How to Assign the CITI Training - Human Subjects Protections Curriculum

Please follow the outlined steps below in order to complete the CITI Human Subjects Protections training.

1. Go to the CITI Program website (www.citiprogram.org).
   - Beginning March 6, 2023, CITI will be accessible via Single Sign On (SSO) through Workday Learning for University staff, faculty, and students.
   - CITI is also accessible via Single Sign On (SSO) through KnowledgeLink for University of Pennsylvania Health System (UPHS) faculty and staff.

2. For "First Time Users" you will need to Register *(create account with a username and password)*
   - First, click "Register" button on the login screen.
   - The next screen will take you through a series of questions.

(* Indicates required fields)
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Step 1: Registration

3. Type "University of Pennsylvania" in the Search for organization text box

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CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

> University of Pennsylvania|

California University of Pennsylvania
Cheyney University of Pennsylvania
Clarion University of Pennsylvania
East Stroudsburg University of Pennsylvania
Edinboro University of Pennsylvania
Indiana University of Pennsylvania
Kutztown University of Pennsylvania
Millersville University of Pennsylvania
Millersville University of Pennsylvania (SSO)
Shippensburg University of Pennsylvania
University of Pennsylvania
University of Pennsylvania (SSO)
West Chester University of Pennsylvania

organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

☐ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.

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4. Click the box "I Agree to the Terms of Service…" in the Select your Organization
    Affiliation box.
5. Click "I affirm that I am an affiliate of University of Pennsylvania."
6. If you have your Penn Key and password, click "Log In with University of
    Pennsylvania. If you do not have your Penn Key and password, click Create a CITI
    Program Account.

Ignore the Independent Learner Registration box.

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

> University of Pennsylvania

University of Pennsylvania allows the use of Single Sign On (SSO) or a CITI Program username/password for access.

Single Sign On (SSO) requires a username and password issued by University of Pennsylvania.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of University of Pennsylvania.

[**Log In with University of Pennsylvania**]   or   [**Create a CITI Program account**]

───── or ─────

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

☐ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.

(* Indicates required fields)
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NOTE: The remaining instructions follow the steps initiated by clicking Create a Citi Program account above. Logging in with Single Sign On (SSO) may skip some of these steps.

Step 2: Registration

7. Confirm personal information is correct, or if not using single sign on enter Personal Information
8. Click "Continue To Step 3"

CITI - Learner Registration - University of Pennsylvania

Steps : 1 **2** 3 4

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue To Step 3

(* Indicates required fields)
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Step 3: Registration

9.   If not using single sign on, create your Username and Password
10.   Select a Security question and provide an answer.
11.   Click "Continue To Step 4"

CITI - Learner Registration - University of Pennsylvania

Steps: 1   2   **3**   4

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password   * Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

* Security Answer

Continue To Step 4

(* Indicates required fields)
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Step 4: Registration

12. Select Country of Residence
13. Answer remaining questions.
14. Click "Finalize Registration"

CITI - Learner Registration - University of Pennsylvania

Steps: 1 2 3 **4**

* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓐ

[iD] **Connect your ORCID iD**

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* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

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* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓐ

○ Yes
● No

Finalize Registration

Step 5: CE Credits

15. Register your interest for CE credits. If you answer Yes, you are responsible for the cost of obtaining CE credits.
16. Click "Submit"

Your CE Credit Status

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses – please see "Course List" link under the "CE Credits" tab on login page for details.

Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

○ YES
At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

● NO
The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase **after** you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

Submit

(* Indicates required fields)
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Step 6: Affiliate with Institution

17. **Enter your Penn email address under Institutional email address**.
    - If you do not have it yet, enter your personal email address temporarily to be able to complete the training. You can go back into your CITI profile later to change it to your Penn email address, once available.
18. Answer the remaining required questions.

(* Indicates required fields)
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19. Enter your Penn ID # under PennID, if available. This will help Penn identify your learning records. If you do not have your Penn ID # yet, enter a random number to move forward. You can go back into your CITI profile later to change it to your Penn ID #, once available.
20. Click Next.

Office Phone *

Which course do you plan to take?

...

Home Phone

PennID *

Next

Step 7: CITI Course Enrollment Procedure

21. Read through the CITI Course Enrollment Procedure. To fulfill IRB training requirements, you must complete the Human Subjects Protection Course.
22. Scroll down to the CITI Course Enrollment Questions.

Select Curriculum
University of Pennsylvania

CITI Course Enrollment Procedure

CITI provides courses in **Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research.** Your organization likely has several requirements and perhaps some options to meet your instructional obligations.

- You will be provided a series of enrollment questions below.
- Your responses will determine the curriculum for the courses you are going to take.
- Please read the questions and responses carefully to make the best choice.

Human Subjects Protection Course:

- If you have NOT completed a CITI course at this Institution previously, you may be required to complete the BASIC course at this time.
- If you have completed the CITI Basic course since 5-1-2004, the software is programmed to show you the CITI Re-fresher course now.
- You may be able to fulfill your refresher obligation with the CITI Good Clinical Practice Course. Please consult your IRB office.

