

## CITI training:

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## What is CITI?

Collaborative Institutional Training Initiative (CITI) certification is an institutional requirement for all personnel engaging in Human Subject Research (HSR). It includes three primary modules that are required by the institution to participate in conducting various types of research: Group 1: Biomedical Research, Group 2: Good Clinical Practice (GCP), and Group 3: Social & Behavioral Research.

Faculty, employees, students and other institutional representatives at UNMC, Nebraska Medicine, CHMC, and UNO are required to complete the Human Subjects Research (HSR) course via [CITI](#) if they will be working on a research project that involves human subjects. It takes approximately 1-2 hours to complete a Basic course. The training does not have to be completed in one sitting, but can be spread out over time if needed.

### **Basic or Refresher?**

The Basic course is designed to establish certification and should be taken when:

- No previous CITI training has been completed, or:
- Prior CITI certification has been expired for a period greater than three years

The Refresher course is designed to re-establish certification for three years and should be taken when:

- The Basic course of a particular group has already been taken, and:
- Recertification is required, but has not been expired for a period of three or more years

### **Course required based on type of research:**

**Group 1: Biomedical Research** – Investigators conducting research about human biological systems and processes, including efficacy and safety of preventative, diagnostic or therapeutic methods must take this course. Types of research:

- Clinical trial using a drug, medical device, technique or other intervention or strategy (including non-physical means, like diet, cognitive therapy, etc.) to diagnose, treat or otherwise study a particular condition or disease.
- Non-clinical biomedical research to study normal or abnormal physical or physiologic processes (for example: gait and balance testing, biomechanical assessments, etc.).
- Research involving medical records or data registries.
- Research involving human biologic materials.

**Group 2: Good Clinical Practice (GCP)** – Investigators conducting clinical trials funded by NIH, or utilizing an FDA regulated drug, device, or biologic must take this course. A clinical trial is defined as “a research study in which one or more human participants are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes”.

\*\*\*Investigators conducting these types of trials must also take the Biomedical course (Group 1).

\*\*\*This GCP course meets the minimum criteria for training identified by some sponsors. ([Check to see if your sponsor is listed.](#)) If so, your CITI completion report can be supplied to the sponsor to meet their GCP training requirement.

**Group 3: Social & Behavioral** – Investigators conducting research performed with intent to study:

- Behaviors, attitudes, and interactions/social processes among and between individuals, groups, and cultures.
- Generally, this category of research has no intent of producing a diagnostic, preventative, or therapeutic benefit to the subject who is not seeking nor expecting a health benefit from the research.
- This course is primarily taken by students at UNO, although it is common for Nursing Program students to be required to take this as well.

### **Researchers/Students transferring from other institutions:**

Please email all completion reports for previously completed CITI training courses to [irbora@unmc.edu](mailto:irbora@unmc.edu). CITI courses are unique from institution to institution and transcript comparison will be required. Only the completion report shows the modules required for transcript comparison. Once previous training has been updated, the IRB will determine if any additional training or Refresher courses will be required.

\*\*\*It is highly recommended that you [email the Completion Report](#) prior to beginning the Refresher course.

\*\*\*Please do not send completion certificates.

### **Collaborators with UNMC:**

Any independent entity collaborating with UNMC for the purposes of research must also complete CITI training as required by the institution. When registering for CITI, please affiliate with UNMC/UNO and do not register as an independent learner.

## Logging In:

- The following link will bring the user directly to the login page:

[https://www.citiprogram.org/index.cfm?pageID=14&\\_ga=2.122943883.169356921.1647264634-865754590.1645471379](https://www.citiprogram.org/index.cfm?pageID=14&_ga=2.122943883.169356921.1647264634-865754590.1645471379)

- If someone has already registered with CITI enter the username and password in the fields provided.
- Ensure that 'LOG IN THROUGH MY ORGANIZATION' is not underlined, as SSO login is not supported by UNO/UNMC.





