


## CITI IRB Course

CITI IRB web-based education is initially completed within 12-months of hire and valid for 3 years, then staff complete the REFRESHER COURSE every 3 years.

- Follow instructions below to access the Initial CITI IRB course if you have never taken it. Take the Refresher Course if you have taken the initial course before and answer 'Yes' when asked if you have previously completed the CITI course. You will then be automatically enrolled in the Refresher course.

Please review these instructions before starting the IRB training.



- Go to Internet Explorer  and type in this web address: [www.citiprogram.org](http://www.citiprogram.org) - Hit Enter.
  - Click on 'Register for the CITI Course.'
  - Choose Upstate Medical University from the 'State University of New York' drop-down box. Ignore the other boxes. Hit 'Submit.'
  - Complete the registration information. You will be able to create your own username and password and access the course immediately upon registering.
  - You will be asked to provide the following information on the registration form:
    - Name
    - E-mail address (*example: bradyl@upstate.edu*)
    - Degrees
    - Employee Number:
    - Department:
    - Role in human subjects research - Nursing staff can choose 'Study Nurse'
- (If unsure, choose 'Other')
- Choose Group 1 (*Biomedical Investigators and Key Personnel - Including Drug & Device Research*) when prompted.
  - Choose 'Yes' or 'No' for previous Basic CITI course completion. Choosing 'Yes' will begin the CITI Refresher course. Choosing 'No' will begin the initial full-length course.
  - Complete each module and the accompanying quiz. To re-do a quiz, just click on 'Return to\_\_(name of module)' and then scroll down and click on 'Complete quiz.' Doing this will clear out your previous attempt and allow you to re-do the quiz. Once you have passed all quizzes with an 80% or better, follow the instructions to print out the completion certificate. Your record of completion will also be automatically sent to the IRB office and entered into Tracker.