Collaborative Institutional Training Initiative (CITI) Human Subjects Training

Effective 11/01/19, **all** faculty, staff, and students who are engaging in Human Subjects Research will be required to complete the CITI training prior to submitting a proposal to the IRB. As of this date, ALL IRB proposals must have a CITI Certificate for both the faculty advisor, student(s), and co-researcher(s) attached.

To access the program:

* Visit [www.citiprogram.org](http://www.citiprogram.org)
* Click on “Register” and complete the following steps:

Step 1: Search for “Point Park University” in the organization affiliation box

Step 2: Provide Point Park e-mail address as primary e-mail

Step 3: Create a username and password

Step 4: Select Country of Residence

Step 5: Click “no” for question about CE functionality (unless desired for licensure); select answers regarding research surveys and marketing

Step 6: Provide additional information requested (institutional email address, department, and role in research are all required; additional information (address, gender, highest degree) are optional

Step 7: Choose “Social & Behavioral Research Investigators” and click “complete registration” button

Step 8: Click “Finalize Registration” button and scroll down to “Institutional Courses”. Click “view Courses” and under “courses ready to begin” you will see a “start now” button

Step 9: Complete quizzes for Modules 1-12; you must achieve an average score of 80% on quiz in order to pass

Step 10: When all quizzes are complete, you will print your certificate of completion and attach to the IRB proposal form.

**IRB training certificate forms are valid for 3 years from the date of completion.**