

Collaborative IRB Training Initiative (CITI)

The University of Kentucky Office of Research Integrity (ORI) is a contributing member and subscriber to the web based CITI training program. The UK CITI curriculum includes modules for initial and continuing **Human Subject Protection (HSP)** training and several optional modules which may be of use or interest to groups or individuals. The initial and continuing HSP education modules are set up according to Medical or Non-medical research.

CITI Registration Instructions

Type the following web address into your browser: <http://www.citiprogram.org/>. If you are a new user, you must register in CITI. Click on “**New Users Register Here**” link – you will then be prompted to

1. Choose your institution- Under “**Participating institutions**,” scroll through the drop-down box for “**University of Kentucky**”;

2. Select your Username and Password;
3. Enter your name: and
4. Enter your email address.

You will then be taken to a page asking you to submit contact information; you must enter the required information (marked with an asterisk).

Once you proceed, you are directed to a page entitled “**Main Menu**” which shows the courses you are enrolled in for the University of Kentucky. Click on the “**Status**” column to **Enter or Re-enter** the course. Upon entering the course, the “**Grade Book**” will be displayed which will track progress of module completion. Before beginning the course modules you will be prompted to complete the required **Integrity Assurance Statement**. Click and complete each module to complete the course.

You may affiliate with **additional institutions**, such as the VA Medical Center, during your initial registration process or at any time from the **Main Menu**.


CITI Collaborative Institutional Training Initiative

[Resources](#)

[Main Menu](#) | [Select Language](#) | [Logoff](#)

Main Menu


- This is the email address we have for you: sbelin0@uky.edu. If this is not correct, please [edit or change your email address](#) now.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#)  | [Change login information](#) | [CME/CEU credits](#)

University of Kentucky






 [View University of Kentucky instructions page](#)

You have enrolled for the following courses:

|  My Courses | Status | Completion Reports |  Voluntary Satisfaction Survey |
|---|---------------------------------------|--------------------|---|
| <i>Human Research</i> | Incomplete - Re-enter | Not Earned | Not Available |

 [Add a course or update your learner groups for University of Kentucky](#)

University of Kentucky Learner Utilities

-  [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
-  [Update my profile information](#) for *University of Kentucky*
-  [Previous Coursework](#) Completed
-  [CME/CEU credits for human subjects protection coursework](#)
-  [Remove my affiliation](#) from *University of Kentucky*

INITIAL HSP TRAINING INSTRUCTIONS

Once you submit your contact information, you will be directed to a page entitled “**Select Curriculum – University of Kentucky**”.

Question 1 provides options for **Initial HSP Training**. To help you choose between Group 1 and 2, click on [Review the University of Kentucky Instructions page](#) to view the module content for the Biomedical and Social/Behavioral HSP training.

Select Curriculum - University of Kentucky

[Review the University of Kentucky Instructions page.](#)

Question 1 INITIAL Human Subject Protection (HSP) Training

Select the group appropriate to your research activities.

Choose all that apply

- Group 1:** Biomedical Investigators and Study Personnel
- Group 2:** Social/Behavioral Investigators and Study Personnel
- Group 3:** Limited HSP Training (applicable only to protocol-specific research by permission only). Contact the Office of Research Integrity at 859-257-9428).
- I have already completed UK Initial HSP Training (CITI Initial Basic or Dunn & Chadwicks Protecting Study Volunteers in Research).
[Skip to Question 2.](#)
- I am only interested in the Optional Courses.
[See question 3](#)

Select from one of the three options for initial HSP training: Biomedical, Social/Behavioral, or Limited or skip to question 2 if you have completed the initial and are seeking continuing “refresher” training or 3 for optional trainings.

Please note that the limited HPS training is applicable only to protocol-specific research by permission only from the Office of Research Integrity (ORI). Please contact Crystal McClure at 859-257-9428 for further assistance with Group 3-Limited.

At any time during the taking of a group of modules, you are able to quit and return to the course later. However, you must quit after taking the quiz for a particular module, not DURING the taking of that quiz, or your answers will not be recorded. You can view your grades by clicking on “**Grade Book**” at the top. If you scored at least 80%, you should be able to click on the link “Return to the Main Menu to print a CITI Course Completion Certificate” or it may take you to the page automatically. There will be a link available to “View Completion Report.” This opens a new window and shows your scores, date completed, etc. for a given group of modules. **PRINT THIS REPORT FOR YOUR RECORDS – THIS IS YOUR CERTIFICATION OF COMPLETION OF CITI. YOU WILL NOT RECEIVE ANY OTHER DOCUMENTATION FROM ORI OR CITI.**

The CITI system will automatically email a copy to ORI. We will then update the ORI database. To insure you are given credit; however, please feel free to send a copy of the completion report to ORI, 315 Kinhead Hall, 0057 or by fax (859) 257-8995. Once you complete the required group(s), you are certified in Human Subjects Protections for three years. Every three years you will be asked to complete a “Continuing education” component to maintain certification.

3 YEAR CONTINUING EDUCATION “REFRESHER” TRAINING INSTRUCTIONS

Login to the CITI website, upon successful entry, you will be routed to the “**Main Menu**”. Click on the hyperlink, “**Add a course or update your learner groups for University of Kentucky**”. You will be directed to the course curriculum page.

Question 2 refers to the continuing education “refresher course” from which you may choose from Biomedical or Social/Behavioral options.

Question 2 REFRESHER Human Subject Protection Training

You must have completed the Initial Human Subject Protection Training in order to complete the refresher training. Select the applicable refresher training group.

Choose all that apply

- Group 1:** Biomedical Investigators and Study Personnel.
 - Group 2:** Social/Behavioral Investigators and Study Personnel.
 - I have not** completed Initial HSP Training.
Please select a learner group in Question 1
 - I am only interested in the Optional Courses.
See question 3
-

Once confirming the appropriate group, you will need to click the hyperlink, “**Go Back to the Learner’s Main Menu**”. Click on the “**Status**” column to **Enter or Re-enter** the course. Upon entering the course, the “**Grade Book**” will be displayed which will track progress of module completion. Before beginning the course modules you will be prompted to complete the required **Integrity Assurance Statement**.

OPTIONAL TRAININGS INSTRUCTIONS

UK subscribes to several optional training courses which you may select when registering initially or choose at any time by clicking “**Add a course or update your learner groups for University of Kentucky**”. These trainings **do not** count toward the human subject protection training mandate. ORI does not track or maintain documentation for the optional trainings.

Question 3 OPTIONAL COURSES - If you would like to take an optional course, please select the option below.

The Office of Research Integrity does not track or retain documentation of the optional courses. Please print and retain documentation of course completion for your files.

Choose all that apply

- HIPAA
- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Good Clinical Practice (GCP)
- Buenas Practicas Clinicas en Espanol.

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