NOT required for anyone other than IRB Chair. You may take this course if desired. Otherwise, select "Not at this time."
- For Question 3: The Good Clinical Practice (GCP) course is currently ONLY required for Research Coordinators or NIH funded projects. If you are a Research Coordinator, select "CITI Good Clinical Practice (required for all Research Coordinators). Otherwise, it is optional. The CITI Health Information Privacy and Security (HIPS) course is **NOT** required at Seton.
- For Question 4: The Conflict of Interest (COI) Mini-Course is not required if you complete the COI with University of Texas at Austin. Select "No" Click "Complete Registration".
- STEP 8.** Affiliate with University of Texas at Austin. To complete this, please go to page 2 for instructions and note UT Austin requires additional training with CITI (see Step 10 below)
3. Once you have completed registration, you will be directed to the "Main Menu". In the "Ascension Health Courses" section, you can begin the courses you have registered for through the red link under "Status". You will see a list of the required modules as well as the date and score you received for any modules already completed.
 4. After you read the educational information provided in a module, you will take a quiz covering that information. You must complete the quiz at the end of each of the required modules before you can proceed to the next module.
 5. At any time during the taking of a group of modules, you are able to quit and return to the course later. However, you must quit after taking the quiz for a particular module, not DURING the taking of that quiz, or your answers will not be recorded.
 6. Once complete, please save a .pdf copy of your completion reports (with module listings/grades) for your records.

Please Note:

You do not have to complete all modules at onetime.

Total time to complete this web-based course will be three to six hours.

You must achieve an overall passing score of 80% on these quizzes.

The Human Subjects Curriculum Course is good for three years. The GCP Course is good for four years.

After each of these time periods, you will be asked to complete a respective "Refresher Course" to maintain your certification.

If you do not complete the CITI training, ANY protocol that lists you as key personnel cannot be reviewed and approved by the IRB.

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Affiliate Your CITI Account with The University of Texas at Austin

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If you have a CITI account with an institution other than The University of Texas at Austin, you *may* be able to apply some of your previously completed modules towards the University's human subjects research training requirement by completing the steps below. The affiliation process will identify modules that apply, and which ones you must take to satisfy human subjects research training requirements for The University of Texas at Austin.

[Steps to Affiliate with The University of Texas](#)[See more below...](#)

Existing CITI Account

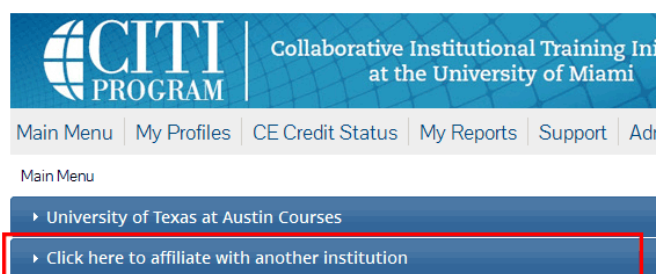
Step 1

Log in to your existing CITI account and navigate to the CITI Main Menu.

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Step 2

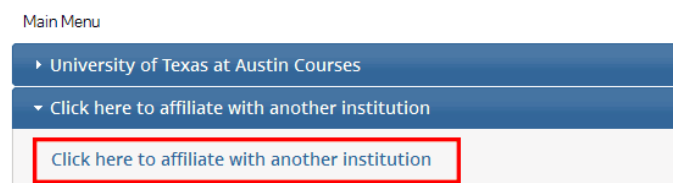
Expand the "Click here to affiliate with another institution" bar.



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Step 3

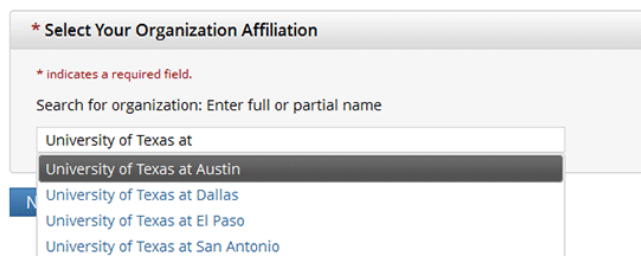
Follow the "Click here to affiliate with another institution" link.



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Step 4

Search for "University of Texas at Austin" from the list of Participating Institutions. Select "University of Texas at Austin" from the drop down list and click next.



Provide the required information requested and click next.