LOG IN      LOG IN THROUGH MY ORGANIZATION      REGISTER

Username [Forgot?](#)

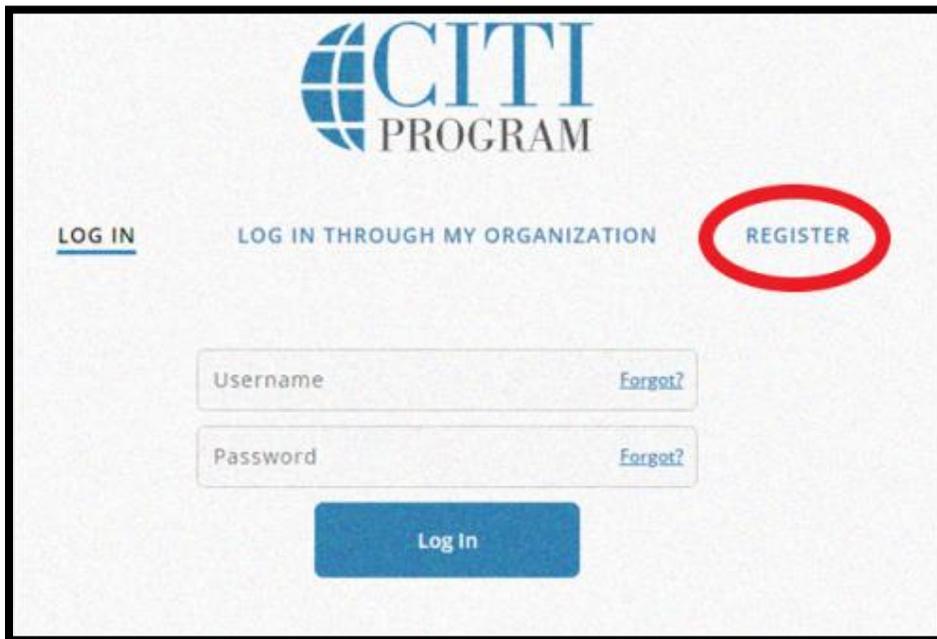
Password [Forgot?](#)

Log In

## Registering:

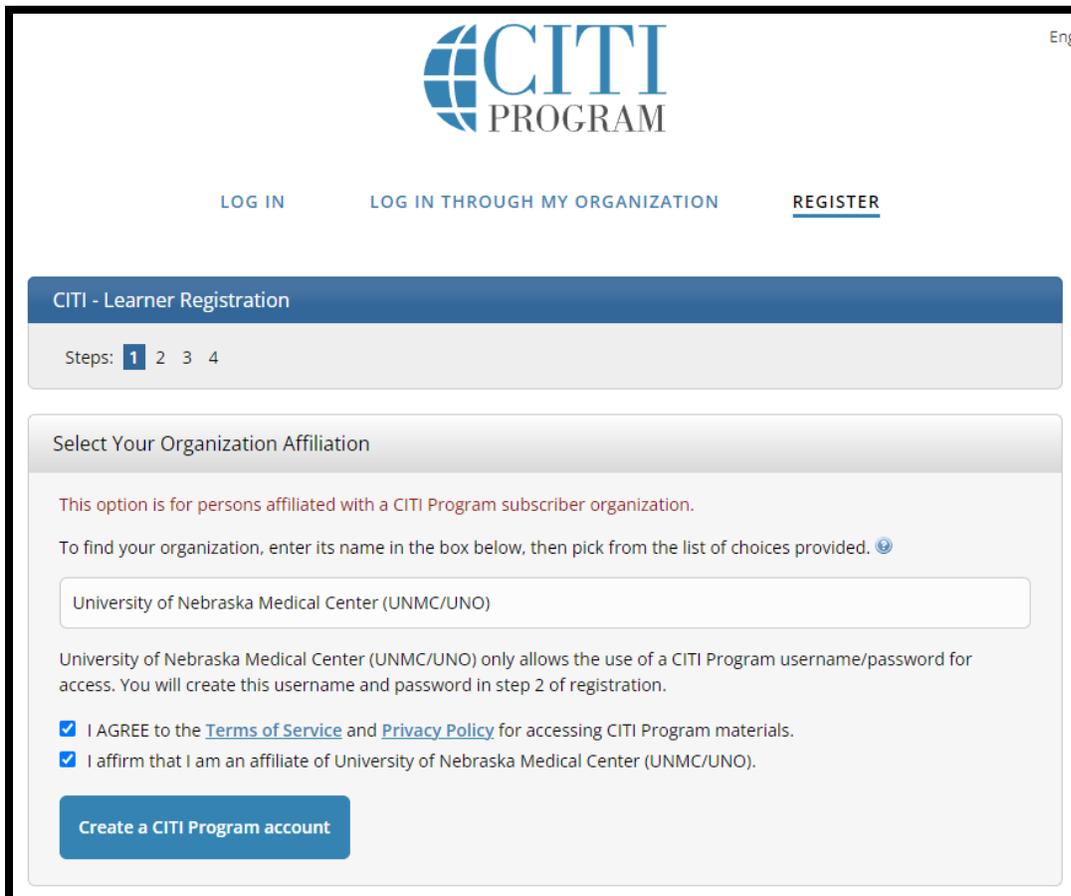
This procedure will show what an individual will need to complete when registering for an account. If an individual has not previously registered for CITI, the following steps must be followed:

