CITI Training: Update Certification to Reflect Expiration

1. Go to the CITI Program website (www.citiprogram.org).

2. Log onto the CITI website using your CITI username and password.
3. After you log into CITI, you will be brought to your main menu. If you have more than one affiliation, you will see all affiliations listed; please choose “View Courses” for University of Pennsylvania.

4. On the next page, scroll down to the “Completed Courses” section for the Human Subjects Protection course and click the button reading “View – Print – Share Record.”
5. After clicking, you will see the name of Human Subjects Research course you completed, along with the options “Completion Report” and “Completion Certificate.”

Click **either** to generate an updated report with no expiration date listed.