

RENEWAL INSTRUCTIONS FOR CITI TRAINING

All Key Personnel are required to renew their CITI training in order to continue to participate in human subject research. These instructions are provided to aid in the renewal of your CITI training. If you have questions contact the IRB office at IRBOffice@aah.org.

- The CITI web site can be found at <https://www.citiprogram.org>. Once at the Home page, you will need to enter your username and password. If you are unable to recall your username and/or password please use the “Forgot Username or Password” link or contact the CITI support staff at support@citiprogram.org.
- On the next page, you need to click on **Aurora Health Care Courses**.
- Next, click on **Add a Course**.
- Next, in Question 1 please select **Biomedical – Renewal** then scroll to the bottom of the page and click Submit. **Questions 2 & 3 should be answered “Not at this time”**.
- To begin your CITI training, click on the name of the course you registered for (Biomedical - Renewal). Before you begin the modules you will be asked to complete **The Integrity Assurance Statement**. You do not have to complete all of the modules at one visit. Completed modules (quiz taken and successfully completed) will be saved when you log out of the CITI training web site.
- Modules must be completed in the order given. To obtain access to a module, click on title of the module.
- There is a quiz for most of the required modules. You must correctly answer 80% of the quiz questions to successfully complete the module.
- When a module is successfully completed the date of completion is given in your Grade Book. Incomplete modules are noted as such.

COMPLETION CERTIFICATE

Once you have completed the required modules, please keep a copy of the report for your records. The IRB office will verify that you have completed the training.