- When going the [CITI page](#), click the 'Register' button



The screenshot shows the CITI PROGRAM login page. At the top center is the CITI PROGRAM logo. Below the logo are three links: [LOG IN](#), [LOG IN THROUGH MY ORGANIZATION](#), and [REGISTER](#). The [REGISTER](#) link is circled in red. Below the links are two input fields: 'Username' and 'Password', each with a 'Forgot?' link to its right. At the bottom center is a blue 'Log In' button.

- This will take the user to the first step of the process where they will choose their affiliation (UNMC/UNO) and they will agree to the Terms of Service:



The screenshot shows the CITI PROGRAM registration page. At the top center is the CITI PROGRAM logo. Below the logo are three links: [LOG IN](#), [LOG IN THROUGH MY ORGANIZATION](#), and [REGISTER](#). The [REGISTER](#) link is underlined. Below the links is a blue header bar with the text 'CITI - Learner Registration'. Below the header bar is a progress indicator showing 'Steps: 1 2 3 4', where '1' is highlighted. Below the progress indicator is a section titled 'Select Your Organization Affiliation'. This section contains the following text: 'This option is for persons affiliated with a CITI Program subscriber organization.' and 'To find your organization, enter its name in the box below, then pick from the list of choices provided. 🗨️'. Below this text is a search box containing the text 'University of Nebraska Medical Center (UNMC/UNO)'. Below the search box is the text: 'University of Nebraska Medical Center (UNMC/UNO) only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' Below this text are two checkboxes, both of which are checked: '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 Nebraska Medical Center (UNMC/UNO)'. Below the checkboxes is a blue button with the text 'Create a CITI Program account'.

- Step 2 will require basic user info to be submitted:

CITI - Learner Registration - University of Nebraska Medical Center (UNMC/UNO)

Steps: 1 2 3 4

### Personal Information

\* indicates a required field.

\* First Name  \* Last Name

\* Email Address  \* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address  Verify secondary email address

[Continue To Step 3](#)

- Step 3 requires the user to create their username and password:

CITI - Learner Registration - University of Nebraska Medical Center (UNMC/UNO)

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 allows users to connect their ORCID if desired, note their country of residence, and opt in to being contacted regarding CITI coursework:

CITI - Learner Registration - University of Nebraska Medical Center (UNMC/UNO)

Steps: 1 2 3 4

\* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

**id** 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**

- For the next step the user will choose 'NO':

### 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**

- The next page will require additional user information:

**Please provide the following information requested by University of Nebraska Medical Center (UNMC/UNO).**

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

Language Preference  
English

Institutional email address \*  
*We recommend providing an email address issued by University of Nebraska Medical Center (UNMC/UNO) or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help University of Nebraska Medical Center (UNMC/UNO) officials identify your learning records in reports.*

example@unmc.edu

Verify Institutional email address \*  
example@unmc.edu

Birth Date \*  
01/01/1950

Highest degree \*  
BA, BS or BSN

Employee Number

Department \*

Role? \*  
--

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Office Phone \*

Home Phone

Middle Name/Initial \*

Next

- On the next page of registration, the user will choose the first selection Human Subjects Research, this is the primary choice for most IRB related training modules:  
**\*\*\*Note: Other departments may require additional training\*\*\***

