CITI Training Instructions

All staff involved in human subjects research at National Jewish Health must complete human subjects protection training and HIPAA training. This requirement pertains to all investigators coordinators, IRB contacts, and all persons responsible for design, conduct, data analysis, or reporting. The Collaborative Institutional Training Initiative (CITI) online program is available to fulfill this requirement.

Refer to the following instructions to register and complete the training programs. There are separate instructions for first time users and returning users.

First time users

1. Go to CITI's website: www.citiprogram.org.

2. Click "Register here" next to "New Users."

3. Registration. Complete steps 1 - 6.

   (1) Select "National Jewish Health" from the dropdown menu of participating institutions.
   (2) Select a username and password (must be 8 characters). **Write down your username and password for future reference.**
   (3) Enter your first and last name.
   (4) Enter your email address(es).
   (5) Answer questions about CME/CEU. For more information about CME/CEU, visit https://www.citiprogram.org/citidocuments/cme/index.htm. [Be advised there is a fee (currently $60) for obtaining credits for this course].
   (6) State whether you are willing to complete a survey.

   When complete, click the "Submit" button.

4. Add demographics and contact information. When complete, click the "Submit" button.

5. Select Curriculum – National Jewish Health. Select learner groups for Questions 1 and 2.

   a. Question 1: Human Subjects Protection Training. NJH offers four groups: Biomedical Research, Social and Behavioral Research, Research with Data or Specimens Only, and IRB members. **Choose the group that most closely matches your role in research.** *(Most research personnel will take the same course as the investigator with whom they work. Researchers who are also IRB members should select the IRB member group.)*

   b. Question 2: Health Information Privacy and Security. *(This course is mandatory at NJH.)* NJH offers three groups: Health Information Privacy and Security (HIPS) courses for Clinicians, Investigators, and Students and Instructors. **Investigators and research personnel should choose the course for Investigators.**

After selecting learner groups for both questions, click the "Submit" button.

6. Institution or organization

   Select "Yes" if you may use the CITI program to fulfill educational requirements for other institutions. *By selecting "Yes," the CITI software will automatically recognize module completion from all overlapping institutional training courses (within a prescribed time period).*

   Select "No" if you have no other affiliations.

7. Main Menu

   Under **My Courses**, click "Not Started – Enter" to begin the training courses.

   Note:
   - Required modules must be completed in order. Optional modules will be available after completing required modules.
   - Each module is followed by a short quiz. Any quiz may be repeated for a higher score.
   - You need not complete all modules in one sitting; you may stop and resume at any time. To resume, log back in to the CITI website.
   - You must achieve 70% accuracy to pass each course. Modules and quizzes must be repeated until 70% accuracy is reached.

Returning Users

1. Log-in to www.citiprogram.org with your user name and password. The Main Menu screen will display course completion history.

2. Below your course history for National Jewish Health, select "Add a course or update your learner groups for *National Jewish Health*." This will allow you to add additional courses.

3. Select Curriculum – National Jewish Health. Scroll down to Question 2: Health Information Privacy and Security. *(This course is mandatory at NJH.)*

   NJH offers three groups: Health Information Privacy and Security (HIPS) course information for Clinicians, Investigators, and Students and Instructors. **Investigators and research personnel should choose the course for Investigators.**

   After adding this learner group, click the "Continue" button.

4. Main Menu. Under **My Courses**, the HIPAA training course titled, "CITI Health Information Privacy and Security (HIPS) for Clinical Investigators, Basic Course," will be added. Next to this course title, click "Not Started – Enter" to begin.

Note:

- Required modules must be completed in order. Optional modules can be completed in any order.
- Each module is followed by a short quiz. Any quiz may be repeated for a higher score.
- You need not complete all modules in one sitting; you may stop and resume at any time. To resume, log back in to the CITI website.
- You must achieve 70% accuracy to pass the course. Modules and quizzes must be repeated until 70% accuracy is reached.

Completion Certificates

On the Main Menu screen, look under the word "Status." If a course is complete, the line next to the course will read "Passed" and list the completion date. To print the completion certificate, click "Print" next to the course.

The CITI program automatically sends completion information to the IRB office at National Jewish Health. We recommended that you also print a copy for your records.

Questions or Problems

If you forget your username and/or password, the CITI program can email your information. Visit http://www.citiprogram.org/emaillogin.asp or contact CITI Support at (305) 243-7970.

For other questions, call the IRB Coordinator at 303-398-1477 or send an email to nationaljewishirb@njhealth.org.