

ArnotHealth/LECOMT

INSTRUCTIONS FOR COMPLETING REQUIRED CITI TRAINING

Arnot residents, fellows, research coordinators, faculty, and LECOM medical students conducting research at the institution are required to complete CITI training for human subject research every Three years.

1. Go to www.citiprogram.org
2. At the top right hand corner of the page, select “Register”
3. In the box under “Select your Organization Affiliation,” type and select Lake Erie College of Osteopathic Medicine
4. The following two boxes will appear; please check those boxes and then click “Continue to Create Your CITI Program Username/Password”:
 - a. Agree to Terms of Service and Privacy Policy
 - b. Affirm you are an affiliate of LECOM

(NOTE: box “b” will not appear until you have checked box “a”)

5. On the next few screens, enter all information requested to create your account.
6. When you reach a screen called “Select Curriculum” containing four questions will appear so that you can select your course(s). After making your selections, click “Complete registration”
 - a. ***** Question 1 – Human Subjects Research**
 - i. This is **REQUIRED** for IRB membership/approval
 - ii. Select your role in research. I.e. IRB member, Principal Investigator, Co-Investigator, Student Researcher
 - b. Question 2 – Good Clinical Practice
 - i. This is not required
 - ii. To not add the course, do not mark any selection under this question
 - iii. If you choose to complete this course anyway, the IRB does not need any documentation
 - c. Question 3 – Health Information Privacy and Security (HIPS)
 - i. This is not required
 - ii. To not add the course, do not mark any selection under this question

- iii. If you choose to complete this course anyway, the IRB does not need any documentation
 - d. Question 4 – Laboratory Animal Research
 - i. This is not required
 - ii. To not add the course, do not mark any selection under this question
 - iii. If you choose to complete this course anyway, the IRB does not need any documentation
- 7. Click “Finalize registration”
- 8. You will receive a message that your registration has been completed. Under that message, click on “Lake Erie College of Osteopathic Medicine” to open the pull down menu.
- 9. On the pull down menu, click on the hyperlink that under “Course(s)” that contains your role in research (i.e. “IRB Members – Basic/Refresher”)
 - a. The first time you do this, there will be a hyperlink for you to “Complete Integrity Assurance Statement.” Please click on this link, read the statements provided, click the box to agree, and then click “Submit.”
 - b. This will begin your course. You must complete all listed modules in the Human Subjects Research course.

NOTE: You do not have to complete the course in one sitting. Your progress will be saved so that you can log in to work on your course as needed.

- 10. When all modules have been completed, you will have access to two documents:
 - a. Completion Certificate certifies that you have completed the course. You may print or save this for your records if you wish to.
 - b. Completion Report contains a list of all completed modules along with the score achieved on each. You **MUST** print or save this document for submission to the IRB.

Keep a copy for your records and forward a copy to Dr. Frank Edwards. When submitting your articles for publication in journals you may be required to submit your certificate.