Question 1

Please select a course

*This question is required. Choose all that apply.*

- Human Subjects Research  
- required for all personnel participating in IRB approved protocols.
- Responsible Conduct of Researchers (RCR)  
- required for certain groups (e.g. graduate students, post-doctoral fellows)
- Export Compliance (EC)
- Animal Care and Use (ACU)
- Clinical Trial Billing Compliance
- Undue Foreign Influence: Risks and Mitigations
- Biosafety and Security
- Clinical Research Coordinator (CRC)
- Embryonic Stem Cell Investigators and Other Study Personnel
- Laser Safety
- Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov

- Question 2 will allow the user to sign up for specific HSR training modules:

Question 2

Select the group appropriate to your research activities.

*\*The Basic course is for those who have never taken a particular course before, or for those whose certification has been expired for more than three years.*

*\*\*\*Note: It is possible that the details of any particular research protocol may require additional training. In that event, the IRB will reach out to any and all personnel requiring additional training with further instructions.*

*This question is required. Choose all that apply.*

- Group 1: Biomedical Research Course **Basic**  
Investigators conducting research about human biological systems and processes, including efficacy and safety of preventative, diagnostic or therapeutic methods must take this course. Biomedical research includes (a) clinical trial using a drug, medical device, technique or other intervention or strategy (including non-physical means, like diet, cognitive therapy, etc.) to diagnose, treat or otherwise study a particular condition or disease, (b) non-clinical biomedical research to study normal or abnormal physical or physiologic processes (for example, gait and balance testing, biomechanical assessments), and (c) Medical Records, Data Registry, or Human Biologic Materials.
- Group 1: Biomedical Research Course **Refresher**  
This Refresher course is for those who have previously taken the Biomedical Basic course and need to recertify. Do not take this course unless you have previously completed the Basic course. If your certification has lapsed for a period greater than three years, you will be required to take the Basic course again.
- Group 2: Good Clinical Practice (GCP) **Basic**  
Investigators conducting clinical trials funded by NIH, or utilizing an FDA regulated drug, device or biologic must take this course. A clinical trial is defined as "a research study in which one or more human participants are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes"

*\*Note that investigators conducting these types of trials will also need to be certified with the Group 1: Biomedical Research course.*

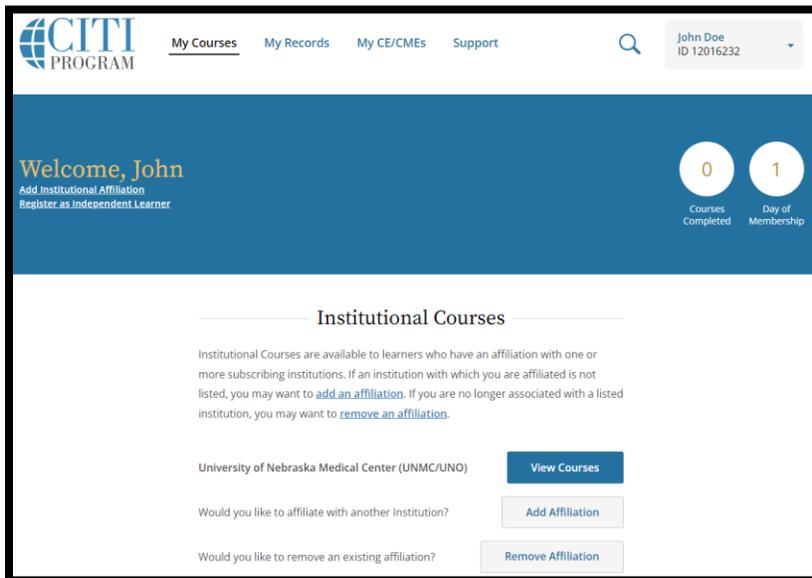
- Group 2: Good Clinical Practice (GCP) **Refresher**  
This Refresher course is for those who have previously taken the GCP Basic course and need to recertify. Do not take this course unless you have previously completed the Basic course. If your certification has lapsed for a period greater than three years, you will be required to take the Basic course again.
- Group 3: Social/Behavioral Course **Basic**  
Investigators conducting research performed with intent to study behaviors, attitudes and interactions and social processes among and between individuals, groups, and cultures will need to take this course. Generally this category of research has no intent of producing a diagnostic, preventive, or therapeutic benefit to the subject who is not seeking nor expecting a health benefit from the research.
- Group 3: Social/Behavioral Course **Refresher**  
This Refresher course is for those who have previously taken the Soc/Beh Basic course and need to recertify. Do not take this course unless you have previously completed the Basic course. If your certification has lapsed for a period greater than three years, you will be required to take the Basic course again.
- Group 99: MP Project Team

