

Instructions to Complete the Initial CITI training

- Go to the [Collaborative Institutional Training Initiative \(CITI\) website](#)
- Register where indicated
- Affiliate yourself with Spectrum Health by typing "Spectrum Health" into the box under "Search for organization Affiliation". Agree to the terms of service and privacy policy, then confirm your affiliation to Spectrum Health. Failure to affiliate with Spectrum Health will prevent access to the correct modules. Enter your name and email address.
- Create your CITI Program Username/Password. Enter full or partial name", found within the "Personnel Information" screen. – Continue to step 3
- Select a user ID and password for ongoing access to the online training courses. Select a security question and give your unique answer in the box below the dropdown list. – Continue to step 4
- Provide country of residence in the "Country of Residence" box by entering the full or partial name. For example, if you are in the United States, you may enter "United States," "US," or "USA."
- Provide your preference regarding CITI contacting you about other courses. – Continue to step 5
- Provide your preference on receiving Continuing Education Unit (CEU) credit for completed CITI program. If yes, select the type of credit you would like to receive. – Continue to step 6
- Indicate language preference and provide institutional email address, highest degree, select your role and enter your office phone number. – Continue to step 7
- Question 1: Select "Biomedical Research"
- Question 2: Select "Not at this time"
- Question 3: If you are required to complete Good Clinical Practice (GCP) training, then do not select "No, Thank You" and instead select your required course: GCP, HIPS, etc.
- Question 4: Biosafety/Biosecurity Course: Select "Not at this time"
- Question 13: Animal Care and Use - Skip this question
- Question 15: Refresher Course – Select "I have not completed the Spectrum Health basic CITI course."
- Finalize your registration by clicking "Submit"
- Begin your Biomedical Research Course by clicking on the link "Biomedical Research" then by completing the "Assurance Statement"
- Complete all required modules and obtain a cumulative score of 85% or greater. If your cumulative score is less 85%, you will need to retake the modules until your score is at least 85%.
- Once your CITI Basic Biomedical Course is complete, a certificate will generate automatically.

- Retain a copy of the certificate for your records. It is the responsibility of the Principal Investigator to ensure Human Subjects Research Protection training is completed and maintained for all study personnel.

Instructions To Affiliate your CITI training from another institution

- Login to the [Collaborative Institutional Training Initiative \(CITI\) website](#) using the username and password you created when first registering with CITI.
- If your username and/or password cannot be located, click “Forgot Username or Password” and follow the prompts.
- On your home screen, locate the “Institutional Courses” section and click on “Add Affiliation”
- Affiliate yourself with Spectrum Health by typing "Spectrum Health" into the box under "Search for organization: Enter full or partial name", found within the "Select Your Organization Affiliation" screen. Agree to the terms of service and privacy policy, then confirm your affiliation to Spectrum Health.
- Complete the required member information and click “next”
- Question 1: Select "Biomedical Research"
- Question 2: Select "Not at this time"
- Question 3: If you are required to complete Good Clinical Practice (GCP) training, then do not select “No, Thank You” and instead select your required course: GCP, HIPS, etc.
- Question 4: Biosafety/Biosecurity Course: Select “Not at this time”
- Finalize your registration by clicking “Submit”
 - If you have previously completed the course at a previous institution, then that course will be labeled as completed on your Spectrum Health course page and you do not need to repeat it.
- Begin your Biomedical Research Course by clicking on the link "Biomedical Research" then by completing the “Assurance Statement”
- Any modules not completed at your prior institution that are required by Spectrum Health will appear as “incomplete”
- Complete any “incomplete” modules
- A completion certificate will generate automatically
- Retain a copy of the certificate for your records. It is the responsibility of the Principal Investigator to ensure Human Subjects Research Protection training is completed and maintained for all study personnel.

Instructions to Complete CITI Refresher Course

- Login to the Collaborative Institutional Training Initiative ([CITI website](#)) using the username and password you created when first registering with CITI.
- If your username and/or password cannot be located, click “Forgot Username or Password”, and follow the prompts.
- Under 'My Courses' select 'Add a Course'. This will take you to the course selection page
- Select your courses:
- Question 1: Select "I have completed the Spectrum Health Basic CITI Course"
- Question 2: Select "Not at this time"
- Question 3: Select Good Clinical Practice (2-year renewal) if your sponsor requires GCP be renewed every 2 years, otherwise select “Not at this time”
- Question 4: Select “Not at this time”
- Question 13: Skip this question”
- Question 15: Refresher Course – Select “Biomedical Research”
- Click “Submit” to proceed to the next slide to begin the course
- Begin your Biomedical Research Course by clicking on the link "Biomedical Research" then by completing the “Assurance Statement”
- Once your CITI Biomedical Refresher Course is complete, a certificate will generate automatically.
- Retain a copy of the certificate for your records. It is the responsibility of the Principal Investigator to ensure Human Subjects Research Protection training is completed and maintained for all study personnel.