How to Assign the CITI Training: Human Subjects Protections Curriculum

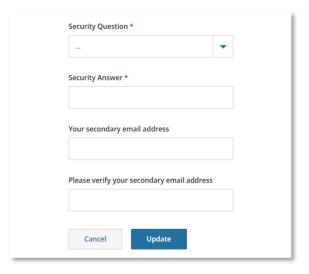
CITI training is available via PennKey Single Sign On (SSO) for University students, staff, and faculty, and for University of Pennsylvania Health System (UPHS) faculty and staff with PennKey credentials. Alternative registration instructions are provided for those without PennKey login credentials.

Instructions for users with a PennKey login (preferred method)

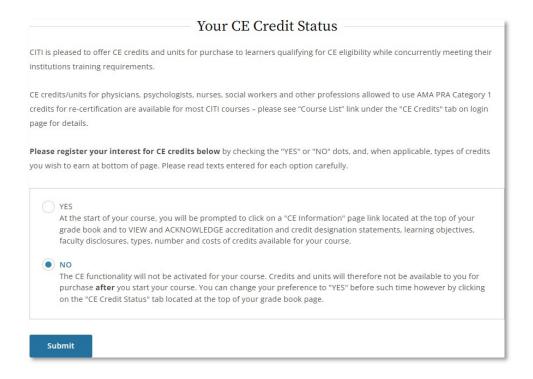
- 1. Open Penn's instance of the CITI Program website https://www.citiprogram.org/portal?site=898
 - CITI training is available via PennKey Single Sign On (SSO) for University students, staff, and faculty via Workday Learning, and for University of Pennsylvania Health System (UPHS) faculty and staff via a link in the right sidebar of Knowledge Link.
- 2. You will be prompted to log in with your PennKey.
- 3. You will be given two options "I already have a CITI Program Account" or "I don't have a CITI Program account and I need to create one."
 - If you have previously taken CITI courses, either at Penn or another institution, choose "I already have a CITI Program Account". You will be prompted to log in with your previously created CITI Program username and password. **Skip to Step 7 on page 3.**
 - If you have never completed CITI training before, choose "I don't have a CITI Program account and I need to create one," then select the "Create a New CITI Program Account" button.



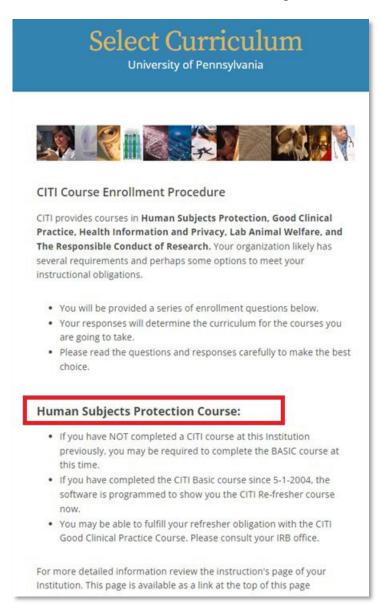
4. Newly registered users will be prompted to choose a security question and answer and provide a secondary email address. This will allow users to retrieve their CITI learning history if they lose access to log in via Penn SSO.



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



- 7. You should now arrive at the Select Curriculum screen.
 - If you are not directed to the Select Curriculum screen, select "My Courses" near the top of the page, then select View Courses, then click the Add a Course link (found in the Learner Tools area near the bottom of the page).
- 8. Read through the CITI Course Enrollment Procedure. To fulfill IRB training requirements, you must complete the Human Subjects Protection Course.
- 9. Scroll down to the CITI Course Enrollment Questions.



- 10. Answer Question 1 by checking the box next to Protection of Human Subjects.
- 11. 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.