- Descriptions of what kind of research each course covers are provided as a part of Question 2, and the rules differentiating Basic from Refresher are also included.
- Multiple courses can be added at the same time by clicking the checkbox for all that apply – e.g.: Group 1, Group 2, and Group 3 all need to be completed.

## [Affiliating with an institution:](#)

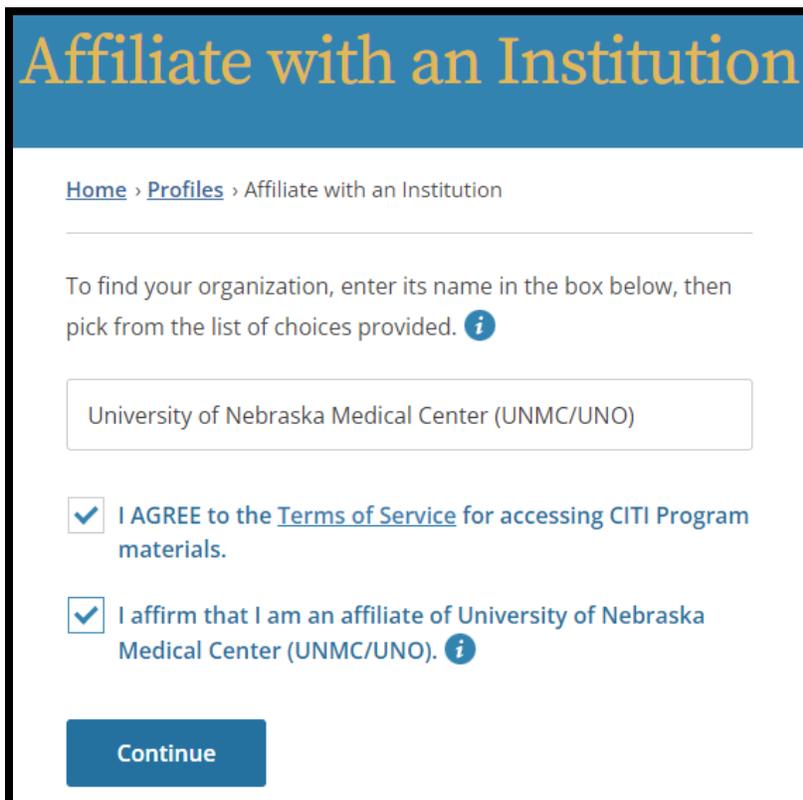
Many times, individuals who come to UNMC have completed CITI training under the umbrella of other institutions. Every institution and that institution's training are isolated from view to other entities. Personnel involved with research at UNMC must affiliate their CITI account with UNMC. This allows UNMC to assign training as needed, but UNMC will still not be able to see training completed at other institutions. This action must be initiated by the individual user as their profile will not be visible to the IRB until they are affiliated.

- Have the user log in to their CITI account.
- The homepage is 'My Courses', from this page 'Add Affiliation' appears at the beginning:



