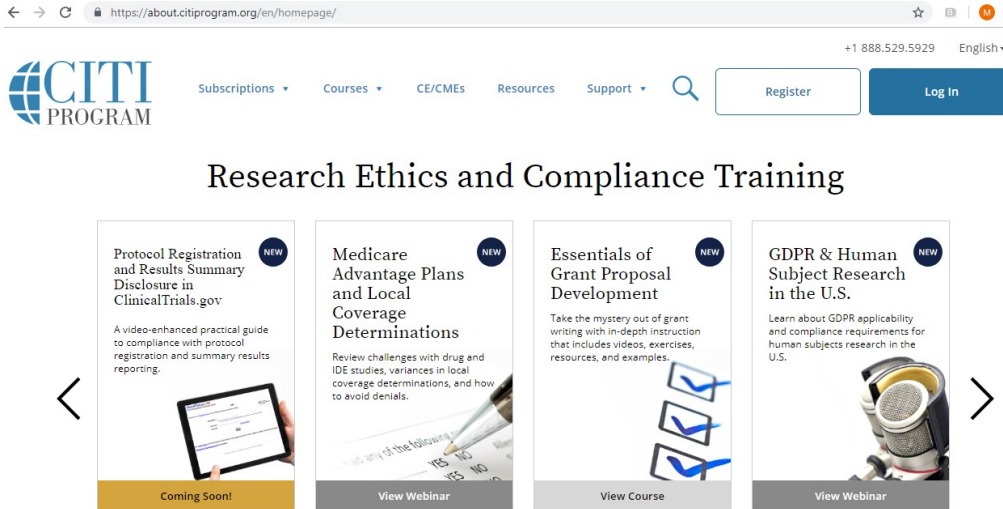# CITI Training: Update Certification to Reflect Expiration

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.

University of Pennsylvania
ID 898

Biomedical Research

Name	Stage	Completion Date	Expiration Date	Record ID

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 / Print] [Copy 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 / Print] [Copy Link ☐]

CLICK HERE
for certificate
with no
expiration date