

## 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.

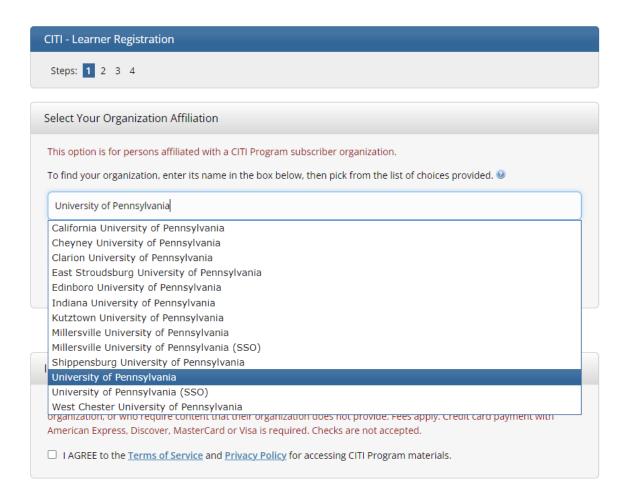
- 1. Go to the CITI Program website (<u>www.citiprogram.org</u>).
  - Beginning March 6, 2023, CITI will be accessible via Single Sign On (SSO) through Workday Learning for University staff, faculty, and students.
  - CITI is also accessible via Single Sign On (SSO) through KnowledgeLink for University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





# **Step 1: Registration**

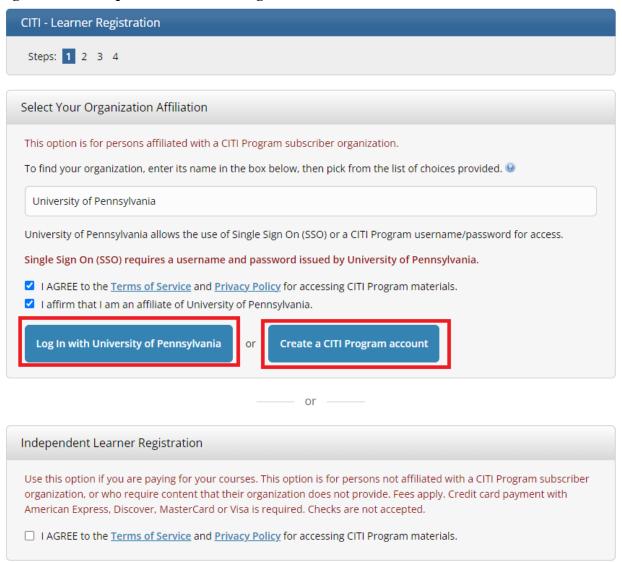
3. Type "University of Pennsylvania" in the Search for organization text box





- 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.

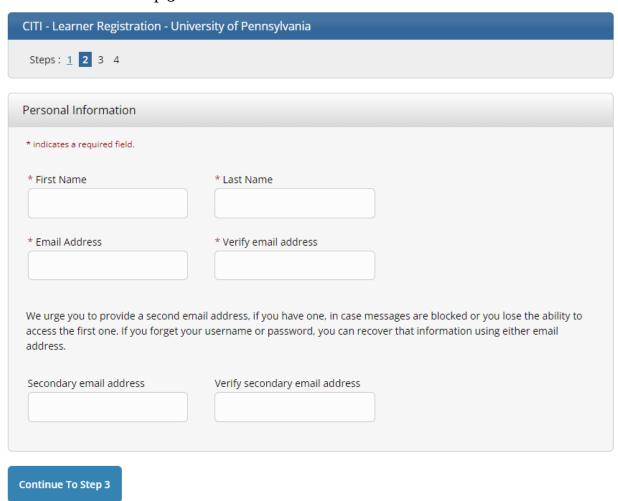




NOTE: The remaining instructions follow the steps initiated by clicking <u>Create a Citi Program account</u> above. Logging in with Single Sign On (SSO) may skip some of these steps.

## **Step 2: Registration**

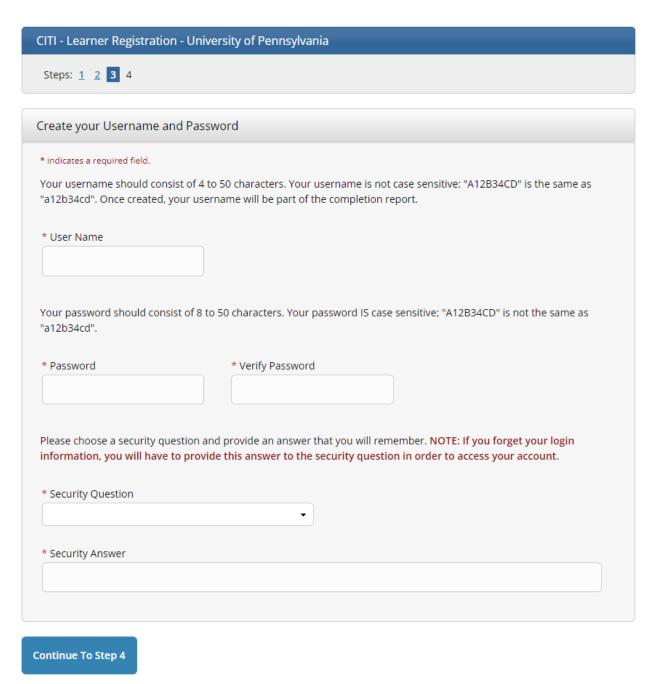
- 7. Confirm personal information is correct, or if not using single sign on enter Personal Information
- 8. Click "Continue To Step 3"





