

First-time setup the CITI “refresher” course

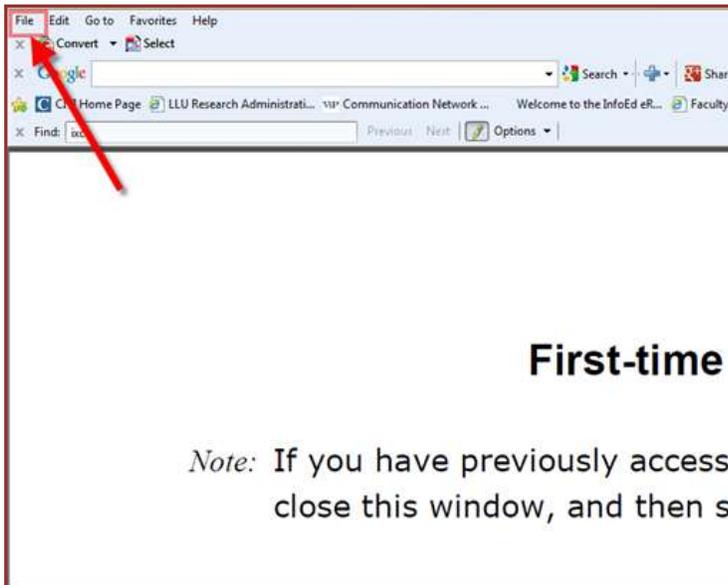
Note: If you have previously accessed any training on CITI website, this is the **wrong** guide. Please close this window, and then select the refresher guide for **Registered CITI User** from the menu.



This process is not supposed to be painful. The CITI screen designs are a little tricky, but the guide is intended to make set-up easier. So...

IF AT ANY TIME YOU GET CONFUSED OR WOULD LIKE HELP, please call JR at Ext. 87463 !

Or, send email to jrkrausz@llu.edu
(If I'm not available then, I'll call you back as soon as I get the message.)



Before you do anything else, please open a duplicate of **these instructions** in another browser window.

For internet Explorer, click the “File” command on the menu as shown in the picture at left. (Your screen will look similar, but not exactly like this.) Select “New Window” from the dropdown menu.

Access the CITI training website  [CLICK HERE](#)

This will take you to the CITI site. Please rearrange you windows so you can see the CITI website in the window you just opened, and can also see **these instructions** (which should still be open) in another window. That way, you can refer to the instructions as you set-up your training.

Once on the CITI website, click the “Click here to register” link, as shown below.

Step 1

Pick “Loma Linda University” from the dropdown menu:

- ♦ Click the arrow, then type in the letter “L” to find Loma Linda University
- ♦ Make sure Loma Linda University shows in the box
- ♦ Click “Continue”

Steps 2 through 4 are self-explanatory

Step 5 Refers to receiving *professional CEU*.

This IS NOT the same thing as the “internal” credit you receive at Loma Linda University Health to fulfill the human research subjects protections training requirement.

If you want to also receive professional CEUs for completing CITI training, click the appropriate boxes and CITI will provide you the additional information about that. Be advised that CITI (not LLU) does **charge money** for CEU’s issued.

Step 6 can be dispensed with quickly by entering the information in only the three *required* fields: institutional email, Department, and Role in Research (if Department is not applicable, just type “N/A”)

* indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

Address Field 1

Address Field 2

The image shows a screenshot of a web form with several input fields. A legend at the top left states "* indicates a required field." in red. The form contains the following fields: "Language Preference" (dropdown), "* Institutional email address" (text input, highlighted with an orange arrow), "Gender" (dropdown), "Highest degree" (dropdown), "Employee Number" (text input), "* Department" (text input, highlighted with an orange arrow), "* Role in research" (dropdown, highlighted with an orange arrow), "Address Field 1" (text input), and "Address Field 2" (text input).

Step 7:

Scroll down past the top part that looks like this...



...until you get to where you actually choose which training courses to take:

“Question 1” is for indicating the “BASIC” course to take for your establish your initial certification. For purposes of requesting a refresher course, you can leave these blank, or leave them checked as you find them; it does not really matter.

CITI Course Enrollment Questions

QUESTION 1

Human Subjects Research
Select the group appropriate to your research activities. You will be enrolled in the basic course for that group.

