

# Johns Hopkins University Homewood IRB

## Steps for Creating a CITI Account and Completing Human Subjects Research Training

Please be sure to follow the directions below to select the correct training, as it can be confusing. If you have questions, please email [hirb@jhu.edu](mailto:hirb@jhu.edu) or call 410-516-6580 *before* you begin the training.

- 1) Go to [www.citiprogram.org](http://www.citiprogram.org)
- 2) *Note:* If you are primarily affiliated with the Homewood Schools (Krieger School of Arts and Sciences, Whiting School of Engineering, School of Education, Carey Business School, Nitze School of Advanced International Studies, and Peabody Institute), DO NOT use the “Log In Through My Organization” function. If you complete CITI courses through Johns Hopkins Medical Institution, the Homewood IRB WILL NOT accept those courses and you will need to go back and complete the correct one.
- 3) If you already have a CITI account and are already affiliated with Johns Hopkins University (JHU), click on the “Log In” button to sign into your account. Click on the course to complete the course or select “Add a Course” under “Learner Tools for Johns Hopkins University” to add another course. Then skip to step 7.
- 4) If you are a new user to CITI Program, register to create an account by clicking on “Register”.

New Webinar - Working with the FDA: Medical Devices and Regulatory Touchpoints

### The Trusted Standard in Research, Ethics, Compliance, and Safety Training

The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

[Demo a Course](#) [Benefits for Organizations](#)

Celebrating 22 Years of Serving Education and Science Communities

- 5) There is a 7-step registration process. The first step is to affiliate with Johns Hopkins University. Make sure you select Johns Hopkins University as your institution, then enter your personal information and create your username and password. Please use your JHU email address. Please be sure to retain this information as you will need it to log back into the system if you do not

# Johns Hopkins University Homewood IRB

complete the training all in one sitting or if you later need to access your completion certificate.



English ▾

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Johns Hopkins University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

- 6) In steps 2-6, you will be asked to complete some basic member information and if you are interested in receiving Continuing Education credits – you can select no unless you require them for your own purposes – and then some more registration information. When asked which course you plan to take, select “Basic Human Subjects – Social & Behavioral Focus.”
- 7) In Step 7, you will register for coursework. Select “Yes, I need to take the training in Human Subjects Research. (HIRB training).” *Do not take the RCR course for HIRB purposes, it will not be accepted.*

CITI - Learner Registration

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) **7**

\* indicates a required field.

\* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

Choose all that apply

- Yes, I need to take the training in Human Subjects Research. (HIRB training).
- Yes, I need to take the course on Responsible Conduct of Research (RCR).

## Johns Hopkins University Homewood IRB

- 8) On the next screen, if you have not previously completed the Basic Course, select the +Basic Course. If you are renewing your certification because you have completed the Basic Course over 5 years ago, please select the Refresher Course. You will need to select the correct option here, if you take the Refresher Course but have never taken the Basic Course, it will not be accepted.

CITI - Learner Registration

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) **7**

\* indicates a required field.

\* In order to place you in the appropriate course we need to know if you have previously completed the **Basic Course in the Protection of Human Research Subjects**.

Choose one answer

NO, I have NOT completed the Basic Course in the Protection of Human Research Subjects in the past. This is the first time using the CITI Program at this institution. I need to complete the Basic Course.

Yes. I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.

Note: Before you choose this Refresher Course make sure that this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course , the IRB will require that you to come back the the course site and complete the Basic Course. If you have questions, contact your IRB office or the CITI help desk (305 243-7970).

## Johns Hopkins University Homewood IRB

- 9) On the next screen, you will be prompted to select your curriculum. ALL JHU Human Subjects Researchers must complete “Social & Behavioral Research Investigators.”

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* Please choose one learner group below based on your role and the type of activities you will conduct. You will be enrolled in the **Basic Course** for that group.

Choose one answer

Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

Data or Specimens Only Research

Exempt Research

Classroom Protocols

- 10) The IRB does not require you to complete the Good Clinical Practice (GCP) course unless you are participating in a clinical trial. Select “No, thanks.” Otherwise, if your study is a clinical trial, you must also complete the Good Clinical Practice (GCP) course.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* If you want to take Good Clinical Practice (GCP) please make your selection below.

Choose one answer

Good Clinical Practice (GCP)

Good Clinical Practice (GCP) Refresher

GCP Social Behavioral Research

GCP Social Behavioral Research Refresher

No, thanks.

## Johns Hopkins University Homewood IRB

- 11) Select "Finalize Registration" and check your email to complete your registration. If you already had an account and just added a new course, click on the name of the course you just registered for, then skip to step 11.
- 12) Log into the system from the link sent to you in the email. This will bring you back to the main page. Click on the title of the course you registered for and then complete your selected course. You do not have to complete the course all in one sitting; you are allowed to use multiple log-on sessions. The minimum "passing" aggregate score for the quizzes is 80%. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100% correct.
- 13) You may print out a copy of the completion certificate for your files by clicking on the "Print Report" link. You may also save a copy to your computer. You may return to the course site in the future to obtain a copy of the completion report or take the other offered courses.
- 14) Please log in to the [ehrb.jhu.edu](http://ehrb.jhu.edu) site, click on your name in the upper right corner, select "My Profile" and upload a copy of your course completion certificate. Please do not enter your own HSR Training Date.