## **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"

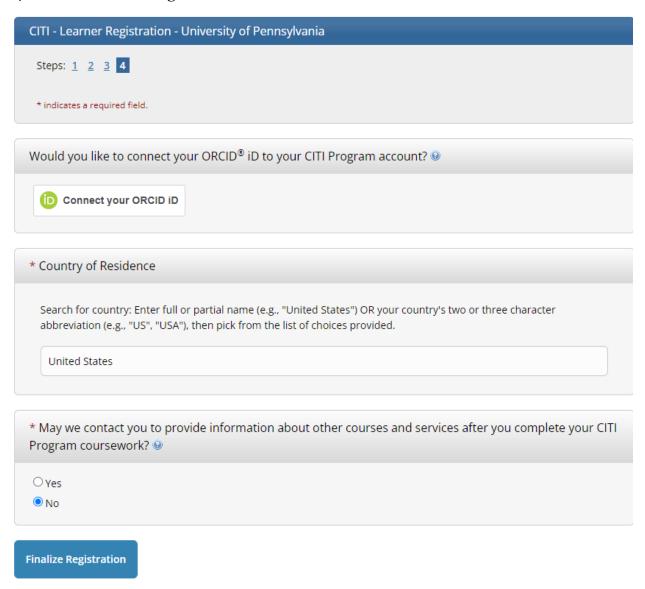


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# **Step 4: Registration**

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



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.



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.



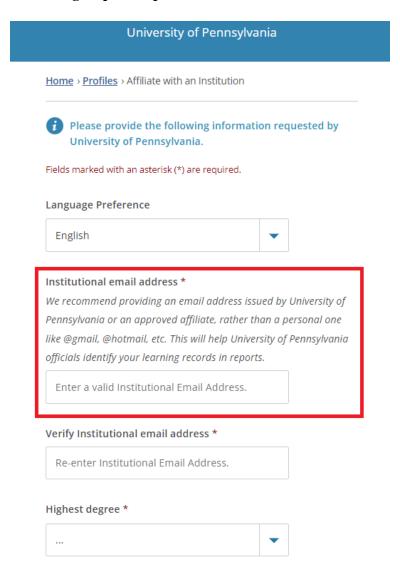
The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase **after** you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

Submit



## **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.





- 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.

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### **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.

<b>✓</b>	of human subjects research at Penr completed to satisfy the training re- human subjects track that is most a conducted and the user's role in the	involved in the design, conduct or analysis a. There are five course tracks that may be quirement at Penn. Users must select the ppropriate based on the type of research e research. For those who have previously through Penn, "Refresher" courses are
	the Biomedical Graduate Studies (Responsible Conduct of Research (Rostudy in the Biomedical Graduate Stutraining program is mandatory for all Graduate Studies programs. The topi Acquisition, Management, Sharing and	R) training is based on your current year of idies (BGS) program. Participation in the graduate students in the Biomedical cs covered are: Research Misconduct; Data and Ownership; Mentoring; Collaboration; tices, Responsible Authorship and Peer
	NSF and NIH funded students and The CITI Responsible Conduct of Rese "best practice" professional/ethical re there are versions for 5 fields of stud	earch (RCR) Course provides instruction on esearch standards. It covers 9 topics and y. Completion of this course may be H) and/or your school or program related
	Laboratory Animal Research Coord These courses are intended for indivi- Animal Research Coordinator (LARC) Welfare. There are 3 specific courses IACUC, Post-Procedure Care of Mice a Distress, and Post-Approval Monitori Care and Use courses are a requirem	duals currently enrolled in the Laboratory program within the Office of Animal that will be presented: Working with the and Rats in Research: Minimizing Pain and ng (PAM). Completion of these CITI Animal tent of the LARC program. Please note, or other courses required by the university
	Clinical Trial Billing Compliance (C	FBC)
	I wish to be enrolled in the <b>Revised C</b>	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



# **Step 9: CITI Course Enrollment Questions**

	Question 2
ou l	nave indicated that you are interested in taking a course in the protection of
numa	an subjects. You will now be asked to complete additional questions to
leter	rmine which human subjects protections course is right for you.
his q	uestion 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.
:	Next Ougation 2
	Question 3
На	ave you previously completed the Penn School of Medicines Patient Oriented
	ave you previously completed the Penn School of Medicines Patient Oriented esearch Course?
Re	
Re	esearch Course? is question is required. Choose one answer.
Re	esearch Course?

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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.

your selection below
")
al & Behavioral.

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

31. Click Next.