Choose all that apply

- Biomedical Research Investigators
- Social & Behavioral Research Investigators
- Data or Specimens Only Research

Advanced Basic Courses
Only eligible after completing one or more of the above "Basic Training" courses.

- Good Clinical Practice and ICH (GCP): This course consists of 13 modules on GCP and ICH E6 for investigators. This Basic GCP course should not be attempted until the Basic Human Subjects Course is completed.
- Health Information Privacy and Security (HIPS)

“Question 2” is where you select a Refresher Course. Click one of these only if you have maintained a valid Loma Linda University Human Subjects Protections Certification and now need just a “refresher” training to renew that certificate.

QUESTION 2
Have you <i>previously completed</i> the Human subjects training course in the protection of research subjects at Loma Linda? If "YES", select the Group for which you have <i>previously completed</i> an institutionally approved Basic Course in the Protection of Human Research Subjects.
Choose all that apply
<input checked="" type="checkbox"/> Biomedical Research Investigators (Refresher): <input type="checkbox"/> Social & Behavioral Research Investigators (Refresher): <input checked="" type="checkbox"/> Data or Specimens Only Research (Refresher): <input type="checkbox"/> Good Clinical Practice and ICH (GCP) (Refresher)

In the above example, two refresher courses are selected. (Updating your subject protections training certificate only requires completing one refresher training course. Also, if your certification expired more than one year ago, call the contact number listed at the end of this guide for instructions. In that event, you will most likely need to take (or repeat) one of the BASIC training options shown in Question 1, above).

“Question 3” is how you can gain access to inspect all the modules across all the trainings for interest or out of curiosity. Please **do not choose these options for certificate credit.** For that, use the checkboxes above under Questions 1 & 2.

QUESTION 3
Question Stem: Section 3 (only for reference use - not for credit) The following checkboxes provide access to all of the training materials in the above section, but in a form for reference only and not for certificate credit. (Quiz completions are disregarded.) To receive institutional credit for training completions, only access course materials by checking the boxes in Sections 1 and 2, above.
Choose all that apply
<input type="checkbox"/> IRB Reference Resource (Basic): Access all Basic training course modules. <input type="checkbox"/> IRB Reference Resource (Refresher): Access all "Refresher" training course modules.

“Question 4” has nothing to do with this guide.

If you are doing research with lab animals, you will receive instructions from the Animal Care Facility regarding required training. At that time, you will probably need to fill out this next screen (see image on next page). For now, skip it, unless you know which Lab Animal Welfare courses you need.

Question 3

LabAnimal Welfare

Do you conduct or supervise studies that use laboratory animals for human subjects research?

SKIP
 for human subjects research

- If YES, then you must complete complete the appropriate species-specific modules.
- If you are an IACUC member or IACUC administrator, you should complete the "Essentials for IACUC Members" course.
- Choose the appropriate species-specific courses according to your work and interests.

Choose all that apply.

The "Working with the IACUC Course" is required if you plan to use laboratory animals in your work or plan to supervise such work.

If you are an IACUC member or an IACUC coordinator/administrator, you are required to complete the "Essentials for IACUC Members" course now.

For all personnel, choose the appropriate species-specific courses below depending on your work or interests.

I work with fish.
This course is currently under construction and not available at this time.

I work with frogs, toads or other amphibians.
 I work with lizards, snakes or other reptiles.
This course is currently under construction and not available at this time.

I work with mice.
 I work with rats.
 I am involved in studies that have the potential to cause "more than momentary pain and distress" in mice or rats.
 I work with hamsters.

After checking the boxes you need to, **scroll to the bottom** of the web page and

Click the button that looks like this **Complete Registration**

Step 8.

After that, you will come to your learner's "Main Menu," which will look *similar* to the screen below, depending on the refresher course you selected in Step 7. Click the course link shown by the orange arrow, below

English | Text size: A A | Log Out | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami | Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu

• Loma Linda University Courses

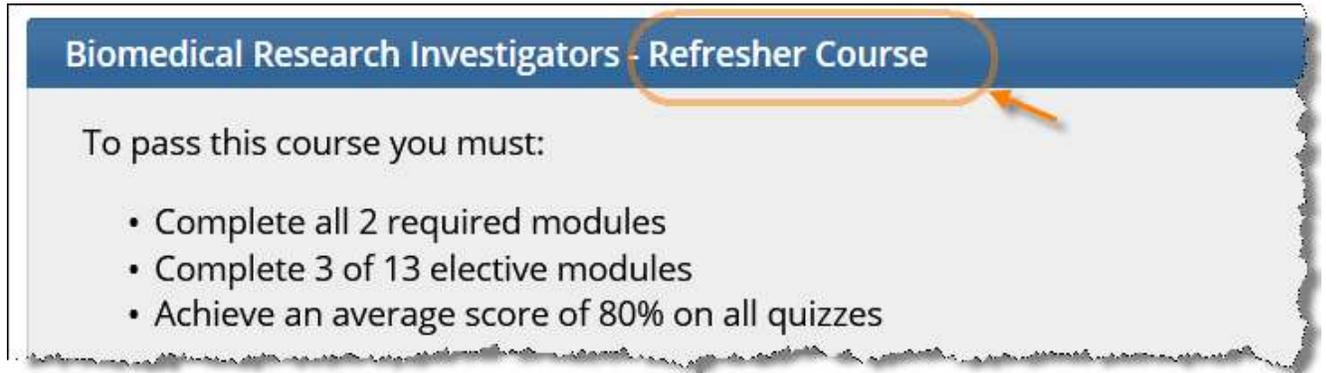
Course	Status	Completion Report	Survey
Biomedical Research Investigators	Not Started	Not Earned	

My Learner Tools for Loma Linda University

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

• Click here to affiliate with another institution

After you click the course link, PLEASE LOOK at what is displayed on the screen. (See next picture, below). Make sure it says "Refresher Course." If not, you either selected the wrong course link, (go back and try any others listed), or the setup is wrong. If your screen does not offer you a Refresher Course, the rest of this manual will not help you. Instead, please call me (preferred) at x87463 (909-558-7463), or send me an e-mail (slower). That way, we can adjust the "set-ups" on the training website for your particular circumstances and get you going.



Biomedical Research Investigators - Refresher Course

To pass this course you must:

- Complete all 2 required modules
- Complete 3 of 13 elective modules
- Achieve an average score of 80% on all quizzes

Step 9. Actually take the training

(please refer to the figure on the next page)

As shown by the balloons:

- Click on the link for the Integrity Assurance Statement before you do any actual course modules.
- Click on the links in sequence for the *required* modules
- Complete the number of elective modules as instructed by the online screen, under the heading
"To pass this course, you must: " For example, the Biomedical Refresher course is 2 required modules and 3 electives.

(Please do not expect credit for the final module titled "How to Complete the CITI Refresher Course and Receive a Completion Report (ID: 922)" as one of the three required electives 😊)

Biomedical Research Investigators - Refresher Course

To pass this course you must:

- Complete all 2 required modules
- Complete 3 of 13 elective modules
- Achieve an average score of 80% on all quizzes

Read the requirements

Your Current Score

0%

You have unfinished modules remaining

Must click this **first**, and fill-out short a form

Complete The Integrity Assurance Statement before beginning the course

Required Modules

Module titles will become "live" links

	Date Completed	Score
Biomed Refresher 2- Instructions (ID: 764)	Incomplete	0/0 (0%)
Biomed Refresher 2 - History and Ethical Principles (ID: 511)	Incomplete	0/0 (0%)

Elective Modules

Complete the required number of electives from those listed.

(Exception: The module "How to complete the CITI refresher course" does not count for credit.)

	Date Completed	Score
Biomed Refresher 2 - Regulations and Process (ID: 512)	Incomplete	0/0 (0%)
Biomed Refresher 2 - Informed Consent (ID: 514)	Incomplete	0/0 (0%)
Biomed Refresher 2 - SBR Methodologies in Biomedical Research (ID: 515)	Incomplete	0/0 (0%)
Biomed Refresher 2 - Genetics Research (ID: 518)	Incomplete	0/0 (0%)
Biomed Refresher 2 - Records-Based Research (ID: 516)	Incomplete	0/0 (0%)
Biomed Refresher 2 - Research Involving Vulnerable Subjects (ID: 519)	Incomplete	0/0 (0%)

If you receive a passing score on the quizzes, then I will be notified electronically that you completed the course. You do not have to send anything in.

Congratulations...

If you get stuck, or have any questions whatsoever, please call JR at Ext. 87463

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