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Step 5

You will now be directed to the CITI Main Menu. Expand the "University of Texas at Austin Courses" bar.



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Step 6

On the expanded bar, follow the link to "Add a course or update your learner groups for University of Texas at Austin".



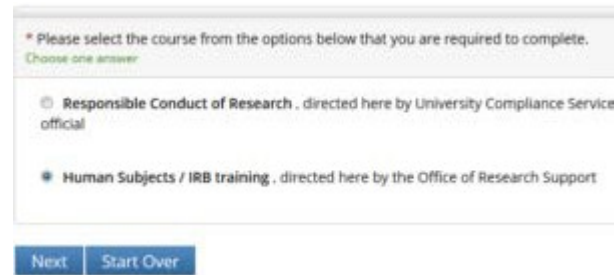
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Step 7

Question 1, "Select Curriculum - University of Texas at Austin:"

Choose "Human Subjects/IRB training"

Select "Next" to be directed to Question 4.



* Please select the course from the options below that you are required to complete.
Choose one answer

Responsible Conduct of Research, directed here by University Compliance Service official

Human Subjects / IRB training, directed here by the Office of Research Support

Next Start Over

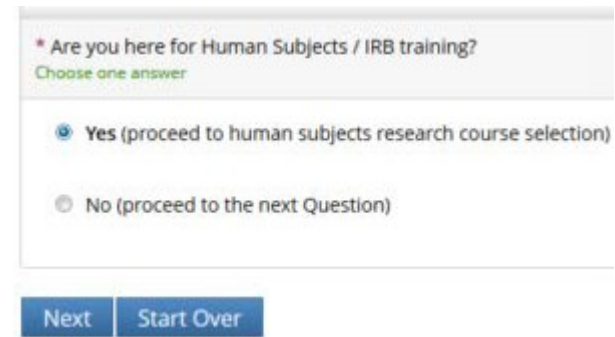
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Step 8

Question 4, "Are you here for Human Subjects/IRB training?:"

Answer "Yes."

Select "Next" to be directed to Question 5.



* Are you here for Human Subjects / IRB training?
Choose one answer

Yes (proceed to human subjects research course selection)

No (proceed to the next Question)

Next Start Over

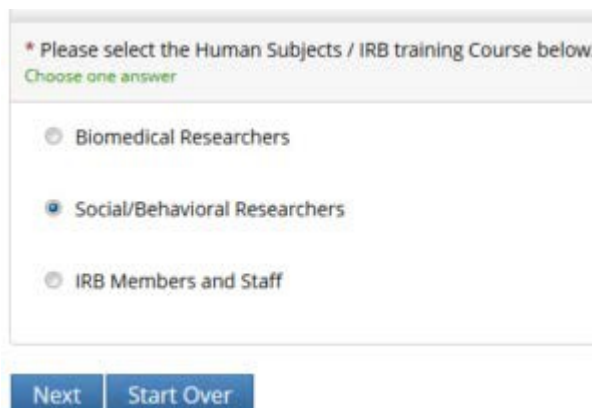
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Step 9

Question 5, "Please Select the Human Subjects / IRB training Course below:"

Select either "Biomedical Researchers" or "Social/Behavioral Researchers" (as appropriate to your field of study)

Select "Next" to continue.



* Please select the Human Subjects / IRB training Course below.
Choose one answer

Biomedical Researchers

Social/Behavioral Researchers

IRB Members and Staff

Next Start Over

Be sure to register for the correct course. You will not receive credit in IRBaccess for the "IRB Member and Staff" course.

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Step 10

You will now be directed to the CITI Main Menu.

Select the blue bar for "University of Texas at Austin Courses." This will show the course that you selected.



Select the course name in blue to reveal the remaining required modules that you must complete in order to receive completion credit for The University of Texas at Austin.



You must complete **all four (4) required modules and one (1) elective modules** with an average quiz score of 80. The optional modules are offered for researchers who wish to learn more about the specific topics and do not count towards humans subjects research training credit.

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Step 11

Linking Completion Record to UT EID

When you affiliate with the University from your previous institution, your training records will NOT be linked to your UT EID and will not be added to University records. To link your CITI training records with your UT EID, email the following information to orsc@uts.cc.utexas.edu *AFTER* completing the above 10 steps.

1. First and Last Name
2. UT EID
3. CITI Member ID number

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Questions?

Contact the Office of Research Support and Compliance at:
orsc@uts.cc.utexas.edu or 512-471-8871

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