>	of human subjects research at Penn completed to satisfy the training red human subjects track that is most a conducted and the user's role in the	nvolved in the design, conduct or analysis . There are five course tracks that may be quirement at Penn. Users must select the ppropriate based on the type of research research. For those who have previously through Penn, "Refresher" courses are
	the Biomedical Graduate Studies (E Responsible Conduct of Research (RC study in the Biomedical Graduate Stu- training program is mandatory for all Graduate Studies programs. The topic Acquisition, Management, Sharing an	R) training is based on your current year of dies (BGS) program. Participation in the graduate students in the Biomedical cs covered are: Research Misconduct; Data d Ownership; Mentoring; Collaboration; ices, Responsible Authorship and Peer
	NSF and NIH funded students and to The CITI Responsible Conduct of Rese "best practice" professional/ethical re there are versions for 5 fields of study	arch (RCR) Course provides instruction on search standards. It covers 9 topics and /. Completion of this course may be H) and/or your school or program related
	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 (CT	BC)
	I wish to be enrolled in the Revised C	
	Humanitarian Use Devices (HUDs)	Check the box to complete the Humanitarian Use Device training if you are a physician treating patients with an HUD

- 12. Answer Question 2. Click Next
- 13. 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?
Research Course:
This question is required. Choose one answer.
O Was
Yes
○ No
Start Over Next

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

15. Answer Question 7 regarding Good Clinical Practice training, then click Next. 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 AND you have not completed or plan to complete ACRP Good Clinical Practice Simulation (you do not need to complete both CITI Good Clinical Practice and ACRP Good Clinical Practice Simulation).

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.

———— 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.		

- 16. You will be brough to the Course learning page. Click Start Now to start the courses you signed up for.
 - NOTE: if you previously completed similar courses on Human Subjects Protections or Good Clinical Practice at another institution, you may receive full or partial credit after adding your courses. If you have received partial credit, you will click Continue Course.
- 17. After completing your course(s), you can view and print certificates and transcripts of your training by selecting the My Records option near the top of the screen. For Workday Learning users, your completion will automatically be recorded in Workday Learning overnight.

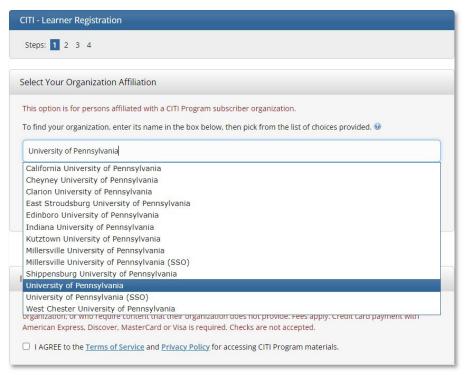
Instructions for users without PennKey login credentials

- 1. If you do not have a PennKey login, you will visit the CITI homepage at https://about.citiprogram.org/ NOTE: if you have a PennKey login, please use the Single Sign On (SSO) link for Penn instead.
- 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.

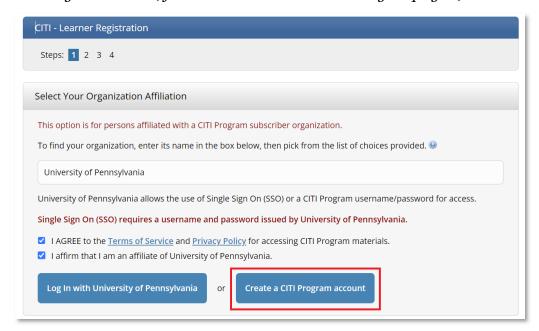


Step 1: Registration

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

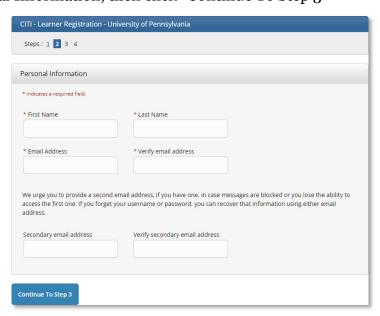


- 4. Click the box "I Agree to the Terms of Service..." in the Select your Organization Affiliation box.
- 5. Click "I affirm that I am an affiliate of University of Pennsylvania."
- 6. Because you do not have a PennKey username and password, click Create a CITI Program Account. Ignore the Independent Learner Registration box. (If you have PennKey credentials, follow the instructions starting on page 1).



