

**CITI Training:** Human Subjects Training for Non-UWO Affiliated Research Personnel

**Instructions for Collaborative Institutional Training Initiative (CITI) Training Course:**

1. Prior to receiving IRB Approval, Principal Investigators and research personnel must complete a web-based training course sponsored by CITI (Collaborative Institutional Training Initiative). This training is federally mandated as part of our University's compliance with our Federal Wide Assurance. The training is valid for three (3) years. A refresher training course will be required once the original certificate expires for continuing IRB projects.

**Exception:** Non-affiliated research personnel may submit alternative human subjects training (CITI, NIH or local institutional training) as verification that training was completed. Training must be completed within the last three years for UWO IRB consideration for meeting human subjects research training at UW Oshkosh.

2. The training is found at [www.citiprogram.org](http://www.citiprogram.org)
  - a. Select: *New Users Register Here.*



- b. You will need to create your profile and affiliate with University of Wisconsin Oshkosh. You will be prompted by questions that determine what course and modules you will be required to complete.

1. When selecting your curriculum you will be asked: What type of course would you like to review? Select Human Subjects.

\* What type of course/modules would you like to review?  
Choose all that apply

- Conflict of Interest (COI)
- Human Subjects Research (IRB)

2. When asked if your project will contain Social/Behavioral/Educational Research, select Yes.

\* Will the project involve Social/Behavior/Educational Research?  
Choose one answer

- Yes
- No

- c. Once your Course appears on your training page, you may click on the course to enter the training. Before starting the course, you will need to complete the Integrity Assurance Statement. There will be short quizzes at the end of the modules that you will need to take to earn credit for the course.

- d. If you will be working with protected health information from a HIPAA covered entity as part of your research you must also complete the Health Information Privacy and Security (HIPS) course or an equivalent course provided by the entity. This course can be found by clicking the 'Main Menu' link then clicking the 'Add a Course or Update Learner Groups' link. Select the checkbox for 'HIPS' and then click 'Next'.

3. The training consists of 10 modules and 2 Electives of your choice based on your research interests and may take approximately 3 hours to complete, so please plan accordingly. If you wish to break up the training into shorter sessions, you are free to exit the training at the end of any module (after taking the quiz) and your training completed will be saved.

Social-Behavioral-Educational Researchers - Basic Course

To pass this course you must:

- Complete all 10 required modules
- Complete 2 of 25 elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

Your Current Score

0%

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

4. At the completion of the training, a completion report is issued verifying the curriculum completed. A hard copy of the report must be attached to the IRB Application Form.
5. To print your completion report, go to your '**Main Menu**' screen in CITI (you must be logged in). Click on the '**Print Report**' link next to the appropriate course. You can also click on the '**Previously Completed Coursework**' link at the bottom of your '**Main Menu**' screen. All of your completed coursework will appear. You can then click on the '**View Report**' link next to the appropriate course in order to view and print your report(s)
6. For more information or questions about the CITI training requirement, please contact the IRB Administrator, Kelly Schill at (920) 424-3375 or [irb@uwosh.edu](mailto:irb@uwosh.edu).