

CITI Training: Human Subjects Training for Students

Instructions for Collaborative Institutional Training Initiative (CITI) Training Course:

1. Prior to receiving IRB Approval, Principal Investigators and research personnel must complete a web-based training course sponsored by CITI (Collaborative Institutional Training Initiative). This training is federally mandated as part of our University's compliance with our Federal Wide Assurance. The training is valid for three (3) years. A refresher training course will be required once the original certificate expires for continuing IRB projects.
2. The training is found at www.citiprogram.org. University of Wisconsin Oshkosh is an affiliated organization with a paid subscription.
 - a. Select: Create an Account: *Register*

The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with links for Titan Apps, Titan Web, UWO, UW System Payroll, CITI - Collaborative In, TitanFiles, UWU-Grants and Fac, NSF FastLane Home, GRANTS.GOV, UW Travel WUse, TASC Effex 2016, and Qualtrics Surveys. Below this is a language and text size selector (USA - English, Text Size: A A) and links for Log In, Register, and Help. The main header features the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami", along with a search bar for the Knowledge Base. A navigation menu includes Home, About Us, Subscribing, Online Courses, CMEs/CEUs, Publications, News, and Contact Us. The main content area is a promotional banner for the "CLINICAL TRIAL BILLING COMPLIANCE (CTBC) COURSE", featuring a "New!" badge and a background image of a pen and glasses over a document. Below the banner, a text box states "Over 8.9 million CITI Program courses have been completed since 2000". On the right side, there is a registration form with fields for Username and Password, a Log In button, a link for "Forgot Username or Password?", a "Log in through my institution" section with a "Log in via SSO" button, and a "Create an account" section with a "Register" button. A red arrow points to the "Register" button. A note below the "Create an account" section states: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner."

- b. You will need to create your profile and affiliate with University of Wisconsin Oshkosh.

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

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CITI - Learner Registration

Steps: 1 2 3 4 5 6 7
You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

University of Wisconsin Oshkosh Can't find your institution? It may use Single Sign On. Check here.

University of Wisconsin Oshkosh
Group search results have been replaced by this single search result. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

Continue to Step 2 Search Again

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. 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.

Continue as Independent Learner (Fees Apply)

- c. You will be prompted by questions that determine what course and modules you will be required to complete.

1. When selecting your curriculum you will be asked: What type of course would you like to review? Select Human Subjects.

Main Menu » Add a Course

Select Curriculum - University of Wisconsin Oshkosh (2361)

* indicates a required field.

* What type of course/modules would you like to review?
Choose all that apply

- Conflict of Interest (COI)
- Human Subjects Research (IRB)
- Health Information Privacy & Security (HIPS or HIPAA)
- Animal Care and Use (IACUC)
- Wildlife Research Course
- Responsible Conduct in Research (RCR)
- Institutional/Signatory Official
- Biosafety and Biosecurity (IBC)

Save as (diplo) Save directly (L) Open in image Copy to clipboard Send to printer Microsoft Out Microsoft Pow Microsoft Vis Microsoft Exce MS Paint Upload to Img Close

2. For the course type, select Students Conducting Human Subjects Research. There will be 8 modules within the course.
 3. Electives may be selected within the Students Conducting Human Subjects Research Course. Students are required to complete at least 1 elective of their choice.
- d. Once your Course appears on your training page, you may click on the course to enter the training. Before starting the course, you will need to complete the Integrity Assurance Statement (see below). There will be short quizzes at the end of the modules that you will need to take to earn credit for the course.

The screenshot shows a course progress interface. On the left, under the heading "To pass this course you must:", there is a bulleted list of requirements:

- Complete the required module
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

 Below the list, a red message states: "You have unfinished required or elective modules remaining". At the bottom left, a red arrow points to a link: "Complete The Integrity Assurance Statement before beginning the course". On the right side, the text "Your Current Score" is displayed above a large red "0%".

- e. If you will be working with private health information as part of your research you must also complete the Health Information Privacy and Security (HIPS) course. This course can be found by clicking the '**Main Menu**' link then clicking the '**Add a Course or Update Learner Groups**' link. Select the checkbox for '**HIPS**' and then click '**Next**'.
3. The human subjects training course consists of 8 modules and 1 elective of your choice based on your research interests and may take approximately 2-3 hours to complete, so please plan accordingly. If you wish to break up the training into shorter sessions, you are free to exit the training at the end of any module (after taking the quiz) and your training completed will be saved.
 4. At the completion of the training, a completion report is issued verifying the curriculum completed. A hard copy of the report must be attached to the IRB Application Form.
 5. To print your completion report, go to your '**Main Menu**' screen in CITI (you must be logged in). Click on the '**Print Report**' link next to the appropriate course. You can also click on the '**Previously Completed Coursework**' link at the bottom of your '**Main Menu**' screen. All of your completed coursework will appear. You can then click on the '**View Report**' link next to the appropriate course in order to view and print your report(s)
 6. For more information or questions about the CITI training requirement, please contact the IRB Administrator, Kelly Schill at (920) 424-3375 or irb@uwosh.edu.