LOGGING IN

- If you are new to CITI Program, you will need to REGISTER (create) a new account, which will include creating a CITI username and password.

  Go to https://www.citiprogram.org/login, and then click on the REGISTER tab.

- If you have already created an account with a CITI Program username and password, click on the LOG IN tab and enter your credentials.

- If you already have an account with another institution, log in under that account, and then add Cook County Health as an affiliation. If there are modules common to the course requirements of multiple institutions, you will only be required to take those once. If additional modules are required for CCH, you will only be required to take those.

YOUR ASSIGNED COURSES

The Human Subjects Research (HSR) coursework is required. You will have the option to select a biomedical or social/behavioral track. There are required modules for each track as well as a certain number of elective modules that must be completed. There are also numerous supplemental modules that may be taken if desired. Initially there are 17 required modules. Every three years 11-refresher modules will be required. You must complete the course with at least an 80% passing score to receive credit.

There are also 6 other optional courses each with required modules you can complete. It is recommended that all biomedical researchers complete the GCP course as well.

- Good Clinical Practice (GCP)
- Responsible Conduct of Research (RCR)
- Conflicts of Interest (COI)
- Information Privacy and Security (IPS)
- Revised Common Rule
- Animal Care and Use (ACU)

STARTING & COMPLETING COURSES

Select "View Courses" for Cook County Health. Select "Start Now" for the course you want to complete. You must first complete the Integrity Assurance Statement presented at the top after clicking a course title. The system will not allow you to start the course modules until you have clicked the "accept" boxes. Then select "Start" for the modules you wish to complete.

Required Modules

Complete all 12 required modules.

Modules	Completed	Score		
History and Ethics of Human Subjects Research (ID 498)	12-Aug-2019	100%	Review	CME CEU
Basic Institutional Review Board (IRB) Regulations and Review Process (ID 2)	Incomplete	-	**Start**	
Informed Consent (ID 3)	Incomplete	-	Start	CME CEU
Social and Behavioral Research (SBR) for Biomedical Researchers (ID 4)	Incomplete	-	Start	CME CEU
Records-Based Research (ID 5)	12-Aug-2019	100%	Review	CME CEU

When you have completed all of the required modules and have met the course passing requirements, your records will automatically be transferred to IRBManager once set up. We are currently gathering data to make this process automatic, so please be patient.

MORE INFORMATION

Researchers who are completing training for the first time at CCH will need to complete the in person training as well. Once you complete your CITI coursework, you will have an option to "Access your Completion Records." Select "share link" and send a copy of your Report Certificate to Stacey Kincaid (Stacey.Kincaid@cookcountyhhs.org) to set up your in person training. Once you have completed both the CITI course and the in person training, you will be approved to conduct research at Cook County Health.

Researchers who have completed the CCH in person training will only have to complete the CITI modules. Researchers who have not taken the CCH in person training in the last 3 years will be required to complete the HSR course by the end of 2019.

https://support.citiprogram.org/customer/en/portal/articles/2962052-updated-guide-to-getting-started