

Instructions for CITI Program Training

Required of All Engaged Researchers by STLCOP Investigational Review Board (IRB)

Please complete your CITI Program training as soon as possible. It is estimated that the modules will take 6-8 hours to successfully complete. The sooner that you complete the training, the sooner you may begin recruiting and enrolling patients. In order to receive your \$200 payment, you must send your certificate of completion to Dr. Bollmeier or Cheryl Hoffer.

Step	Action
1	Go to CITI Program website at https://www.citiprogram.org/
2	On middle-right of page, click on “Register” button under “Create an account”.
3	Under “Select Your Organization Affiliation”, type “St. Louis College of Pharmacy” in search box and select the institution from the drop-down list.
4	Click the “Continue to Step 2” button.
5	In “Personal Information” section, enter all 4 required fields for your name (first and last) and email address (you may choose to use either your personal email address [suggested] or your work email address. Entering a secondary email address is OPTIONAL.
6	Click the “Continue to Step 3” button.
7	In the “Create your Username and Password” section, enter your preferred User Name, Password, Security Question, and Security Answer.
8	Click the “Continue to Step 4” button.
9	In the “Country of Residence” section, search and enter “United States” from the drop-down list.
10	Click the “Continue to Step 5” button.
11	In the section pertaining to “Continuing Education Unit” credit, enter “No” regarding CE credit (not available for pharmacists)
12	In the bottom section on the page asking permission for CITI Program to contact you with surveys, enter “No”.
13	Click the “Continue to Step 6” button.
14	In the section “Please provide the following information requested by St. Louis College of Pharmacy”, enter only the required fields (marked with *). For “Institutional email address”, use the email address you previously entered. For “Department”, enter “Pharmacy Practice”. For “Role in research”, select “Clinical Researcher”.
15	Click the “Continue to Step 7” button.
16	In the Question 1 of the “Select Curriculum” part, choose “Biomedical Research Investigators”. Leave Question 2 and Question 3 BLANK. For Question 4, choose “No”.
17	Click the “Complete Registration” button.
18	You will then automatically be forwarded to a “Welcome” page that should confirm your completed registration. If you do not get to that step, please contact Dr. Bollmeier ASAP via email at sbollmeier@stlcop.edu or via phone at 314-446-8525.
19	Click the “Finalize Registration” link. You may now complete the required training modules. You do not need to complete them in one session—you may progress through the modules at your own pace.
20	Click “St. Louis College of Pharmacy Courses”.
21	Click “Biomedical Research - Basic/Refresher” course. This will open up all of the required modules for completion.

22	To begin, you must first click the link “Complete The Integrity Assurance Statement before beginning the course”. Read the Assurance Statement and click the box next to “I AGREE to the above and the other Terms of Service for accessing CITI Program materials.”
23	Click the “Submit” button.
24	To begin a specific module, click the link of the name of the module (e.g., “Avoiding Group Harms - U.S. Research Perspectives (ID: 14080)”. Read the module.
25	At the bottom of the module, click the link for the QUIZ (e.g., “Take the quiz for Avoiding Group Harms – U.S. Research Perspectives”).
26	Answer all assessment questions for the module and click the “Submit” button. You will then be automatically forwarded to a page that provides you with your score on that specific quiz. Additionally, you can see the CORRECT answer for each question along with the answer that you selected.
27	At the bottom of the answers/results page, you have the option to 1) take the next module; 2) return to the module list for the course; 3) revisit the module and retake the quiz; 4) submit a comment about the exam; or 5) go to the Main Menu.
28	<p>To pass the course, you must:</p> <ul style="list-style-type: none"> • Complete all 17 required modules • Achieve an average score of at least 80% on all quizzes associated with this course’s module requirements • Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score
29	<p>The REQUIRED modules include:</p> <ol style="list-style-type: none"> 1. Avoiding Group Harms - U.S. Research Perspectives (ID: 14080) 2. Belmont Report and CITI Course Introduction (ID: 1127) 3. History and Ethics of Human Subjects Research (ID: 498) 4. Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2) 5. Informed Consent (ID: 3) 6. Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4) 7. Records-Based Research (ID: 5) 8. Genetic Research in Human Populations (ID: 6) 9. Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680) 10. Vulnerable Subjects - Research Involving Prisoners (ID: 8) 11. Vulnerable Subjects - Research Involving Children (ID: 9) 12. Vulnerable Subjects - Research Involving Pregnant Women, Human Fetuses, and Neonates (ID: 10) 13. International Studies (ID: 971) 14. FDA-Regulated Research (ID: 12) 15. Research and HIPAA Privacy Protections (ID: 14) 16. Vulnerable Subjects - Research Involving Workers/Employees (ID: 483) 17. Conflicts of Interest in Research Involving Human Subjects (ID: 488) <p>NOTE: It is NOT necessary to complete any of the “Supplemental Modules”</p>
30	After you have completed the required modules, please send your certificate of completion to Dr. Bollmeier.