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CITI Training Step-by-Step Instructions

1. Click on the following link to access the OHRP Human Subject Assurance Training website. If the link does not automatically redirect you to the site, copy the url below, paste it in the address bar, and press “Go.”
https://www.citiprogram.org/

2. Click “Register Here”.

![Login & Registration Screen]

*The CITI Program is a subscription service providing ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.*

*The CITI course is a protected site. If you are a new learner at a participating organization, you must register to create your own username and password and gain access to the site.*

*Announcements and FAQ*

*The CITI Program offers Public Access Courses to individuals and research organizations. Take the*
Select any U.S. Army Medical Research and Material Command (MRMC) as your “Participating Institutions” and press the “Submit” button. Depending on the research, you can complete: 1) Social and Behavioral Research AND/OR 2) Biomedical Research. Select the “Social and Behavioral Research” option.

1. Once you have selected your Institution you must create a Username and Password. Acceptable characters include letters, numbers, and the symbols "@", ".", and "_". No spaces or other characters are allowed.
5. Click "Submit" after you have created and verified your Username and Password.

6. Enter your first name, last name, and preferred email address in the fields provided.

7. Press the "Submit" button when complete.
8. Enter the information requested in the fields provided.

9. Press the “Submit” button after you have completed the section.

![Image of CITI Member Information form]

**Fig. 5 Demographics**
10. Read the information provided.

11. Answer the CITI Course Enrollment Questions.

   **Question 1**  If you are here, it means that you have NOT previously completed a CITI Basic Course in the Protection of Human Subjects Research. What is your primary research focus or role in human subjects research?

   - If you are an IRB Member or Human Protections Administrator and your institution reviews both Social & Behavioral Research and Biomedical Research, check both the Social & Behavioral and Biomedical boxes for IRB Members and Human Protections Administrators.
   - Choose all that apply:
     - Social & Behavioral Research Investigators & Key Personnel
     - OR
     - Social & Behavioral IRB Members & Human Protections Administrators
     - Biomedical Research Investigators & Key Personnel
     - OR
     - Biomedical IRB Members & Human Protections Administrators
     - Data or Specimens Only Research Investigators & Research Personnel I do not have direct contact with human subjects.

   After you make your selection scroll down to Question 2.

   **Question 2**  Do you conduct biomedical research with investigational drugs and devices under FDA regulations or the ICH guidelines?

   If your answer is "YES", Are you required to complete the Good Clinical Practice Course?

   Choose all that apply

Fig. 6 Enrollment Screen

12. Press the "No" button, if you are not doing research with another institution. If so, skip to question # 14.

13. Press the "Yes" button, if you are doing research with another institution. If so, skip to question # 28.

Fig. 7 Institution Selection Screen
14. Click “Return to Table of Contents.”

15. The “Learner’s Menu” is where all of your personal account information can be found. AHRPO specific instructions can also be found in the Learner’s Menu, see the arrow in Fig. 8.

16. Click “Not Started – Enter” to begin the required training modules.
17. Click on each required module to begin each section.

Fig. 9 Required Modules
18. Read the information provided.

19. Click “Take the quiz…” after reading the information provided.

The Belmont Report

The Belmont Report, released in 1979 by the National Commission for the Protection of Human Subjects in Biomedical and Behavioral Research, provides the ethical framework for the Federal Regulations designed to protect human research subjects.

The Belmont Report is required reading for all CITI program participants. The Belmont Report is available in English, Chinese, Spanish, and French. Close the new browser window to return here to continue.

- Follow the link below to begin the course by completing a short quiz on the Belmont Report.
- After you submit the quiz the link to the next required module will appear in the footer.

You are encouraged to review the Announcements and FAQ (see link in the page header) before beginning the course.

A few words about the images in this course site.

Revised 9.3.06

Take the Quiz

Take the quiz for Belmont Report and CITI Course Introduction

Go to the Main Menu

Fig. 10.1 Module #1
20. Complete each quiz. If the module does or does not require you to take a quiz proceed to question # 21.

21. Click “Go to the next module.”
22. Click “Go to the Main Menu” once you have completed all required modules and quizzes.

