

## Collaborative Institutional Training Initiative (CITI) Certificates Obtained from an Unaffiliated Institution

This guidance is for those individuals that have obtained a CITI training certificate from an unaffiliated institution. Although we understand that repeating training can take time, most institutions set up certification requirements based on the research conducted at the individual institution. USF IRB has reviewed the CITI training modules and selected the courses for our organizational profile based on the kind of research conducted at our institution. Therefore, we require individuals who obtained their certificate from another institution to add USF as an affiliate and proceed with completing one of our [approved courses](#).

1. Navigate to <http://www.citiprogram.org>
2. Log in with your existing credentials



The screenshot displays the CITI Program website interface. The top navigation bar includes 'Courses', 'Organizations', and 'Institutions'. The main content area features the text 'The Trusted Standard in Research Ethics, Compliance, and Safety Training' and 'The Collaborative Institutional Training Initiative is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.' A red arrow points to the 'Log In' button in the top right corner. Below the main content, there are buttons for 'Demo a Course' and 'Benefits for Organizations'. At the bottom, a blue banner states 'Utilized by the Top-25 Best National Universities\*'. The background of the screenshot shows a classroom setting with yellow chairs and desks.

### Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

DEMO [View Courses](#)

Tampa General Hospital [View Courses](#)

University of South Florida [View Courses](#)

Would you like to affiliate with another Institution? [Add Affiliation](#)

Would you like to remove an existing affiliation? [Remove Affiliation](#)

Completed	Score	
15-Jul-2019	100%	<a href="#">Review</a>
Incomplete	-	<a href="#">Start</a>
01-Aug-2018	100%	<a href="#">Review</a>
Incomplete	-	<a href="#">Start</a>
15-Jul-2019	100%	<a href="#">Review</a>
01-Aug-2018	100%	<a href="#">Review</a>

## Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. [i](#)

3. Add **University of South Florida** under your affiliations; check the box agreeing to the Terms of Services and confirming that you are an affiliate.  
**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. Once you select one of the [USF-required courses](#) and complete the assurance statement, it will take you to the list of modules within the course. The modules will be marked as “complete” if you have already completed them as part of certification with another institution. **You will only need to complete the modules that were not done previously.**
  5. Once you complete all of the remaining modules, you can send your USF certificate and most recent CV (which should include how you are affiliated with USF) to the Helpdesk at [RSCH-ARC@usf.edu](mailto:RSCH-ARC@usf.edu) to update your researcher profile.
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