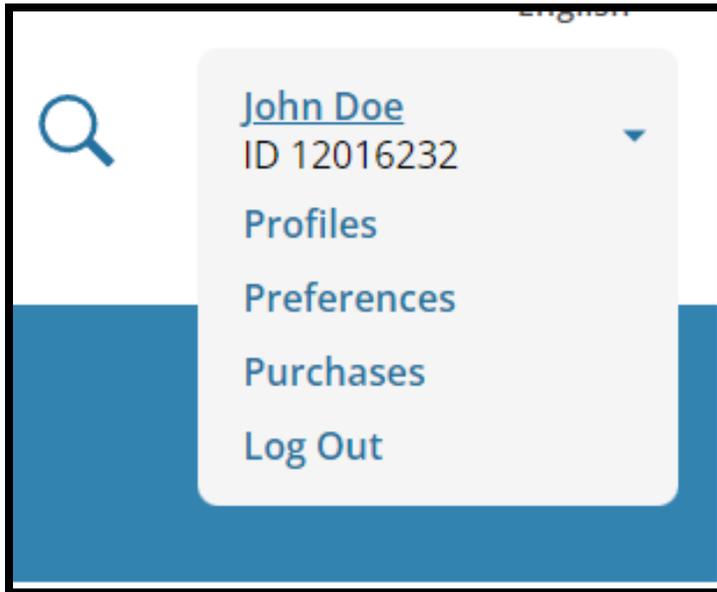
The screenshot shows the CITI Program user interface. At the top left is the CITI PROGRAM logo. The navigation menu includes 'My Courses', 'My Records', 'My CE/CMEs', and 'Support'. A search icon and a user profile dropdown for 'John Doe ID 12016232' are on the right. A blue banner contains a welcome message 'Welcome, John' and two circular statistics: '0 Courses Completed' and '1 Day of Membership'. Below the banner is the 'Institutional Courses' section, which includes a description of institutional courses and a list of available institutions. The 'University of Nebraska Medical Center (UNMC/UNO)' is listed with a 'View Courses' button. Below this, there are three buttons: 'Add Affiliation', 'Remove Affiliation', and 'Remove Affiliation'.

- Clicking the 'Add Affiliation' button will provide a search field:



The screenshot shows the 'Affiliate with an Institution' page. The title 'Affiliate with an Institution' is displayed in large orange text. Below the title is a breadcrumb trail: 'Home > Profiles > Affiliate with an Institution'. The main content area contains a search instruction: 'To find your organization, enter its name in the box below, then pick from the list of choices provided.' followed by an information icon. A search input field contains the text 'University of Nebraska Medical Center (UNMC/UNO)'. Below the search field are two checked checkboxes: 'I AGREE to the Terms of Service for accessing CITI Program materials.' and 'I affirm that I am an affiliate of University of Nebraska Medical Center (UNMC/UNO)'. A blue 'Continue' button is located at the bottom of the page.

- When clicking 'Continue' the user will receive a prompt to enter their user information similar to Step 5 of the registration process.
- Another way to complete the Affiliation process is to have the user go to their 'Profiles' in the User settings, and then scrolling down to 'Institutional Profiles' where they can add an affiliation.



## Institutional Profiles

Institutional Profiles contain additional data requested by institutions with which you are affiliated, for management and monitoring of your learning activities. To view or edit this information, use one of the Edit Profile buttons below. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of Nebraska Medical Center (UNMC/UNO)

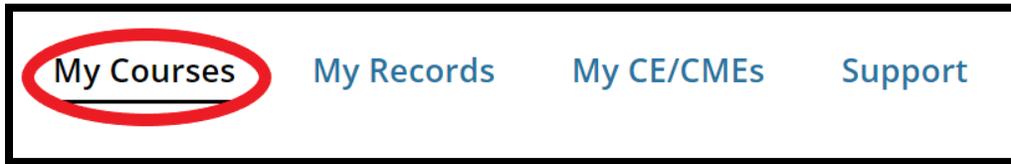
Edit Profile

Would you like to affiliate with another Institution?

Add An Affiliation

## Adding Courses:

- Select the 'My Courses' tab (the default when first logging into CITI):



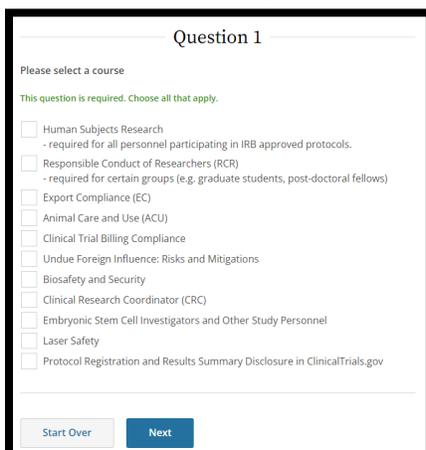
- Select 'View Courses'



- Choose 'Add a Course'



- This will bring the user to the course selection questions as shown in the registration section, where the subject and course will be chosen:



## Question 2

Select the group appropriate to your research activities.