23. Proceed to the next course under “My Courses” and repeat step 12 – step 23. If there are not any courses remaining, proceed to step 24.
24. Click “Optional Modules” if you are required by your institution to take additional modules that were not listed under the required modules.
25. Find modules required by your institution and click on the title to select each module.

Fig. 12 Optional Modules
26. Click “Print” to view and print a copy of your completion certificate(s).
27. Click “Logoff” to exit the training. You have completed the training.
28. Choose new affiliation.

29. Click “Submit.”

30. Answer required questions

31. Press “continue”
32. Click “Main Menu.”
33. Click “Re-enter” **in the circle below. Repeat step17 – step 23.

***Note: the completion certificate will only show refresher courses for either social or biomedical and will not state for IRB members. However, this is the correct certificate when adding other affiliations.
If you have exited the training and need to affiliate yourself with a new institution follow the steps below.

34. Login.

35. Click “Affiliate with another institution.”
36. Choose new affiliation.

37. Click “Submit.”

38. Click “Main Menu”
**Select Groups - Agency for Healthcare Research & Quality (AHRQ)**

Review the Agency for Healthcare Research & Quality (AHRQ) instructions page.

**Question 1  Select the response that is appropriate to your research activities.**

Choose all that apply

- [x] Biomedical Research Investigators and Key Personnel. Enroll in this learner group if you are involved as an investigator or staff member in Biomedical research with human subjects.

- [ ] Social and Behavioral Research Investigators and Key Personnel. Enroll in this learner group if you are involved as an investigator or staff member in Social and Behavioral Research with human subjects.

- [ ] Data or Specimens Only Research. Enroll in this learner group if you are ONLY involved in research with data or specimens from human subjects. Individuals in this group would have no contact with the subjects in the study.

- [ ] IRB Reference Resource. All CITI modules are available for ongoing use and reference when you join this Learner Group. If you are required to complete the CITI modules as a prerequisite for conducting human subjects research, you should enroll in a Learner Group listed above. If you enroll in this group you will be required to complete ALL CITI modules. You may change your Learner Group status to "IRB Reference Resource" later to access and review any of the CITI modules.

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**Fig. 18 Group Selection**
33. Click “Re-enter” **in the circle below. Repeat step 17 – step 23.

***Note: the completion certificate will only show refresher courses for either social or biomedical and will not state for IRB members. However, this is the correct certificate when adding other affiliations.

<table>
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<th>Agency for Healthcare Research &amp; Quality (AHRO)</th>
<th>View Agency for Healthcare Research &amp; Quality (AHRO) instructions page</th>
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<tbody>
<tr>
<td>Your responses to the Agency for Healthcare Research &amp; Quality (AHRO) enrollment question(s) have established the courses shown immediately below for you to complete. If this is incorrect use the &quot;Add a course or update your learner group&quot; link below to return to the enrollment questions.</td>
<td></td>
</tr>
<tr>
<td><img src="#" alt="My Courses" /></td>
<td><img src="#" alt="Status" /></td>
</tr>
<tr>
<td><img src="#" alt="Human Research" /> incomplete - Re-enter</td>
<td><img src="#" alt="Not Earned" /></td>
</tr>
<tr>
<td><img src="#" alt="Add a course or update your learner groups for Agency for Healthcare Research &amp; Quality (AHRO)" /></td>
<td><img src="#" alt="Agency for Healthcare Research &amp; Quality (AHRO) Learner Utilities" /></td>
</tr>
<tr>
<td><img src="#" alt="Optional Modules" /> (completion is completed voluntary and will not count toward a completed course)</td>
<td><img src="#" alt="Update my profile information for Agency for Healthcare Research &amp; Quality (AHRO)" /></td>
</tr>
<tr>
<td><img src="#" alt="Previous Coursework Completed" /></td>
<td><img src="#" alt="CME/CEU credits for human subjects protection coursework" /></td>
</tr>
<tr>
<td><img src="#" alt="Remove my affiliation from Agency for Healthcare Research &amp; Quality (AHRO)" /></td>
<td>![U.S. Army Human Research Protections Office (AHRO) <img src="#" alt="View U.S. Army Human Research Protections Office (AHRO) instructions page" /></td>
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Fig. 17 Learner’s Menu #6