



Atrium Health

CITI Training Guidelines

Prepared by the Office of Clinical and Translational Research

What is CITI?

- CITI: Collaborative Institutional Training Initiative
- Founded in March 2000 at the University of Miami
- Used for research education materials at institutions worldwide
- Free for CHS affiliates
- <http://www.citiprogram.org>

Create an Account



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Register

Log In

+1 888.529.5929

English ▾

New Human Subjects Research (HSR) content

Updated content reflects the latest thinking on informed consent.

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What's new

CE certified courses

Featured course

Independent learners



Atrium Health

Affiliate with CHS

CITI PROGRAM English ▾

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

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

Atrium Health

Atrium Health only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.


☒ I affirm that I am an affiliate of Atrium Health.


Continue To Create Your CITI Program Username/Password

Select Atrium Health here

Check these boxes

Input Personal Information

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CITI - Learner Registration - Carolinas HealthCare System

Steps: 1 **2** 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name <input type="text"/>	* Last Name <input type="text"/>
* Email Address <input type="text"/>	* Verify email address <input type="text"/>

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address <input type="text"/>	Verify secondary email address <input type="text"/>
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Required fields


Recommended

Continue to Step 3



Atrium Health

Choose Username, Password, and Security Question



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CITI - Learner Registration - Carolinas HealthCare System

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* Indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password


Please choose a security question and provide an answer that you will remember. NOTE: If you forget to provide this answer to the security question in order to access your account.

* Security Question

* Security Answer

Continue to Step 4

Create a username and password that are easy to remember. If you need help accessing your account later, the OCTR Research Monitor/Educators can assist.



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Input Country of Residence



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CITI - Learner Registration - Carolinas HealthCare System

Steps: 1 2 3 **4** 5 6 7

* indicates a required field.

*** Country of Residence**

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

Enter United States here

Continue to Step 5

Enter registration information

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CITI - Learner Registration - Carolinas HealthCare System

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by Carolinas HealthCare System

* Indicates a required field.

Language Preference

* Institutional email address

* Gender

* Highest degree

Employee Number

Department

* Role in human subjects research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

* Office Phone

Home Phone

[Continue to Step 7](#)

Required:

- Email address
- Gender
- Highest degree completed
- Role in human subjects research
 - E.g., Principal investigator, sub-investigator, coordinator

Recommended:

- Employee number
- Department



Select Curriculum - Carolinas HealthCare System (1322)

* indicates a required field.

* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer. Do you conduct research in any the following settings?

Choose all that apply


- ☐ Yes, I conduct research with live human beings, human tissue samples or with archival patient data derived from human beings.
- ☐ Yes, I conduct research or teaching activities that utilizes live animal subjects or tissues derived from live animal subjects
- ☐ Yes, I require the Good Clinical Practice (GCP) course
- ☐ Yes, I conduct research with Biosafety/Biosecurity.
- ☐ Yes, I conduct research with Conflicts of Interest.
- ☐ Yes, I would like to take a course in Institutional/Signatory Official
- ☐ Yes, I would like to take the Clinical Trial Billing Compliance (CTBC) course

[Next](#)

[Start Over](#)



Answer as marked below



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CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

*** In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Protection of Human Research Subjects.**

Choose all that apply

☒ **NO, I have NOT completed the Basic Course in the Protection of Human Research Subjects in the past.**

This is the first time using the CITI Program at this institution. I need to complete the Basic Course.

☐ Yes. I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.

Next

Biomedical Research



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CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

* Please choose one learner group below based on your role and the type of activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

- ☒ **Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☐ **Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members. (Reserved for members of the IRB only.)
- ☐ **Research Support Staff.**
- ☐ **Human Derived Materials**

Next

Good Clinical Practice (GCP) is required



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CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.


*** Do you want to complete the Good Clinical Practice (GCP) Course. It is highly recommended that you complete the CITI Basic Course for Biomedical investigators before you complete this advance course.**

Choose one answer

- ☐ Yes, I am part of the Levine Cancer Institute (LCI) research staff or investigators and I am required to retake the GCP every 2 years.
- ☒ **Yes, I want to complete GCP - REQUIRED.**

Next

Answer “Yes” if using REDCap



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[Main Menu](#) > [Add a Course](#)

Select Curriculum - Carolinas HealthCare System (1322)

* indicates a required field.

* Do you plan on using REDCap or other data management services with CHS?

Choose one answer

☐ Yes.

☐ Not at this time.

- Answer “Yes” if using REDCap for electronic data capture (EDC)
- Not required if using sponsor’s EDC system

Next

Start Over



Finalize Registration



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CITI - Learner Registration

Welcome to the CITI Program. Your registration with **Carolinas HealthCare System** is complete.


[Finalize registration](#)




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Dashboard will show assigned courses


*May not match what is pictured below

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Main Menu


 **Your request has been successfully submitted.**


▼ Carolinas HealthCare System Courses


 Course	 Status	 Completion Report	 Survey
Biomedical Research	Not Started	Not Earned	
CITI Good Clinical Practice Course	Not Started	Not Earned	
Conflicts of Interest	Not Started	Not Earned	
Data Management, Integrity & Security	Not Started	Not Earned	


My Learner Tools for Carolinas HealthCare System


 Add a Course

 Remove a Course

 View Previously Completed Coursework

 Update Institution Profile

 View Instructions page

 Remove Affiliation

▶ [Click here to affiliate with another institution](#)

▶ [Affiliate as an Independent Learner](#)

Questions?

- Contact OCTR Research Monitor/Educators
- **Sarah L. Davis**
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 - (704) 355-0691
- **Cynthia Haywood, CCRP**
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