

Penn State Hershey CITI Course Instructions

The educational curriculum for human research protection is available online via the Collaborative Institutional Training Initiative (CITI) courses, under the institutional listing of 'Penn State Univ-Hershey'. The courses are free to individuals who register in CITI as an affiliate of Penn State Univ – Hershey. (Individuals registering as independent learners may be charged.) Follow the steps below to enroll.

1. Access CITI via the PSU portal page, citi.psu.edu, and choose 'Hershey Medical Center and College of Medicine' to link to the CITI site for [Penn State Univ-Hershey courses](#). Use your *PSU user ID* (ex. xyz123) to log in. For first time registrants, a new CITI account will be created that is linked to your institutional ID for the single sign-on process.*

Note: *If you have another CITI account, including courses from another institution, contact [CITI Support](#) to merge your data into your PSU-Hershey account, so that you can see all your coursework and avoid repeating any duplicate modules.

2. There are two IRB curriculum requirements for Penn State Hershey:
 - a. Always select **Protection of Human Research Subjects** to meet the basic requirement.
 - b. If you will be involved in FDA-regulated research, also select the **Good Clinical Practice and ICH (GCP)** course. (Additional courses can be added at any time from the main menu.)
3. Based on your course selection you will be required to complete multiple pre-selected modules.
4. In addition to the pre-selected modules, for the human research course you will be required to complete one (1) elective module.
5. Once you have begun, you may enter and exit as needed, completing the modules as time permits.
 - Each module takes 15-30 minutes to complete.
 - The basic human research course and the GCP course each take about 2-4 hours to complete.
6. Participants who successfully complete the course with a grade of 80% or higher will receive a certificate, accessible on the CITI menu. PSU will be notified automatically and the training will be updated in the CATS IRB submission system (usually visible within 24 business hours).
7. Completion of CITI program training is valid for three years after which time you will need to take a refresher course. You will receive a CITI e-mail notice when your training is close to expiration.

If you have any questions about enrollment or curriculum selections, please contact the Human Subjects Protection Office at 717-531-5687.