CITI Human Subjects Protection Training FAQs

What is CITI Human Subjects Protection training?
The Collaborative Institutional Training Initiative Program (CITI), a program of the Biomedical Research Alliance of New York (BRANY), provides the training needed to ensure that all investigators and research study personnel who collect, access and analyze data, meet the minimum Federal standards to protect the privacy of patients and protected health information as set forth by the 1996 Health Insurance Portability and Accountability Act
(HIPAA) that regulates the use/disclosure of an individual's health information.

Do I need to take CITI Human Subjects Protection training?
Investigators and project personnel doing research involving human subjects must take CITI training before receiving IRB approval and become re-certified at minimum every three years. Alternatively, investigators and project personnel can attend the virtual training offered by the IRB (see upcoming training dates on our website) or comparable other human subjects and health information privacy training, e.g., NIH, NIMH, UCLA, USC and attach a copy of the certificate to the application.

How do I register for CITI Human Subjects Protection training?
Investigators and key personnel (anyone who analyzes identifiable data, collects, accesses or de-identifies data) can access CITI training by going to their website at: https://citiprogram.org

Which CITI Human Subjects Protection courses do I need to take?
Investigators and key project personnel need to take the one following courses as appropriate:

- Social & Behavioral Research Investigators
- Biomedical Research Investigators

Do I need to take the Good Clinical Practice (GCP) course?
No. This is an optional course.

My study is exempt. Do I still need to take CITI Human Subjects Protection training?
Yes. Even if a study is exempt, CITI Human Subjects Protection training (or equivalent, see "Do I need to take CITI training") is required.

What if I have already taken CITI Human Subjects Protection training at another institution?
CITI Human Subjects Protection training completed at another institution can be accepted by our IRB if it was completed within the past three years. When submitting your IRB application, please upload both your training certificate **and** your coursework report (also known as a transcript). Refer to the attached screenshots on page for instructions on how to print *both* your certificate and transcript.

What is the passing score?
A score of 80% is required to pass; module quizzes can be retaken if you did not score 100%.

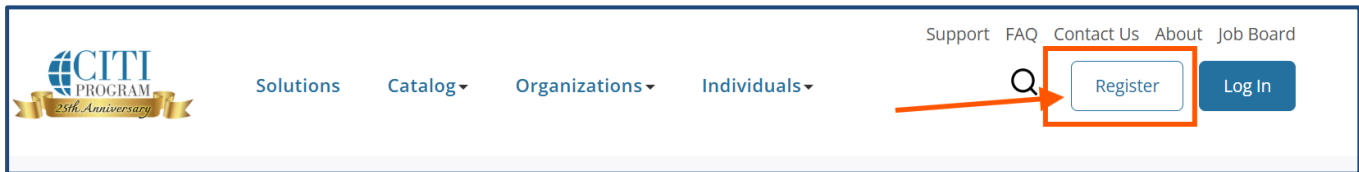***How long does the training last, and does it need to be taken all at once?***
The training will take approximately 1.5-2 hours and can be started or stopped at any time.

Instructions for New and Existing Users

A. **New User (New registration)**: If this is your first time creating a CITI account, refer to page 3 **(next page)**.

B. **Existing CITI Users from Institutions other than Los Angeles County Department of Public Health (DPH):** If you already have a CITI account registered with a different institution, refer to page 13.

C. **Existing CITI Users from DPH**: If your CITI account is registered under DPH, refer to page 15.

A. New Users (New Registration)

1. Once you are in the CITI Program homepage, click **"Register"** located to the upper right-hand side**.**

2. Click on "**Select Your Organization Affiliation**"

3. **Select Your Organization Affiliation:** Type in the search box "Los Angeles", you will then see the choices populate, select "Los Angeles County Department of Public Health".

A. New Users (New Registration), continued

4. Please read and agree to the **Terms of Service** and **Privacy Policy**; affirm you are an affiliate of Los Angeles County Department of Public Health

5. Fill out your personal information in the blank box accordingly and then click "**Continue to Step 3**"

A. New Users (New Registration), continued

6. Set up your username and password, choose your preferred security questions from the dropdown menu, and then provide your answers to those questions. In addition, fill out the country and select "Yes" or "No" to receiving info for other courses provided by CITI.

