

Human Subjects CITI Training Instructions- Initial Training/Basic Course

I. How do I register for the CITI training?

Go to the website (www.citiprogram.org) and click *Register* (next to login). Search Harvard Pilgrim Health Care under Your Organization Affiliation. Complete the required registration questions. (*Remember your username and password for logging in)

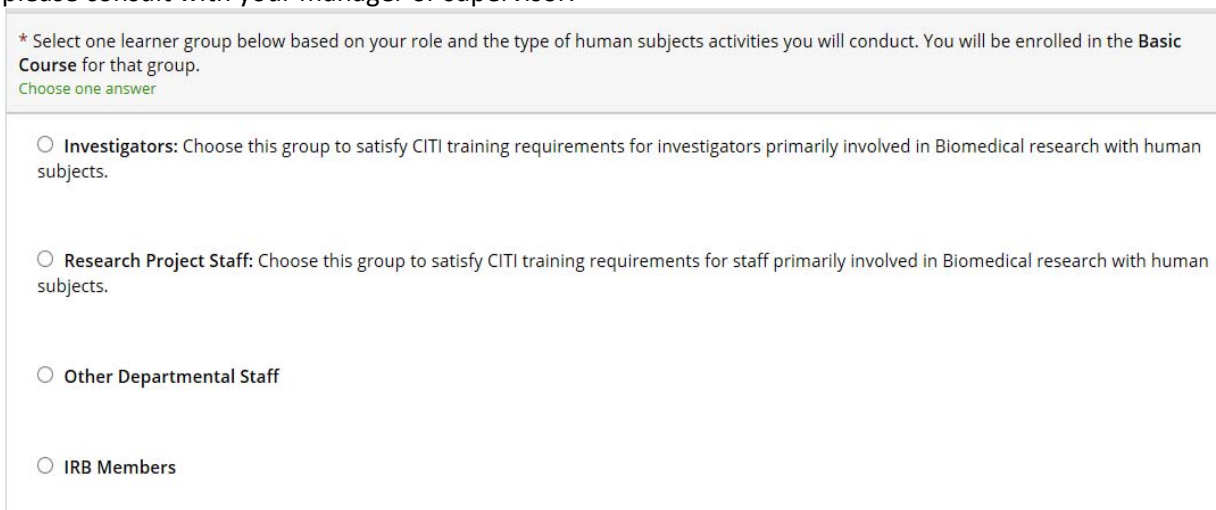
II. What Course do I need to take?

If this is your first time taking the CITI training or if it has been more than 3 years since you last took a CITI course, you must take the Basic Course if you are involved in human subject research activities. Answer the questions as outlined below.

1. Are you here today to take the Basic or Refresher course?



2. If this is your first time taking a CITI course at Harvard Pilgrim Health Care, choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group. If you are unsure about the Learner Group Assignments, please consult with your manager or supervisor.



If you have any other questions, please call Deirdre Neylon 617-867-4321 (X44321)



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3. If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below. (*Harvard Pilgrim Health Care and Harvard Pilgrim Health Care Institute employees are required to take this course)

* What courses are you interested in taking through the CITI Program?
Choose all that apply

Conflicts of Interest (COI)

Responsible Conduct of Research (RCR)

Human Subjects

US Export Control

Next | Start Over

4. You have enrolled in the following courses (Example) click on the course title to begin.

Harvard Pilgrim Health Care Courses			
Course	Status	Completion Report	Survey
Biomedical Responsible Conduct of Research Course	Passed 07/12/2011	Print Report	Completed
Conflicts of Interest	Passed 08/21/2012	Print Report	Take Survey
Group 2 Research project staff	Incomplete	Not Earned	

III. When does the training need to be completed?

CITI needs to be completed within 30 days of hire and before any involvement in human subject research. Research studies will not be approved until all key personnel and research project staff completes the training.

IV. What if I have previously taken the basic CITI training at another institution?

If you have taken the course **within the past 3 years**, log on using your username and password. From the learner's menu, click *affiliate with another institution* and type in and select *Harvard Pilgrim Health Care* from the drop down menu. If additional coursework is required, you will be prompted to take the refresher course (see refresher instructions). You will also be required to submit a copy of your basic course completion.

V. How long will this take to complete?

It will take 4-6 hours to complete the entire course in multiple sessions. This can be completed remotely, from your home or from a laptop. Exit and Re-enter the course at any time with your username and password. Any completed work will automatically be saved.

VI. What happens if I do not receive a passing score?

The minimum passing score is set at 80%. If you do not pass, you may repeat any quiz in which you did not receive 100%.

VII. When I have completed all the Required Modules for my assigned Learner Group, what do I do?

When you complete the program, you will receive an emailed copy for your records. Submit a copy of your training completion report with your next applicable IRB submission. You may also submit your training to the IRB Office at anytime by attaching it and submitting it through your user profile in IRBNet.

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