



I. How do I access this training?

Go to the website (www.citiprogram.org) and log in. **Forgot your password?** Click on the "Forgot Username and Password" link on the Home Page. If you made an error in providing your email address or there are firewalls to prevent HTML attachments, your request will not be filled and you will need to contact CITI Support at (305) 243-7970.

II. What Course do I need to take?

If you have previously taken the Human Subjects Basic Course within the past 3 years, complete the Refresher Course. The Refresher Course is required every 3 years. The refresher course will not be accepted without proof of completion of the basic course. Answer the questions as outlined below.

1. From the main menu click on Add a course or update your Learners Group.

Are you here today to take the basic or refresher course?

Click next

* Are you here today to take the basic or refresher course?
Choose one answer

- If this is your first time taking a CITI Human Subject courses at Harvard Pilgrim Health Care you will need a **Basic Course**
- If you have previously completed a CITI Human Subjects course at Harvard Pilgrim Health Care, you can take a **Refresher Course**

2. Select the statement that is most appropriate for your current needs. You will be enrolled in the Refresher Course for that group.

Choose one answer

- Investigators:** Choose this group to satisfy CITI training requirements for investigators primarily involved in Biomedical research with human subjects.
- Research Project Staff:** Choose this group to satisfy CITI training requirements for staff primarily involved in Biomedical research with human subjects.
- Other Departmental Staff**
- IRB Members**

Click next

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.) Completion of this course is a onetime requirement, and if you have previously taken this course, select, No, Thanks.

Choose one answer

- Yes, enroll me for the Biomedical Responsible Conduct of Research Course
- No, thanks.

Click next

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



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

Group 1 Investigators, Refresher Course	Not Started - Enter	Not Earned	Not Available
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III. When do I need to complete this training?

The refresher is required every three years after completion of the basic course. You will only receive credit for the refresher if you have taken and completed the basic course. An email notification will be sent by the CITI program before your expiration of the basic course.

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

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 under participating institutions. You will be prompted and required to take the refresher course with Harvard Pilgrim Health Care.

V. How long will this take to complete?

It will take 1-2 hours to complete the entire course in multiple sessions. This can be completed remotely, from your homes or from laptops. 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 for which you did not receive 100%. You will be notified once you receive a passing score.

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.