*\*The Basic course is for those who have never taken a particular course before, or for those whose certification has been expired for more than three years.*

*\*\*\*Note: It is possible that the details of any particular research protocol may require additional training. In that event, the IRB will reach out to any and all personnel requiring additional training with further instructions.*

This question is required. Choose all that apply.

- Group 1: Biomedical Research Course Basic**  
*Investigators conducting research about human biological systems and processes, including efficacy and safety of preventative, diagnostic or therapeutic methods must take this course. Biomedical research includes (a) clinical trial using a drug, medical device, technique or other intervention or strategy (including non-physical means, like diet, cognitive therapy, etc.) to diagnose, treat or otherwise study a particular condition or disease, (b) non-clinical biomedical research to study normal or abnormal physical or physiologic processes (for example, gait and balance testing, biomechanical assessments), and (c) Medical Records, Data Registry, or Human Biologic Materials.*
- Group 1: Biomedical Research Course Refresher**  
*This Refresher course is for those who have previously taken the Biomedical Basic course and need to recertify. Do not take this course unless you have previously completed the Basic course. If your certification has lapsed for a period greater than three years, you will be required to take the Basic course again.*
- Group 2: Good Clinical Practice (GCP) Basic**  
*Investigators conducting clinical trials funded by NIH, or utilizing an FDA regulated drug, device or biologic must take this course. A clinical trial is defined as "a research study in which one or more human participants are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes"*
- \*Note that investigators conducting these types of trials will also need to be certified with the Group 1: Biomedical Research course.*
- Group 2: Good Clinical Practice (GCP) Refresher**  
*This Refresher course is for those who have previously taken the GCP Basic course and need to recertify. Do not take this course unless you have previously completed the Basic course. If your certification has lapsed for a period greater than three years, you will be required to take the Basic course again.*
- Group 3: Social/Behavioral Course Basic**  
*Investigators conducting research performed with intent to study behaviors, attitudes and interactions and social processes among and between individuals, groups, and cultures will need to take this course. Generally this category of research has no intent of producing a diagnostic, preventive, or therapeutic benefit to the subject who is not seeking nor expecting a health benefit from the research.*
- Group 3: Social/Behavioral Course Refresher**  
*This Refresher course is for those who have previously taken the Soc/Beh Basic course and need to recertify. Do not take this course unless you have previously completed the Basic course. If your certification has lapsed for a period greater than three years, you will be required to take the Basic course again.*
- Group 99: MP Project Team**

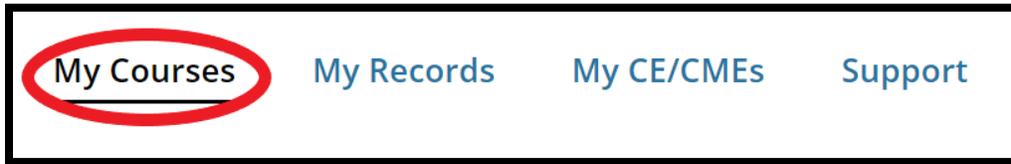
Start Over

Next

- The selected course will be immediately added to the member's profile

## Removing Courses:

- Select the 'My Courses' tab (the default when first logging into CITI):



