



## Guidance: CITI Program Training User Guide

Ascension uses CITI Program training to support research education for associates and researchers.

This guide is meant to provide CITI users with Ascension specific information and instructions, to be used in conjunction with the instructions from the CITI Program.

Quick Links	CITI FAQs
<a href="#">New User Registration</a>	<a href="#">What is the CITI Program?</a>
<a href="#">Sign on for Returning Users</a>	<a href="#">Who has to take CITI?</a>
<a href="#">Course Enrollment</a>	<a href="#">What courses do I need to take?</a>
<a href="#">Get Your Completion Report/Certificates</a>	<a href="#">Can I take a different training course?</a>
	<a href="#">How often do the courses need to be repeated?</a>
	<a href="#">How long does it take to complete CITI?</a>
	<a href="#">How do I know if I have passed a course?</a>
	<a href="#">How do I get my completion report/certificate?</a>
	<a href="#">What do I do with my reports/certificates?</a>
	<a href="#">How do I add/remove courses?</a>
	<a href="#">Who do I contact for help or with questions?</a>

### New User Registration

Follow the CITI Program instructions below. Supplemental Ascension specific details are outlined.

- **CITI “Guide to Getting Started”**  
<https://support.citiprogram.org/s/article/updated-guide-to-getting-started#Registering>
- **CITI Guide to Getting Started (Video Format)**  
<https://support.citiprogram.org/s/article/updated-guide-to-getting-started-video>

#### Ascension specific information you may need to reference while following the CITI guide:

- **Sign in Method:** When you register for a CITI account, you create a user ID and Password, which you control and are separate from the Ascension Single Sign-on credentials.
- **Organization Name:** On the “Affiliate with an Institution” page, search for and select **Ascension Health**. *You must affiliate with Ascension Health to receive credit for your CITI training.*

### CITI Sign On for Returning Users

- Go to <https://www.citiprogram.org> and click “Log In” in the upper right corner.
- If you have completed CITI training at another institution, **you must “add an affiliation”** and then type in “**Ascension Health**”. This allows sharing of completed courses so that you need not retake modules that meet requirements of both institutions. *You must affiliate with Ascension Health to receive credit for your CITI training.*

**If affiliated with more than one institution:** Select “View Courses” next to “Ascension Health” on the welcome page. This will ensure the correct modules are selected for compliance.

# Course Enrollment & Completion Instructions

## 1. Select the Learner Group appropriate to your interests or role in human subject research.

Choose learner groups based on the description, your role, and the type of activities you will conduct. This is the selection to enroll in the Basic Course, AKA “HSR” (Human Subjects Research). Select all that apply.

Select “Researcher Refresher ONLY” only if you have previously completed CITI training and have previously worked with an IRB Director and have been instructed to do so. Otherwise, CITI will automatically assign refreshers and send reminders.

## 2. Select any “Other Training” courses that you are interested in or are required to complete.

You may be required by the sponsor, state/federal regulation or funding agency to complete additional courses. This depends on the kind of research you are conducting. You have the option to take these additional courses, even if not required.

Select all that apply, or choose to not add any at this time.

## 3. Select “Optional Available Training” courses.

These optional courses are available to the research community. In addition, recordings of nearly 100 webinars on topics applicable to researchers, IRB members and research admin staff.

- Researchers**  
Select this course if: You are a researcher who will be listed on as an investigator or study team member on human subject research protocols at Ascension.
- Humanitarian Use Devices (HUDs)**  
Select this course if: You are a physician user of Humanitarian Use Devices (HUDs).
- Researcher Refresher ONLY**  
Select this course if: You are a researcher who will be listed on as an investigator or study team member on human subject research protocols at Ascension AND you have been completed Human Subject Research course at an external institution. You are also required to submit the completion report of your previous training. See the institutional guidance for more details.
- I am an IRB Member, IRB staff, Research Admin Staff, or Signatory Institutional Official**  
Select this option if: You are and IRB member and/or Chair or staff who provide administrative support for research. Examples include grants, contracts, billing compliance or the IRB/HRPP.
- I don't need to select a human subject training course at this time.**  
Select this option if: You have already completed the Ascension required Human Subject Training and want to add other optional courses.

