



# CITI Program Instructions



The Collaborative Institutional Training Initiative (CITI) Program provides web-based training for individuals involved in all aspects of human subjects research. OSF Healthcare subscribes to CITI to allow researchers access to a variety of online training modules, some of which are required and others are optional. All OSF staff with any role in human subjects research should have a CITI account affiliated with OSF Healthcare.

## **Registering an account with CITI for the first time:**

The CITI Program Training website is located at [www.citiprogram.org](http://www.citiprogram.org). Click on the Register button on the upper right portion of the CITI home page and follow the registration steps, which will include providing your personal and professional information, as well as selecting your curriculum. On the organization affiliation step of the registration process, search for and select OSF Healthcare System.

## **Using an existing CITI account with a new affiliation:**

Log in to your CITI account and select “Click here to affiliate with another institution” from the Main Menu. In the search box find and select OSF Healthcare System. Complete the remaining registration steps, which will include providing your personal and professional information as well as selecting your curriculum.

## **Curriculum selection:**

When selecting your curriculum, note that required courses per OSF policy are in four areas: Conflicts of Interest (COI); Good Clinical Practice (GCP); Human Subjects Research (HSR); and Responsible Conduct of Research (RCR). Enroll in the appropriate modules for each course by responding to the curriculum questions:

1. Select “Yes”; all OSF individuals are required to enroll in the COI course.
2. Select the appropriate response depending on whether you have previously completed a GCP course through CITI.
3. Select “Researchers & Staff” to enroll in the appropriate HSR course.
4. Select “Researchers & Staff” to enroll in the appropriate RCR course.
5. Select to enroll in any of the available supplemental courses based on individual needs and specific roles.  
Supplemental courses are optional and should be completed after the required courses.

## **Course Completion:**

Once your CITI account is affiliated with OSF Healthcare and you have selected your appropriate curriculum courses, you will see the OSF courses on the Main Menu page. Click on the tile of the course to begin completing the included learning modules. The modules involve reading subject matter and taking a short quiz after each module. All required modules must be completed and quizzes passed with an aggregate score of 80% in order to complete a course. Once you have completed a course you will have access to the completion report. Progress can be saved and the course modules can be completed over multiple logins.

## **Refresher Training:**

Refresher courses in the four required training areas must be completed every three years. When your required courses near their expiration date, you will receive an email reminding you to complete the required refresher courses. Follow the directions in the reminder email to take the appropriate refresher courses.

## **Questions:**

For questions on navigating the CITI Program site and selecting or completing courses for your OSF Healthcare affiliation, you may contact Mike Bailey in the OSF Research Administration Department at 309-624-2618 or [michael.w.bailey@osfhealthcare.org](mailto:michael.w.bailey@osfhealthcare.org).