A. New Users (New Registration), continued

7. **CE Credit Status:**

> If you select "**No**" and submit as shown in the below screenshot proceed to page 8 to the **"Affiliate with an Institution"** screen
>
> If you select "**Yes**", a set of questions will appear for you to answer (see below).

A. New Users (New Registration), continued

2. **Complete the form below:**

First Name

▮▮▮▮▮▮

Middle Initial

Last Name

▮▮▮▮▮▮

Credentials *

... ▾

Job Title *

Affiliation/Organization *

Speciality *

... ▾

Sub-Speciality

... ▾

Address 1 (200 Character Max) *

Address 2 (200 Character Max)

Address 2 (200 Character Max)

Country *

State/Province/Region *

City *

Zip/Postal Code *

Phone Number (no dashes) *

(+1) 234 567 8901 (ext 2345)

Fax Number (no dashes)

(+1) 234 567 8901 (ext 2345)
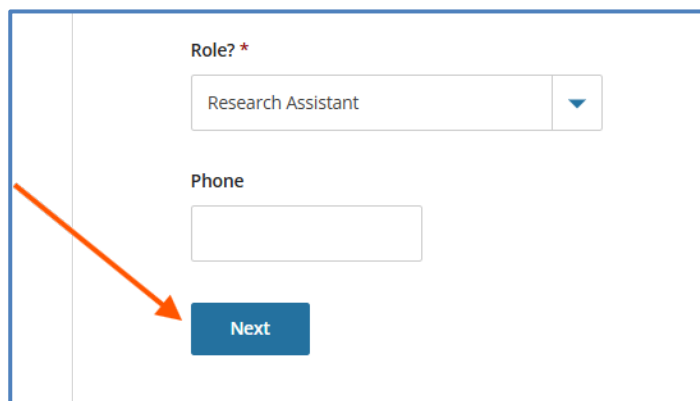
Email Address *

Submit

A. New Users (New Registration), continued

8. **Affiliate with an Institution**: Fill out the "Language Preference" and all the fields marked with an asterisk

Affiliate with an Institution
Los Angeles County Department of Public Health

Home › Profiles › Affiliate with an Institution

ⓘ Please provide the following information requested by Los Angeles County Department of Public Health.

Fields marked with an asterisk (*) are required.

Language Preference

[... ▼]

Institutional email address *
We recommend providing an email address issued by Los Angeles County Department of Public Health or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Los Angeles County Department of Public Health officials identify your learning records in reports.

[Enter a valid Institutional Email Address.]

9. If you're *unsure* how to answer the question **"Role?",** you can scroll down and choose **"Research Assistant"**

Institutional email address *
We recommend providing an email address issued by Los Angeles County Department of Public Health or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Los Angeles County Department of Public Health officials identify your learning records in reports.

[Enter a valid Institutional Email Address.]

Verify Institutional email address *

[Re-enter Institutional Email Address.]

Highest degree

[... ▼]

Employee Number

[ ]

Role? *

[... ▼]

...
Clinical Researcher
Co-Investigator
Compliance Officer
Data manager
IACUC Administrator
IACUC Chair
IACUC Member
Institutional Official
Interviewer
IRB administrator
IRB Chair
IRB Member
Lab. Research Staff
Pharmacist
Principal Investigator
Recruiter
Research Administrator
Research Assistant
Research Fellow - Post Graduate

