



## Collaborative Institutional Training Initiative (CITI) REGISTRATION INFO

### Human Subjects Protection Education Requirements

**The purpose of this flyer is to provide general information on CITI.**

For CITI questions or support, contact CITI directly:

**M-F 8:30a-7:30p**

**1-888-529-5929 or [support@citiprogram.org](mailto:support@citiprogram.org)**

For additional information on USF IRB certification requirements, contact the ARC Help Desk:

**M-F 8a-5p**

**[RSCH-ARC@usf.edu](mailto:RSCH-ARC@usf.edu)**

**Human Subjects Protection education is required for all USF faculty, staff and students directly involved in the conduct of clinical or social & behavioral research according to USF IRB Policy.**

The education requirement is designed to increase understanding of the federal regulations and institutional policies, as well as ethical standards governing the protection of human subjects in research.

#### Register for a CITI course:

1. Navigate to [www.citiprogram.org](http://www.citiprogram.org)
2. Select Register
3. Enter **University of South Florida** as the Organization Affiliation; check the box agreeing to the Terms of Services  
**Note: DO NOT select Independent Learner Registration or you will be charged for each course and neither USF nor the IRB will reimburse you**
4. Enter the requested information on the Personal Information page and click Continue  
**Note: Using the organizational (USF) email address affiliated with your ARC account will ensure automatic updates of your courses**
5. Enter the requested information on the Username and Password page and click Continue
6. Enter the requested information on the Country of Residence page and click Continue
7. Continue the registration process by selecting "**NO**" to the Continuing Education Unit (CEU) question  
**Note: DO NOT select YES to the CEU question or you will be charged for each course and neither USF nor the IRB will reimburse you**
8. Answer the remaining questions on the page and click Continue
9. Complete the registration process by answering the questions on the page and click Continue to advance to the course selection page
10. There are 9 Questions that outline all the courses that the CITI Program offers to USF Affiliated Personnel
  - Questions 1, 2, and 4 deal with the courses accepted by the IRB
  - The other courses are available and, in some cases, required by sponsors or faculty, but do not meet the IRB requirement for Human Subjects Protection education
11. Answer all required questions, selecting the desired courses and click Complete Registration
12. You will find courses on the Main Menu and will complete each module by clicking the course name and then the module

#### Accepted Courses

**Biomedical Investigator & Key Personnel** (Basic OR Refresher Course)  
**Good Clinical Practice (GCP)** (for Biomedical PI's and Study Team Members- Basic OR Refresher Course)  
**Social/Behavioral Investigator & Key Personnel** (Basic OR Refresher Course)

**Certification is valid for 3 years!!**

Department of Research Integrity & Compliance | IRB  
[RSCH-IRB@usf.edu](mailto:RSCH-IRB@usf.edu) | (813) 974-5638 |  
[www.usf.edu/research-innovation/research-integrity-compliance/](http://www.usf.edu/research-innovation/research-integrity-compliance/)

For additional information contact the USF IRB: [rsch-irb@usf.edu](mailto:rsch-irb@usf.edu)



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