

# 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.

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## 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.

**CITI PROGRAM**

[LOG IN](#)   [LOG IN THROUGH MY ORGANIZATION](#)   [REGISTER](#)

Associate your SSO account with a CITI Program account

Please choose an option:

☐ I already have a CITI Program account.

☐ I don't have a CITI Program account and I need to create one.

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

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.

The screenshot shows a registration form with the following fields and buttons:

- Security Question \***: A dropdown menu with a blue arrow icon.
- Security Answer \***: A text input field.
- Your secondary email address**: A text input field.
- Please verify your secondary email address**: A text input field.
- Buttons**: "Cancel" (light blue) and "Update" (dark blue).

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

The screenshot shows the "Your CE Credit Status" form with the following content:

**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**

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.

## 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

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.*

☒ **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

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 OverNext

### 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 OverNext

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 Practice (GCP) please make your selection below.

This question is required. Choose one answer.

- ☐ Yes, I would like to enroll in the Good Clinical Practice (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 brought 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.

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.



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).*

The screenshot shows the 'CITI - Learner Registration' page at Step 1 of 4. The title is 'Select Your Organization Affiliation'. A red note states: 'This option is for persons affiliated with a CITI Program subscriber organization.' Below this, it says: 'To find your organization, enter its name in the box below, then pick from the list of choices provided.' A search box contains 'University of Pennsylvania'. Below the search box, it says: 'University of Pennsylvania allows the use of Single Sign On (SSO) or a CITI Program username/password for access.' A red note states: 'Single Sign On (SSO) requires a username and password issued by University of Pennsylvania.' There are two checkboxes: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of University of Pennsylvania.' At the bottom, there are two buttons: 'Log In with University of Pennsylvania' and 'Create a CITI Program account'. The 'Create a CITI Program account' button is highlighted with a red rectangle.

## Step 2: Registration

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

The screenshot shows the 'CITI - Learner Registration - University of Pennsylvania' page at Step 2 of 4. The title is 'Personal Information'. A red note states: '\* indicates a required field.' There are four required fields: '\* First Name', '\* Last Name', '\* Email Address', and '\* Verify email address'. Below these, there are two optional fields: 'Secondary email address' and 'Verify secondary email address'. At the bottom, there is a blue button labeled '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”

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

## Step 4: Registration


11. Select Country of Residence
12. Answer remaining questions.
13. 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? ⓘ

 Connect your ORCID iD

\* 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

\* 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

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

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### Your CE Credit Status

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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

## 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.

University of Pennsylvania

[Home](#) > [Profiles](#) > Affilliate with an Institution

 Please provide the following information requested by University of Pennsylvania.

Fields marked with an asterisk (\*) are required.

Language Preference

English

Institutional email address \*

*We recommend providing an email address issued by University of Pennsylvania or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help University of Pennsylvania officials identify your learning records in reports.*

Enter a valid Institutional Email Address.

Verify Institutional email address \*

Re-enter Institutional Email Address.

Highest degree \*

...

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.