A. New Users (New Registration), continued

10. Once you've completed all the required questions, as indicated by the orange squares and asterisks, you can click **"Next**
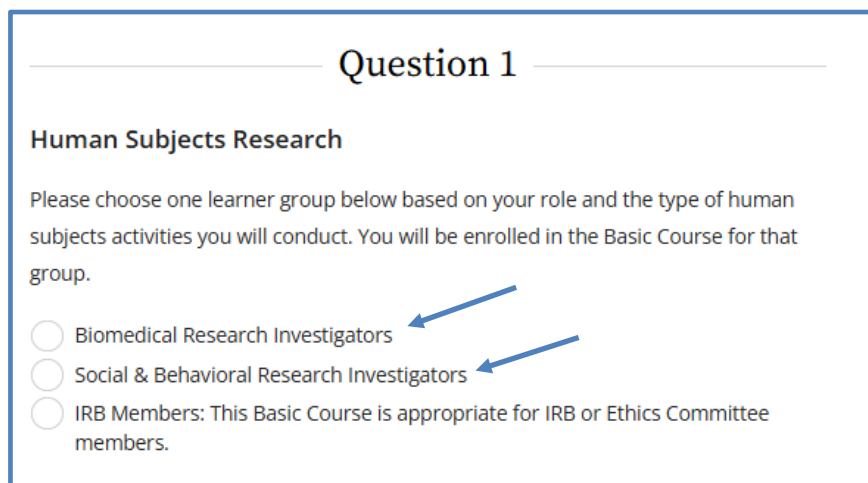

11. **Choose** either 'Biomedical Research Investigators' OR 'Social & Behavioral Research Investigators' course
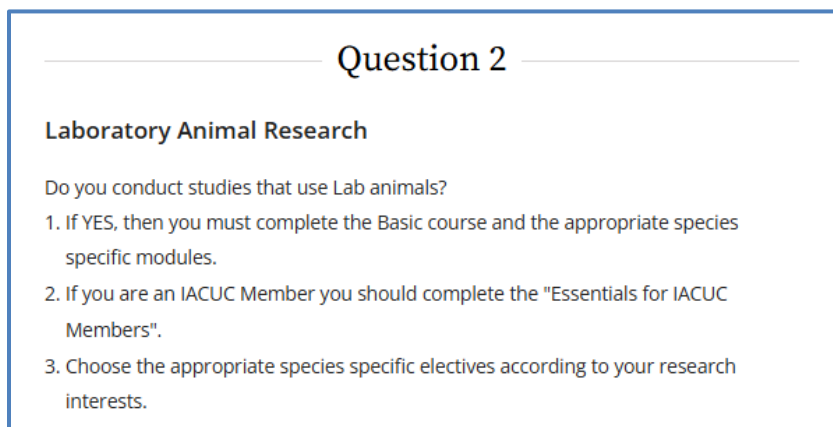

12. Skip Question 2 (not required to answer)

A. New Users (New Registration), continued

13. **Optiona**l: For those that would like to take HIPAA (not required to answer).

14. Skip Question 7 (optional but not required) by selecting 'Not at this time' and click '**Submit**'.

15. After successfully enrolling in either 'Biomedical Research Investigators' <u>OR</u> 'Social & Behavioral Research Investigators' course and completing registration, the screen shown below will appear.

A. New Users (New Registration), continued

16. **Completion of Course:** After you finish the final module of the course and successfully pass the test quiz, a "View Post-Course Completion Options" button will appear, please make sure to click on it.

