

## Penn State Hershey CITI Course Instructions

The Penn State Hershey 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 Univ-Hershey' in the CITI institutions list during the registration process.

### CITI Access and Registration

**Have a PSU ID?** Go to the [citi.psu.edu](http://citi.psu.edu) portal page, and choose the 'Hershey Medical Center and College of Medicine' path to be linked to the Penn State Univ-Hershey courses. For first time registrants, CITI will create a new account linked to your PSU ID for easy login. If you have other CITI accounts [merge](#) them in a single PSU account to see all your coursework in one menu for easier navigation.

**No PSU ID?** Register at [www.citiprogram.org](http://www.citiprogram.org) and choose 'Pennsylvania State Univ-Hershey' as the institution.

**Have a CITI account with another institution?** If so, complete the 'Affiliation Steps' on the next page.

### IRB Training Requirements

1. Select the **Human Subjects Research (HSR)** learner group. The required *Protection of Human Research Subjects* course will load automatically.
  - a. **Good Clinical Practice and ICH (GCP)** - If you will be involved in FDA-regulated research, select 'Yes' to enroll in the GCP course. You can add it anytime by selecting 'Add a Course' on the menu.
  - b. **Optional courses** – You can add optional courses at any time from 'Add a Course' on the menu.

Please note: The initial course (not a refresher) is required when you first enroll in a CITI course, even if you completed similar training offline. CITI refresher courses are for renewal of the online courses.

2. For each course you must select and complete the modules in the order listed. For the HSR course you must also select and complete one elective from the options available. The courses take 2-4 hours to complete, with modules that are 15-30 minutes each.
3. You may exit and re-enter the course as needed, completing the modules at your convenience.
4. Learners who complete a course with a grade of 80% or higher will receive a completion report. PSU will be notified automatically with training updates, usually within 24 business hours.
5. A CITI course certification is valid for 3 years, after which the refresher course is required. CITI will send an e-mail reminder notice 90 days before a course expires.

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

## Affiliation Steps – To Combine Your Prior CITI Courses with Penn State Univ - Hershey

If you took CITI courses through another institution, complete the following steps to affiliate your records, so that your coursework appears in one menu and you avoid having to repeat any duplicate modules.

**Important:** Try to complete the affiliation steps before your CITI coursework expires, so that you will not need to repeat any modules that are current and duplicated in the Hershey course.

1. At [www.citiprogram.org](http://www.citiprogram.org) log in using your ID and password for the CITI account from your prior institution. **Note:** Do not select the 'Single Sign On' login option, which is explained in #7 below.
  - If you have forgotten your ID or password from your prior institutional account, contact CITI Support at 305-243-7970 and ask them to update your e-mail address, if needed, so that you can use the forgot ID/password function.
2. Once logged in, select 'Affiliate with another institution', and choose *Penn State Univ – Hershey*.
3. Update your profile details and e-mail address.
4. Under the Hershey curriculum, select to enroll in the **Human Subjects Research (HSR)** learner group. The required *Protection of Human Research Subjects* course will load automatically.
  - If you will be involved in FDA-regulated research, in addition to the above requirement you must also complete the **Good Clinical Practice and ICH (GCP)** course.
  - You will be offered other optional courses available. For now simply choose 'No'. If you are interested you can enroll in these later by selecting 'Add a Course' on the menu.
5. **Final required step to complete the affiliation process:**  
After adding the course you must finish these last steps.
  - Go to the main menu and open the *Protection of Human Research Subjects* course.
  - Complete the integrity statement, if needed.
  - Complete all outstanding modules, if any, which will be identified and linkable to open.
  - Complete the Pennsylvania State University module (listed last).
  - Finally, complete 1 elective module, if needed. (One of your existing modules may apply here.)
6. Once you meet the above curriculum requirements, a new completion date will post and be valid for 3 years. You will receive an e-mail notice 90 days before expiration.
7. **Single sign-on convenience:** If you would like to use a PSU ID and password for future CITI access, contact [CITI Support](#) to merge your records into a PSU 'single sign-on' account.

