

Instructions for CITI Learners

Any personnel involved in the design, conduct, or reporting of research are required to obtain and maintain appropriate education regarding the protection of human subjects and the responsible conduct of research.

The Loyola University Chicago Health Sciences Campus CITI Program includes the following **required** courses:

Basic Course in the Protection of Human Research Subjects

- Biomedical Focus
OR
- Social and Behavioral Focus
OR
- Data or Lab Specimens Only – this option is restricted to personnel working with data and/or specimens only with NO human subject interaction.
OR
- Refresher Course (required every 2 years)

Health Information Privacy and Security Course (HIPS)

- Biomedical Focus
OR
- Social and Behavioral Focus

Responsible Conduct of Research Course (RCR)

- Biomedical Focus
OR
- Social, Education, Behavioral Research Focus

Optional Courses Include:

Conflict of Interest, Stage 1 (COI) – The Conflict of Interest Course is *REQUIRED* for investigators that currently have or will have Public Health System (PHS) funding. PHS agencies include: NIH, FDA, CDC, AHRQ, HRSA, IHS, SAMHSA, and ATSDR.

Good Clinical Practice Courses (GCP)

- GCP Course for Clinical Trials Involving Drugs (ICH-Focused)
- GCP Course for Clinical Trials Involving Devices
- GCP Course with US FDA Focus

The Humans Subjects Research Core Courses will require 4-6 hours to complete. You are encouraged to use multiple log-on sessions. The minimum "passing" aggregate score is **80%**. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you did not score 100 % correct.

To Register and Begin the Courses:

Current CITI Users:

If you are currently a CITI user with another institution, please use your current CITI log-in information and select the option, “**Click Here to Affiliate with a Participating Institution**”.

Select **Loyola University Chicago Health Sciences Campus** from the Participating Institutions drop-down menu. Complete your new membership profile with your Loyola information and Submit.

Proceed to “**Course Selection**” below.

New Learners to CITI:

If this is your first time at the CITI Course site you must register for the course. Click on the “**Register Here**” link.

1. Choose your institutional affiliation – Select “**Loyola University Chicago Health Sciences Campus**” from the Participating Institutions drop-down menu.
2. Choose a Username and Password – If you have one, please use your Loyola ID as your Username. Your password will be your choice.
3. Complete a Security Question and Answer
4. Enter your First and Last name.
5. Enter your email address(s)
6. Answer the question regarding CME/CEU credits
7. You may either skip or answer this question regarding Professional Certification.
8. Answer question regarding Course Survey question. Answering the question is required, but your participation in the survey is not.
9. On the next screen, enter your member information.
10. You will then be taken to the Course Selection page.

Course Selection:

1. You will be presented with 5 questions or options to enable you to enroll in the **Learner Group** appropriate to your role in human subject research.
2. Select 1 Learner Group for each question: Question 1 (Basic Course), Question 2 (HIPS), Question 3 (GCP) OPTIONAL, Question 4 (RCR), Question 5 (COI).
3. After you click submit, you will be given the opportunity to affiliate with a VA Medical Center. Answer “**Yes**” or “**NO**” and **Submit**.
4. The next page is the **Main Menu**. This page lists the courses you have chosen.

5. *If you are affiliated with another institution*, the software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.
6. You may "**Add a course or update your learner groups**" if needed. This link will take you to the enrollment questions and permit you to change your "**Learner Group**" by providing new responses to the enrollment questions.

To Complete Courses:

1. The red link (**Enter** or **Re-Enter**) will permit you to Begin/Continue the Course.
2. Please complete the Integrity Assurance module presented at the top. The system will allow you to start taking the courses after completing it.
3. Complete the required modules and associated quizzes.
4. When you complete all Required Modules in your curriculum, you will be shown a link to "**Optional Modules**" in the Optional Course Catalog. You may return to the course site at a future time to review these modules.
5. When you complete all required modules successfully, you may print your completion report through the link: "**Print**" in the **Learner's Menu**

Proof of Certification:

You may print or download a **Course Completion Report** as evidence that you have met institutional requirements. You may return to the course site in the future to obtain a copy of the completion report.

Questions:

- Questions regarding your requirements should be addressed to:
IRB Coordinator
Loyola University Health Sciences Division IRB
(708) 216-4608
- Technical issues should be addressed to citisupport@med.miami.edu or by telephone at (305) 243-7970.
