

Initial CITI Training Registration Instructions

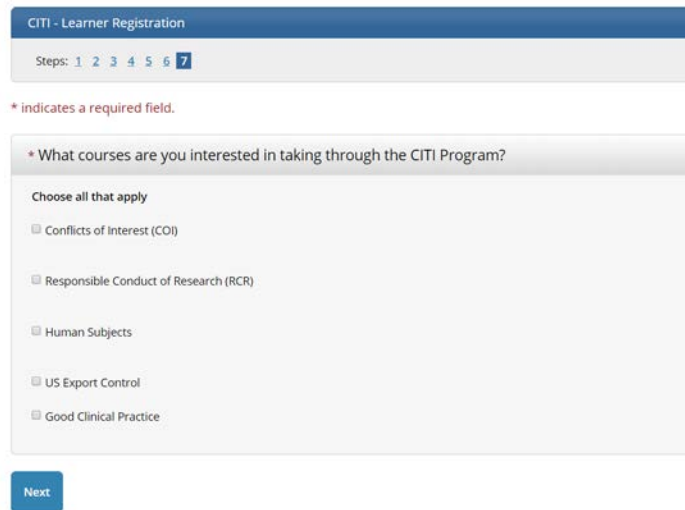
I. Getting Started

1. Go to citiprogram.org and click *Register*.
2. Search for Harvard Pilgrim Health Care under *Your Organization Affiliation*.
3. Complete the required registration questions.
4. Register for the courses in your assigned learner group.

II. Registering for Training

These instructions guide you step by step through the questions that you will see on the CITI website. **Our instructions are bolded. Answer the questions as outlined below.**

1. What courses are you interested in taking through the CITI Program? **Select the courses in your assigned Learner Group. If you are unsure about the required courses for your Learner Group, please consult with your manager or supervisor.**



The screenshot shows a web form titled "CITI - Learner Registration". At the top, there is a progress indicator for "Steps: 1 2 3 4 5 6 7", where step 7 is highlighted. Below this, a red asterisk indicates a required field. The main question is: "* What courses are you interested in taking through the CITI Program?". Underneath, it says "Choose all that apply" and lists six options with checkboxes: Conflicts of Interest (COI), Responsible Conduct of Research (RCR), Human Subjects, US Export Control, and Good Clinical Practice. A blue "Next" button is located at the bottom of the form.

Click Next

2. Are you here today to take the basic or refresher course?
Select Option 1

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* Are you here today to take the basic or refresher course?

Choose one answer

If this is your first time taking a CITI Human Subject courses at Harvard Pilgrim Health Care you will need a Basic Course

If you have previously completed a CITI Human Subjects course at Harvard Pilgrim Health Care, you can take a Refresher Course

Next

Click Next

3. **Answer the next set of questions based on your Learner Group. If you are unsure about your Learner Group Assignment, please consult with your manager or supervisor.**

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* Select one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the **Basic Course** for that group.

Choose one answer

Investigators: Choose this group to satisfy CITI training requirements for investigators primarily involved in Biomedical research with human subjects.

Research Project Staff: Choose this group to satisfy CITI training requirements for staff primarily involved in Biomedical research with human subjects.

Other Departmental Staff

IRB Members

Next

Click Next

4. **Click Finalize Registration.**

CITI - Learner Registration

Welcome to the CITI Program. Your registration with Harvard Pilgrim Health Care is complete.

Finalize Registration

5. **You are registered! Click view courses to begin your training.**

 Your registration has been completed successfully.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. 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](#).

Harvard Pilgrim Health Care

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

III. When does the training need to be completed?

CITI needs to be completed within 5 days of hire and before any involvement in human subject research. Research studies will not be approved until all key personnel and research project staff completes the training.

IV. What if I have previously taken the basic CITI training at another institution?

If you have taken the course **within the past 3 years**, log on using your username and password. From the learner's menu, click *affiliate with another institution* and type in and select *Harvard Pilgrim Health Care* from the drop down menu. If additional coursework is required, you will be prompted to take the refresher course (see refresher instructions). You will also be required to submit a copy of your basic course completion.

V. How long will it take to complete the training?

Depending on the course it can take anywhere from 20 minutes to 6 hours to complete an entire course in multiple sessions. This can be completed remotely, from your home or from a laptop. Exit and Re-enter the course at any time with your username and password. Any completed work will automatically be saved.

VI. What happens if I do not receive a passing score?

The minimum passing score is set at 80%. If you do not pass, you may repeat any quiz in which you did not receive 100%.

VII. When I have completed the required training, what do I do?

When you complete the program, you should save a copy of your Course Completion Record for your own records.

If you have additional questions or need further assistance, please contact Alice Wadley, Training Coordinator at alice_wadley@harvardpilgrim.org.