- Good Clinical Practice (GCP)**  
Select this course if: You are a researcher who needs to complete GCP training that satisfies requirements for ICH GCP Investigator Site Personnel Training required by TransCelerate BioPharma or National Institutes of Health (NIH) funded clinical trials. See local markets for specific guidance or requirements.
- Financial Conflict of Interest for Researchers (COI)**  
Select this course if: You are a researcher who needs to complete financial conflict of interest training that satisfies the requirements of the Public Health Service (PHS) regulations. \*NOTE\* This course is required for all staff conducting research funded or supported by NCI.
- Responsible Conduct of Research (RCR)**  
Select this course if: You are a researcher who needs to complete RCR training that satisfies the requirements of the National Institutes of Health (NIH), National Science Foundation (NSF), and U.S. Department of Agriculture (USDA). See local markets for specific guidance or requirements.
- Information Privacy & Security (IPS)**  
Select this course if: You want to learn about the principles of data protection, focusing on the healthcare-related privacy and information security requirements of the Health Insurance Portability and Accountability Act (HIPAA) and the educational records and data-related requirements of the Family Educational Rights and Privacy Act (FERPA). See local markets for specific guidance or requirements.
- Research Study Design**  
Select this course if: Only if you are a resident in the MI market or have been instructed by the MI market staff to complete; see the local market for specific guidance or requirements.
- Observational Protocol**  
Select this course if: Only if you are a resident in the MI market or have been instructed by the MI market staff to complete; see the local market for specific guidance or requirements.
- Not at this time.

- Webinars**  
Select this option to review a list of available recorded CITI Webinars
- Population-Specific Modules**
- Social Behavioral and Educational Course**
- Phase 1 Research Course**
- Public Health Research Course**
- Clinical Research Coordinator (CRC)**
- Clinical Research Coordinator Foundations Course**
- I don't want to add optional training at this time

# Ascension CITI Training FAQs

## What is the CITI Program?

The CITI is a web based program with courses designed to help users understand human subjects protection issues in order to promote ideals for scientific and scholarly integrity.

## Who has to take CITI?

Ascension requires CITI training for all researchers and research personnel listed on an application.

## What courses do I need to take?

Ascension requires CITI human subjects protection training for all researchers and research personnel listed on an application. Other courses are available and may be required depending on your role, type of research or funding.

## Can I take a different training course?

CITI is the only approved human subjects protection training course to meet the institutional requirement for all researchers and research staff. Individuals who've completed CITI at other institutions must become "affiliated" with Ascension Health to get credit for any of the required modules that may have already been completed. In rare cases, the IRB Director may grant an exception to accept an alternative training course.

## How often do the courses need to be repeated?

CITI training must be re-certified or refreshed every 3 years. The IRB requires that researchers and research staff also maintain their own records of CITI course completion. CITI will send email reminders.

## How long does it take to complete CITI?

The average learner spends approximately 4.5 hours to complete the Basic Course and 2 hours to complete a refresher course. The courses do not need to be completed in a single session, so you can log in multiple times to complete the course.

## How do I know if I have passed a course?

To successfully complete the courses, you must achieve a **minimum of 80%** score. see the "Grade Book" section for a list of completed modules and scores. You may repeat any quiz to achieve a desired score.

## How do I get my completion report/certificate?

Course completions can be accessed by logging on to CITI. Select the "My Records" tab on the top of the Welcome page. Select the appropriate institution from the drop-down. Each completed course will have a link to access certification. More at [CITI](#).

## What do I do with my reports and certificates?

Learners should maintain their own records of CITI course completion *in addition to sharing CITI completion records or certificates with their Research Coordinator.*

## How do I Add/Remove Courses (optional)?

At the bottom of the main Learner's Menu page, click the link to "Add a Course" or "Remove a Course". The add link will take you to the enrollment questions and permit you to change your Learner Group by providing new responses to the enrollment questions. When you "remove a course, it no longer shows in your required course list, including the refreshers, but scores are maintained and you can still access any completion report. More at [CITI](#).

## Who do I contact for help or with questions?

- Questions about this guide or how to use CITI: ACRI Research Integrity and Compliance staff or [ResearchIntegrity@Ascension.org](mailto:ResearchIntegrity@Ascension.org)
- IRB CITI Requirements: Regional IRB staff
- CITI support: [CITI FAQs](#); [CITI Support Center](#)