



## Researchers Training Program Collaborative IRB Training Initiative (CITI)

### ABOUT THE CITI PROGRAM

The national Collaborative IRB Training Initiative (CITI) program was developed by experts in the "IRB community" and consists of two "Basic" courses in the Protection of Human Research Subjects. CITI also offers case based "Refresher Courses" for continuing education (see refresher course instructions below). Researchers and staff who conduct research at Broward Health are required to take the Basic course.

Choose ONE of the four basic course groups

- |         |                                   |
|---------|-----------------------------------|
| Group 1 | Biomedical Investigators          |
| Group 2 | Social & Behavioral Investigators |
| Group 3 | IRB Members                       |
| Group 4 | Data or specimens only            |

Each module includes reading material that can be read on screen or printed and a brief on-line quiz. The format is "open-book" - you may refer back to the text at any time while taking the quiz. After completion of the initial course, **researchers who continue to have active studies must take the refresher course (a shorter version of the Basic Course) every FOUR years.**

### Multi language platform

CITI offers a multi language platform that will permit CITI to display courses in Spanish and Portuguese languages.

CITI also offers additional courses. These are currently optional:

**OPTIONAL MODULE:** CITI Good Clinical Practice (GCP) Course. **PLEASE NOTE:** This GCP course should be completed only after completing the "Basic Course" requirement as outlined above and is **not to be completed in place of the basic course.**

However, the GCP course may be chosen as a refresher course to receive continuing education credit and will meet the CITI recertification requirement. To access the GCP module, at main learner menu, select 'change group' and select CITI Good Clinical Practice Course.

**OPTIONAL MODULE:** CITI Responsible Conduct of Research (RCR) Course. PLEASE NOTE: This RCR course is **not to be completed in place of the basic course.**

However, the RCR course may be chosen as a refresher. To access the RCR module, at main learner menu, select 'change group' and select CITI Responsible Conduct of Research Course.

**CITI/SOFTWARE REQUIREMENTS:**

Note that you will need to have MS Explorer 5.0 or higher (preferred) or Netscape Navigator 6.2 or higher, MS Word or other word processing software capable of viewing files in the RTF format and Adobe Acrobat Reader software, Version 5.0 or higher.

**STEPS for CITI BASIC Course - Registration/Instructions**

1. Go to <http://www.citiprogram.org>
2. Select "[New Users Register Here](#)"
3. Select your Learner Institution, (Broward Health Institutional Review Board) [first menu only]
4. Select your User Name and Password
5. Provide First Name and Last Name
6. Enter your preferred email address [optional: Secondary email address], click submit
7. Complete CITI Registration Page. [note \*required fields], click submit
8. Two-part Question:
  1. Select Group
  2. Have you completed an approved basic course in protection of human subjects?  
Select: I have **not** completed a previous basic course, click submit...
9. Re-confirms your learner institution selection and asks if affiliated with other institution?  
Select: NO - click continue.
10. Return to Learner Menu – Two Sections:  
section one: reviews/confirms your profile information  
section two: Institutional header, see My Courses: Human Research and Status: Not Started - [Enter](#), click on 'enter' link to display all basic course modules.
11. Complete ALL the Basic Course modules by reading module text and taking quizzes.
12. Review/complete the instructions [click on all links to e-sign documents] on institutional (last) module. **You MUST complete this step for your results to be sent to us.**
13. You have now completed the human subject protection education requirements.

Completion of the CITI Basic Biomedical course takes approximately 4-6 hours, however the program need not be completed at one time. **Please Note: Registrants who begin the course but do not log in again for 30 days will be deleted from the system and will have to re-register.** CMEs for completion of the CITI program are available through the University of Miami. Details are available on the CITI site.

NOTE: Our Human Protections office automatically receives notice once you complete the CITI Basic and/or CITI Refresher courses. Please maintain a copy of your CITI completion report as your certificate of successfully completing the required CITI training course.

## **STEPS for CITI REFRESHER Course - Registration/Instructions:**

### **To access CITI REFRESHER course as returning CITI user:**

1. Go to <http://www.citiprogram.org>
2. Log-on with username/password, you will be directed to main Learner Menu:  
section one: reviews/confirms your profile information  
section two: Institutional header, see My Courses: Human Research and Status: Not Started - Enter, click on 'enter' link to display all Refresher +course modules.
3. Complete the Refresher Course by reading module text and taking quizzes.
4. Review/complete the instructions [click on all links to e-sign documents] on institutional (last) module. **You MUST complete this step for your results to be sent to us.**
5. You have now completed the human subject protection continuing education requirements.

### **To access CITI REFRESHER course as first-time CITI user:**

1. Go to <http://www.citiprogram.org>
2. Select "[New Users Register Here](#)"
3. Select your Learner Institution (Broward Health Institutional Review Board) [first menu only]
4. Select your User Name and Password
5. Provide First Name and Last Name
6. Enter your preferred email address [optional: Secondary email address], click submit
7. Complete CITI Registration Page. [note \*required fields]
8. Two-part Question:
  1. Select Group
  2. Select previously completed approved basic course in protection of human subjects:
9. Re-confirms your learner institution selection and asks if affiliated with other institution?  
Select: NO
10. Return to Learner Menu – Two Sections:
  1. Section one: reviews/confirms your profile information
  2. Section two: Institutional header, see My Courses: Human Research and Status: Not Started - Enter, click on 'enter' link to display all Refresher course modules.
11. Complete ALL the Refresher Course modules by reading module text and taking quizzes.
12. Review/complete the instructions [click on all links to e-sign documents] on institutional (last) module. **You MUST complete this step for your results to be sent to us.**
13. You have now completed the human subject protection continuing education requirements.

Completion of the CITI Refresher Biomedical course takes approximately 1-hour, however the program need not be completed at one time. **Please Note: Registrants who begin the course but do not log in again for 30 days will be deleted from the system and will have to re-register.**

The HRP office automatically receives notice once you complete the CITI Basic and/or CITI Refresher courses. Please maintain a copy of your CITI completion report as your certificate of successfully completing the required CITI training course. Any questions, please contact Robin Smith at [rsmith@browardhealth.org](mailto:rsmith@browardhealth.org).