

CITI Course Instructions

The Penn State College of Medicine and Penn State Health Milton S. Hershey Medical Center required courses for human research protection are available online via the Collaborative Institutional Training Initiative (CITI) website. The courses are free for individuals who affiliate with this campus by choosing 'Pennsylvania State University - Hershey' from the CITI list of institutions.

If you have any questions, please contact the Human Subjects Protection Office at 717-531-5687.

CITI Access and Registration

PSU ID login: Go to citi.psu.edu and choose the 'Hershey Medical Center and College of Medicine' path to access the Pennsylvania State University - Hershey courses. If you have other CITI accounts, you can have them merged with your PSU account for convenience.

If you have no PSU ID: Go to citiprogram.org. Select "Register" and choose 'Pennsylvania State University - Hershey.' Or if you are already registered, log in and follow the "Affiliation Steps" below.

IRB Training

Course Enrollment

Select "Add a Course" under My Learner Tools to enroll or add a course at any time.

Select the **Human Subjects Research (HSR) learner group** to enroll in the Protection of Human Research Subjects course, which is required for all research involving human subjects. This group also includes a list of Optional courses available.

Also, select **Good Clinical Practice and ICH (GCP)** if you will be involved in non-exempt human research.

Course Completion

On your CITI main menu select a course title to open it and complete the modules. For the HSR course, you must also choose one module from the electives available.

The HSR and GCP courses take two to four hours to complete. PSU will be notified automatically of completed courses within 24 business hours.

Course certificates are valid for 3 years, at which time a refresher course is required.

Renewal Reminders

If you would like to receive the CITI 90-day expiration notices, keep the course listed on your menu by re-selecting it any time you use 'Add a Course'.

My Learner Tools on the Main Menu

- **Add a Course** – When adding courses, also reselect to stay in your HSR (and GCP) learner group.
- **View Previously Completed Coursework** - Here you can select to "View" the completed modules for your current course, and also access all of the electives and other optional modules available.

Affiliation steps

Affiliating CITI coursework from another institution

If you took a CITI course while you were affiliated with another institution, **complete these steps before your coursework expires** in order to affiliate with Pennsylvania State University - Hershey.

1. **Log in:** Go to citiprogram.org and log in with your existing credentials. Contact CITI Support at 888-529-5929 or support@citiprogram.org for assistance, if needed.
2. **Affiliation choice:** On the CITI main menu, select 'Click here to affiliate with another institution,' type 'Pennsylvania' in the search field and choose "Pennsylvania State University - Hershey".
3. **Affiliation enrollment steps:**
 - o If needed, update your CITI account profile details.
 - o On the main menu, under the "Learner Tools" section, select the "Add a Course" link.
 - o Select the Human Subjects Research (HSR) learner group to enroll in the basic Protection of Human Research Subjects course. Select the initial IRB training requirement for your first Hershey enrollment.
 - o Any current modules you have completed will be incorporated if applicable.
 - o Also, select the Good Clinical Practice and ICH (GCP) course, which is required if you will be involved in non-exempt research.
4. **Final steps:** These steps are **required** to complete the affiliation process. Go to the main menu, open each course and complete the following steps:
 - o Complete the integrity statement, if needed.
 - o Finish any outstanding modules, which will be identified and linkable to open.
 - o View the Pennsylvania State University module.
 - o Complete an elective module, if required. (One of your existing modules may apply.)Once you meet the Hershey requirements, a completion date will post, valid for 3 years. See Renewal Reminders and My Learner Tools above for important details.
5. **Single sign-on convenience:** If you receive a PSU ID at some point and would like to use it for convenient access to CITI courses, contact CITI Support at support@citiprogram.org and ask to have your accounts merged into a PSU 'single sign-on' account. Then go to citi.psu.edu and follow the "Hershey Medical Center and College of Medicine" path to access the Pennsylvania State University - Hershey courses.