A. New Users (New Registration), continued

17. **Post-Course Completion Options:** The Post-Course Completion Options screen will appear, click the "Access your Completion Records" link.
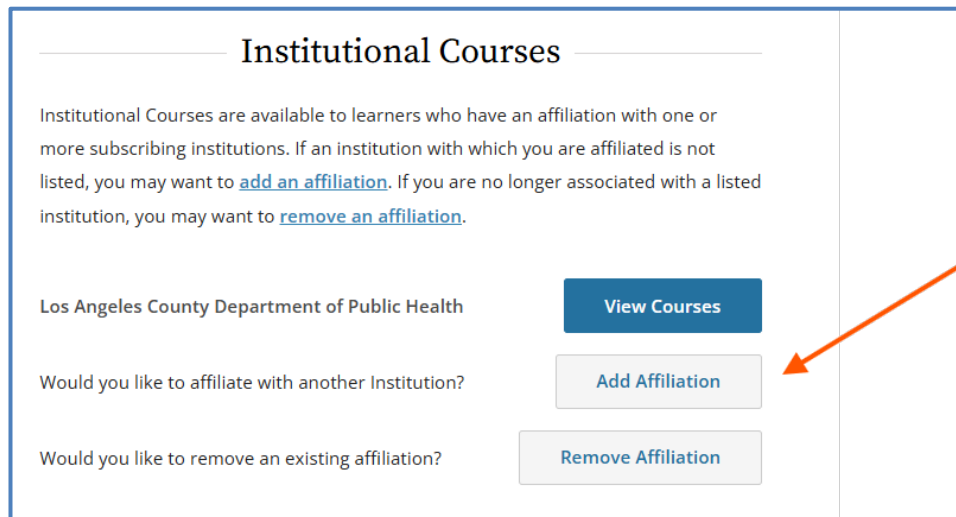
18. **View/Print Completion Report (transcript) and Completion Certificate**: Click the "View/Print" button on the left to access your **transcript** or click the "View/Print" button on the right to access your **certificate**.

B. Existing CITI Users from Institutions other than Los Angeles County Department of Public Health (DPH)

1. Once you log into your CITI account using your username and password, you will be directed to the My Course page, click on the "**Add Affiliation"** button as shown below:

2. Enter "Los Angeles" in the search box, and select **Los Angeles County Department of Public Health** for the organization

B. Existing CITI Users from Institutions other than Los Angeles County Department of Public Health (DPH), continued

3. Please read the "Terms of Service". Once you've finished, check the box to indicate your agreement, and check the second box to confirm that you are an affiliate of the Los Angeles County Department of Public Health. Then, click the "Continue" button.

4. Please refer to for the remaining instructions.

C. Existing CITI Users from DPH

1. Once you log into your CITI account using your username and password, you will be directed to the **My Course** page. On this page, click the "**View Courses"** button.
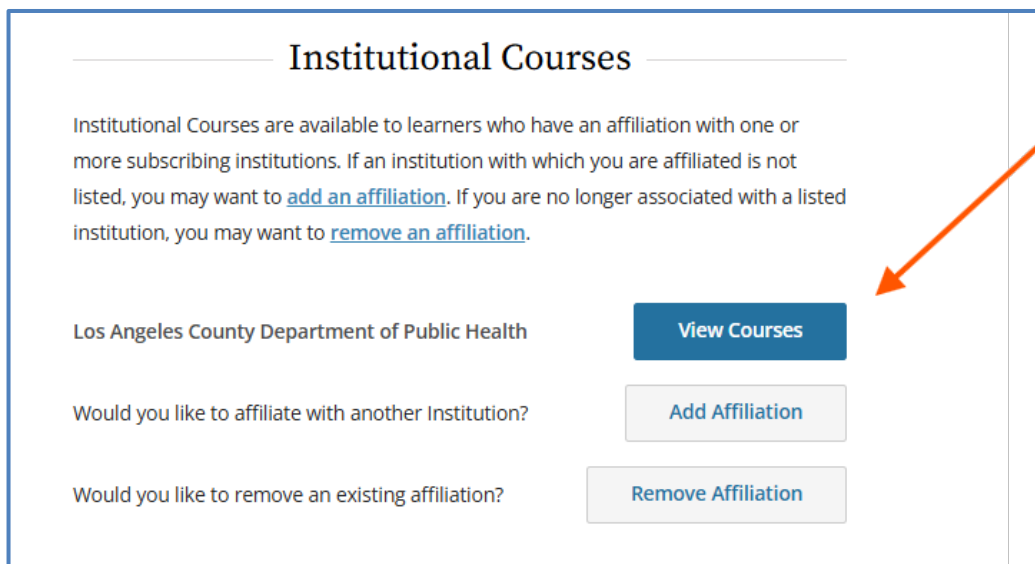
2. Go to your **Completed Courses section** and find the Human Subjects Protection training you completed, which will be listed as either the "Biomedical Investigator" course or the "Social & Behavioral Investigator" course.
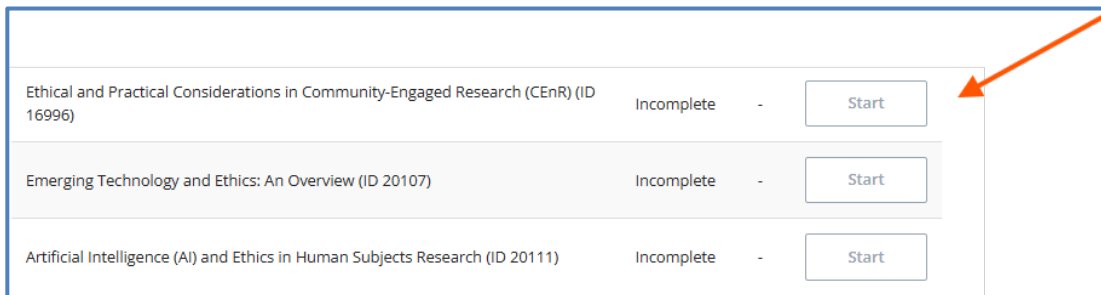
   Click on the "**Review Course**" button.

