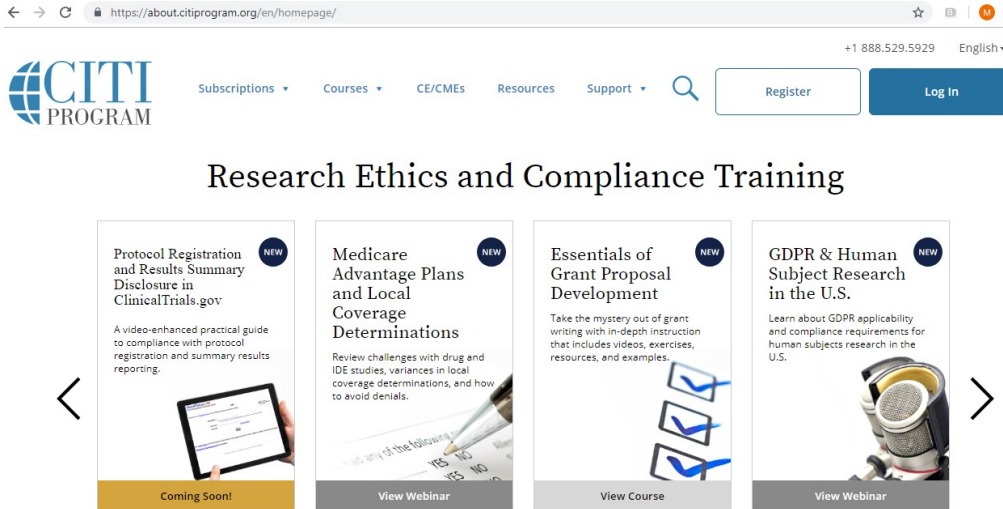


# CITI Training: Update Certification to Reflect Expiration

1. Go to the CITI Program website ([www.citiprogram.org](http://www.citiprogram.org)).



The screenshot shows the CITI Program website homepage. The browser address bar displays <https://about.citiprogram.org/en/homepage/>. The navigation menu includes Subscriptions, Courses, CE/CMEs, Resources, and Support. A search icon, a Register button, and a Log In button are also visible. The main heading is "Research Ethics and Compliance Training". Below this, four training cards are displayed:

- Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov** (NEW): A video-enhanced practical guide to compliance with protocol registration and summary results reporting. Status: Coming Soon!
- Medicare Advantage Plans and Local Coverage Determinations** (NEW): Review challenges with drug and IDE studies, variances in local coverage determinations, and how to avoid denials. Status: View Webinar
- Essentials of Grant Proposal Development** (NEW): Take the mystery out of grant writing with in-depth instruction that includes videos, exercises, resources, and examples. Status: View Course
- GDPR & Human Subject Research in the U.S.** (NEW): Learn about GDPR applicability and compliance requirements for human subjects research in the U.S. Status: View Webinar

2. Log onto the CITI website using your CITI username and password.



The screenshot shows the CITI Program login page. The CITI PROGRAM logo is prominently displayed. The language is set to English. The navigation options are LOG IN, LOG IN THROUGH MY INSTITUTION, and REGISTER. The login form includes:

- Username field with a [Forgot?](#) link.
- Password field with a [Forgot?](#) link.
- A blue Log In button.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Need Help? [Support Center](#)

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.

### Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Children's Hospital of Philadelphia

View Courses

University of Pennsylvania

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation



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.”

Show Courses for: University of Pennsylvania  Institution List

### University of Pennsylvania

#### Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

#### Courses Ready to Begin

[Learner Tools](#)

You have no courses ready to begin for this Institution.

#### Completed Courses

[Learner Tools](#)

University of Pennsylvania  
Biomedical Research  
Stage 2 - Refresher Course

Passed 24-Jan-2019

Review Course

View - Print - Share Record



**CLICK  
HERE**

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.

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University of Pennsylvania  
ID 898

## Biomedical Research

Name	Stage	Completion Date	Expiration Date	Record ID
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### Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

View / PrintCopy Link

**CLICK HERE  
for report  
with no  
expiration date**

### Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

View / PrintCopy Link

**CLICK HERE  
for certificate  
with no  
expiration date**