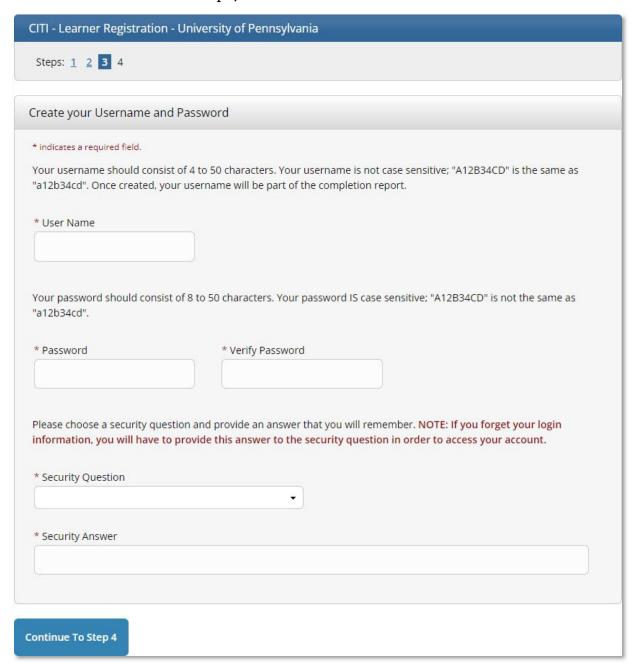
Step 2: Registration

7. Enter Personal Information, then click "Continue To Step 3"



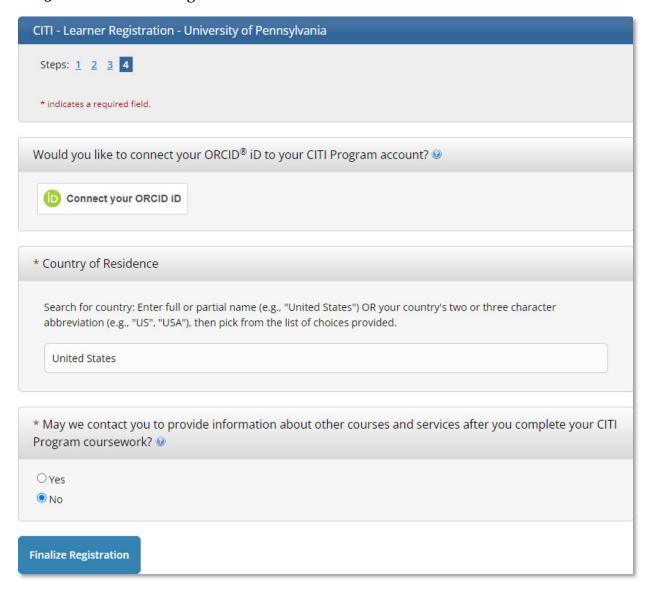
Step 3: Registration

- 8. Create your Username and Password.
- 9. Select a Security question and provide an answer.
- 10. Click "Continue To Step 4"



Step 4: Registration

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



Step 5: CE Credits

- 14. Register your interest for CE credits. If you answer Yes, you are responsible for the cost of obtaining CE credits.
- 15. 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.

YE

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.

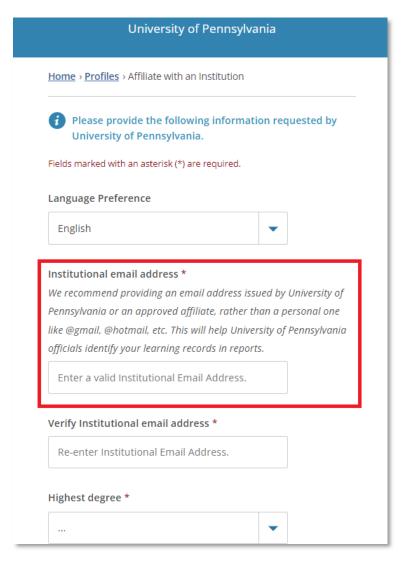
N

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: Affilliate with Institution

- 16. 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.
- 17. Answer the remaining required questions.



- 18. Enter your 8-digit Penn ID # under PennID, if available. This will help Penn identify your learning records. Your Penn ID # can be found on your PennCard.
 - 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.
- 19. Click Next.

Step 7: CITI Course Enrollment Procedure

The remaining enrollment steps are the same for PennKey and non-PennKey learners. Enroll in the required content by following the enrollment steps on pages 3 through 7.