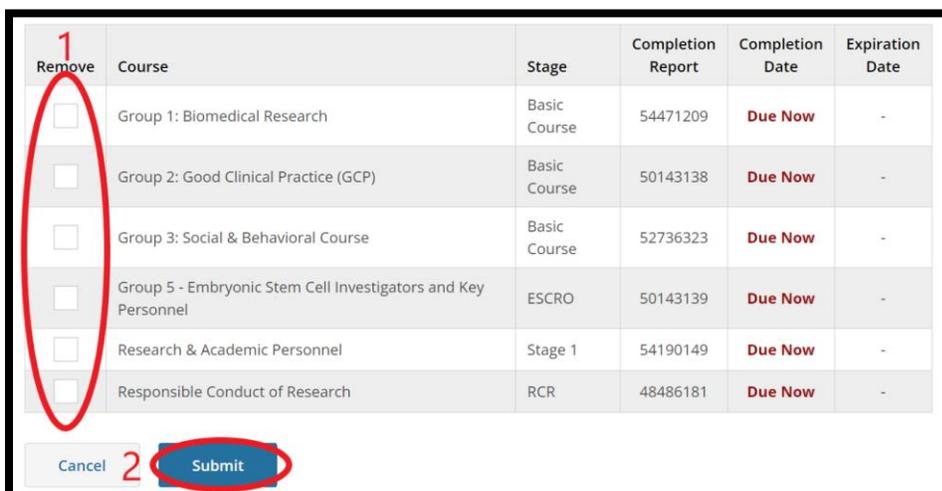
- Select 'View Courses'



- Choose 'Remove a Course':



1. Select which course(s) are to be removed.
2. Click 'Submit':



- A confirmation page will appear, click 'Submit' to finalize the course removal:

| Course                              | Stage        | Completion Report | Completion Date | Expiration Date |
|-------------------------------------|--------------|-------------------|-----------------|-----------------|
| Group 3: Social & Behavioral Course | Basic Course | 52736323          | <b>Due Now</b>  | -               |

## Accessing completion reports & certificates:

- Go to the 'My Records' tab:



- The dropdown menu at the top of the page allows you to access all or institution specific records as needed:



- Scroll down to find completed courses by course category, click the 'View-Print-Share' button to access the record:

| Group 1: Biomedical Research                          |                     |             |                  |                  |                |               |             |                 |           |                   |
|---|---------------------|-------------|------------------|------------------|----------------|---------------|-------------|-----------------|-----------|-------------------|
| Stage   | Completion Report # | Start Date  | Required Modules | Elective Modules | Member's Score | Passing Score | Date Passed | Expiration Date | Gradebook | Completion Record |
| Stage 2 :<br>Refresher<br>1 Course<br>(ID:<br>171079) | ██████              | 29-Jan-2016 | Completed        | None             | 100%           | 75%           | 12-Apr-2016 | 12-Apr-2019     | View      | View-Print-Share  |
| Stage 1 :<br>Basic<br>Course<br>(ID:<br>171078)       | ██████              | 27-Feb-2019 | Completed        | None             | 81%            | 75%           | 27-Feb-2019 | 26-Feb-2022     | View      | View-Print-Share  |
| Stage 2 :<br>Refresher<br>1 Course<br>(ID:<br>171079) | ██████              | 09-Feb-2022 | Completed        | None             | 100%           | 75%           | 09-Feb-2022 | 08-Feb-2025     | View      | View-Print-Share  |

- The record page has four key components, please see below for the description:

## Group 1: Biomedical Research

| Name       | Stage            | Completion Date | Expiration Date | Record ID  |
|------------|------------------|-----------------|-----------------|------------|
| ██████████ | 1 - Basic Course | 27-Feb-2019     | 26-Feb-2022     | ██████████ |

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1 Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

2 Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

3 View / Print

Copy Link [↗](#)

View / Print

4 Copy Link [↗](#)

1. Completion Report – this is a full listing of the course. In addition to an expanded member information section, and dates of completion; the completion report also includes every module contained in a course. Every CITI course is specific to the institution and courses may be similar or quite different between institutions. The completion report is required when sending CITI records to the UNMC IRB that have been taken from a different institution as transcript comparison is necessary. UNMC requires a 60% threshold to be met when comparing another institution’s transcript to UNMC’s desired coursework.
2. Completion Certificates – this is a simple certificate that shows the name, course, date of completion, and expiration date of a given CITI training course.
3. The View/Print button – this will bring up a window showing either the Report or the Certificate, from here it can be viewed, saved as a .pdf, or printed.
4. The Copy Link button – this will provide a url link that directs to the ‘View/Print’ page and can be emailed to an IRB to show proof of completion.

**\*\*\*Note: it is always best to send a completion report which provides additional information to the IRB\*\*\***

Please contact the UNMC IRB with any questions at [irbora@unmc.edu](mailto:irbora@unmc.edu)