For more detailed information review the instruction's page of your Institution. This page is available as a link at the top of this page

Step 8: CITI Course Enrollment Questions

23. Click View Instructions Page, if necessary.

24. Answer Question 1 by checking the box next to Protection of Human Subjects.

25. Check off any other trainings you may be required to complete for your position (if applicable).
    - *NOTE: If you are a physician who intends to treat patients with a humanitarian use device, but you do not conduct human subjects' research otherwise, you may take the HUD training only.*

☑ **Protection of Human Subjects:**
(This course is required for anyone involved in the design, conduct or analysis of human subjects research at Penn. There are five course tracks that may be completed to satisfy the training requirement at Penn. Users must select the human subjects track that is most appropriate based on the type of research conducted and the user's role in the research. For those who have previously completed human subjects training through Penn, "Refresher" courses are available.

☐ **Responsible Conduct of Research (RCR) For 2nd, 3rd, or 4th year students in the Biomedical Graduate Studies (BGS) Program ONLY:**
Responsible Conduct of Research (RCR) training is based on your current year of study in the Biomedical Graduate Studies (BGS) program. Participation in the training program is mandatory for all graduate students in the Biomedical Graduate Studies programs. The topics covered are: Research Misconduct; Data Acquisition, Management, Sharing and Ownership; Mentoring; Collaboration; Conflicts of Interest; Publication Practices, Responsible Authorship and Peer Review; Human Subjects and Animal Welfare.

☐ **Responsible Conduct of Research (RCR) For all other individuals, including NSF and NIH funded students and trainees:**
The CITI Responsible Conduct of Research (RCR) Course provides instruction on "best practice" professional/ethical research standards. It covers 9 topics and there are versions for 5 fields of study. Completion of this course may be required by a federal agency (NSF, NIH) and/or your school or program related to your role as a student, postdoctoral fellow, or faculty researcher.

☐ **Laboratory Animal Research Coordinator Courses:**
These courses are intended for individuals currently enrolled in the Laboratory Animal Research Coordinator (LARC) program within the Office of Animal Welfare. There are 3 specific courses that will be presented: Working with the IACUC, Post-Procedure Care of Mice and Rats in Research: Minimizing Pain and Distress, and Post-Approval Monitoring (PAM). Completion of these CITI Animal Care and Use courses are a requirement of the LARC program. Please note, these CITI courses do not replace any other courses required by the university for those individuals conducting research with laboratory animals.

☐ **Clinical Trial Billing Compliance (CTBC)**

☐ I wish to be enrolled in the **Revised Common Rule**

☐ **Humanitarian Use Devices (HUDs)** Check the box to complete the Humanitarian Use Device training if you are a physician treating patients with an HUD

(* Indicates required fields)
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Step 9: CITI Course Enrollment Questions
26.   Answer Question 2. Click Next
27.   Answer Question 3, if you answered Yes to Question 2. Click Next.

Question 2

You have indicated that you are interested in taking a course in the protection of human subjects. You will now be asked to complete additional questions to determine which human subjects protections course is right for you.

This question is required. Choose one answer.

○   Yes. I am a Penn based researcher that conducts research at CHOP or am a CHOP-based Penn faculty member.

○   No. I do not conduct research at CHOP, nor am I a CHOP-based Penn faculty member.

Start Over	Next

Question 3

Have you previously completed the Penn School of Medicines Patient Oriented Research Course?

This question is required. Choose one answer.

○   Yes
○   No

Start Over	Next

(* Indicates required fields)
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Step 10: CITI Course Enrollment Questions

28. Answer Question 4 to select your appropriate learner group based on the type of research you conduct or oversee.
29. Click Next.

Question 4

Select the Group that is most appropriate for your research focus or activities.

This question is required. Choose one answer.

○ **Group 1:** Biomedical Research

○ **Group 2:** Social/Behavioral Research Course

○ **Group 3:** Research with data or laboratory specimens- ONLY

○ **Group 4:** IRB Member

○ **Group 5:** Students - Class projects

[Start Over] [Next]

Step 11: CITI Course Enrollment Questions

30. Answer Question 7. To comply with federal regulations, you should enroll in the GCP course if you may be engaged in research on a study that meets the NIH definition of a clinical trial.

   NIH Clinical Trial Definition: "*A research study in which one or more human subjects are **prospectively assigned to** one or more **interventions** to evaluate the effects of those interventions on health-related **biomedical or behavioral** outcomes.*"

   NOTE: "Interventions" may include, but are not limited to, a drug or device product, a treatment procedure or surgery, social-behavioral intervention, etc.

31. Click Next.

Question 7

If you want to take Good Clinical Pratice (GCP) please make your selection below.

This question is required. Choose one answer.

○ Yes, I would like to enroll in the Good Clinical Pratice (GCP)

○ Yes, I would like to take the Good Clinical Practice for Social & Behavioral.

○ No, I do not want to take the GCP course.

| Start Over | Next |

32. You will be brough to the Course learning page. Click Start Now to start the courses you signed up for.