C. Existing CITI Users from DPH, continued

3. Under the "**Required Modules**" section, find the three modules in the screenshot below: Emerging Technology and Ethics: An Overview, Artificial Intelligence (AI) and Ethics in Human Subjects Research, and Regulatory Approaches to Artificial Intelligence (AI) in Human Subjects Research.

    Start by selecting the one you'd like to complete first and click the "**Start"** button. Once you've finished that module, you can proceed to the next one.

4. **Completion of Course:** After you finish the final module of the course and successfully pass the test quiz, a "View Post-Course Completion Options" button will appear, please make sure to click on it.
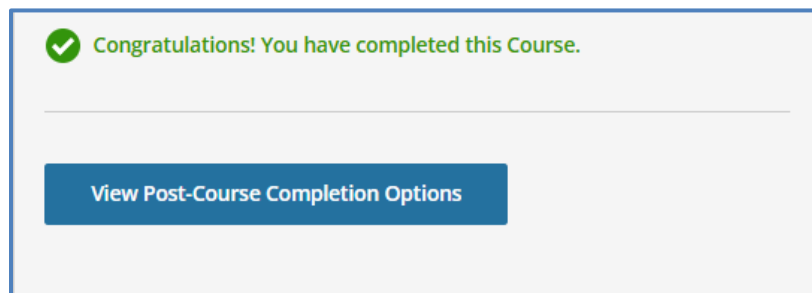
5. **Post-Course Completion Options:** The Post-Course Completion Options screen will appear, click the "Access your Completion Records" link.
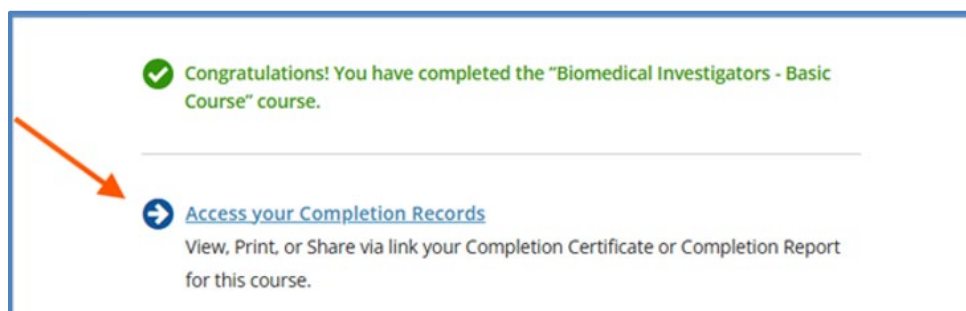
C. Existing CITI Users from DPH, continued

6. **View/Print Completion Report (transcript) and Completion Certificate**: Click the "View/Print" button on the left to access your **transcript.**

7. The modules should be visible on the transcript, as shown in the example below. Please download and save the HRP transcript, then upload it to your IRB application.