

CITI FAQs

1. What is CITI?

The Collaborative IRB Training Initiative (CITI) is a web-based training program on issues relating to human subjects research (HSR). The CITI web site is maintained by the University of Miami, with content developed by a national consortium. CITI offers other training, for example Good Clinical Practices (GCP). The HSR training contains modules on topics such as informed consent, vulnerable populations, ethical principles and IRB regulations. Each module has a short quiz at the end to assess your understanding. All of our institutional requirements are listed on the IRB website at www.jhsph.edu/irb.

2. Who is required to complete the CITI HSR modules?

The HSR training is required of all faculty, staff and students who are engaged in HSR at JHSPH. A total score of at least 80% is required to pass.

3. Who is required to take the CITI GCP modules?

Faculty, staff, and students engaged in HSR involving clinical trials with medical interventions.

4. Do I have to take CITI HSR training again if I took it at another institution?

It depends upon when you completed the training. We require that faculty, staff and students renew their CITI HSR training every 5 years.

5. Am I required to refresh my CITI training?

Yes. The Basic Human Subjects Research (HSR) Course certification is good for 5 years. After 5 years, JHSPH faculty, staff, and students who are engaged in HSR must obtain recertification from CITI by taking one of the Refresher courses (1, 2, or 3) offered by CITI.

6. What will happen if my HSR certification expires?

You have 60 days following your certification expiration date to complete a refresher course. You need to print out the updated HSR certificate and upload it into your personal profile page in the PHIRST electronic application system. Once you enter your new completion date, you will retain full access to PHIRST. If you do not upload a new certificate in those 60 days and enter your new completion date into PHIRST, your access to PHIRST will be limited to your home page; you will not be able to submit a new application or access other PHIRST applications.

7. How do I access my Personal Page in PHIRST to upload my new training certificate and enter my new HSR training completion date?

When you log into PHIRST, you should see your personal folder page. If you do not see a mechanism for uploading the new certificate on that page, look at the upper right corner of your page and you should see “First Name, Last Name | My Home | Logoff.” Click on your name, and you should reach your Profile Page which has the upload mechanism for your HSR training certificate and a field for entering your new completion date.

8. How will I know if it has been more than 5 years since I completed my CITI HSR training?

Look at your CITI certificate and find the completion date. If you do not have a copy of your certificate, follow the instructions below to access CITI and print out a new copy.

9. Will I be reminded to refresh my CITI certification?

Yes. The CITI system will send out reminders 60 days prior to your certification expiration date, and at several other times up to the day before expiration. **These reminders will go to the email you have provided to CITI, so it is important that you keep this email address current.** After the certification expires, you will receive no further reminders.

10. Are non-JHSPH researchers/collaborators required to complete CITI?

Investigators from other institutions may use our CITI account to complete the CITI HSR training. Those non-JHSPH investigators who can provide the JHSPH IRB Office with documentation of human subjects training from their own institution, from NIH, or from Family Health International do not need to complete CITI.

11. Is CITI available in any languages other than English?

CITI allows users to select other languages. Here is the current list of offerings (as of February 2013):

- Chinese
- French
- Korean
- Japanese
- Portuguese
- Russian

- Spanish
- Thai

12. Where do I go for help?

If you are having problems with the CITI site or course, contact the CITI office at citisupport@med.miami.edu or at (305) 243-7970. If you have questions about JHSPH requirements, contact the office at irboffice@jhsp.h.edu or (410) 955-3193

13. How do I register for CITI training?

- a) Go to <http://www.citiprogram.org/>
- b) Go to New Users “**Register Here**” Link
- c) On the next page, Complete Course Registration Steps 1-4
- d) Select Johns Hopkins Bloomberg School of Public Health from the “Participating Institutions” drop down menu.
- e) Select your Username and Password
- f) Enter your name
- g) Enter your email address
- h) Click the submit button
- i) Next, complete the required fields marked with an asterisk (*) and submit
- j) Follow the instructions for selecting your Learner Group and submit
- k) You will see that you have registered with the Johns Hopkins Bloomberg School of Public Health. At this point you can register with another institution. (If your studies are funded by the Dept. of Navy, you may want to follow this process to affiliate with the “DoN” account.)
- l) Check "Yes" to affiliate with another institution.
- m) Check "No" to continue with your current selection.
- n) On the next page, you will see the Learner’s Menu.
- o) Under Status, Click “Enter” Link to begin required training modules.

14. I have had training other than CITI at my old or another institution, am I required to take the modules through CITI?

Yes. If you are faculty, staff, or a student, you must take the JHSPH CITI training.

15. Which CITI modules do I have to take?

All individuals listed as PI, co-investigator, student investigator, or study contact should take the basic human subject research training course or a refresher. If you will be involved with an FDA regulated clinical trial, you should also take the GCP training.

16. How do I find a copy of my CITI HSR Certificate?

Access the CITI course site <http://www.citiprogram.org> with your username and password. Select the following link under the heading "Johns Hopkins Bloomberg School of Public Health Learner Utilities":

[View course completion history for Johns Hopkins Bloomberg School of Public Health and print completion certificates](#)

You will see a "print completion report" link to print your report.