



# 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

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+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



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# Affiliate with CHS



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. ⓘ

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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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[Continue to Step 3](#)

# 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.

# 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.

[Continue to Step 5](#)

# Enter registration information

The screenshot shows the CITI Learner Registration form for Carolinas HealthCare System. The form is titled "CITI - Learner Registration - Carolinas HealthCare System" and is currently on Step 6 of a 7-step process. The form requests the following information:

- Language Preference (dropdown menu)
- Institutional email address (text input)
- Gender (dropdown menu)
- Highest degree (dropdown menu)
- Employee Number (text input)
- Department (text input)
- Role in human subjects research (dropdown menu)
- Address Field 1 (text input)
- Address Field 2 (text input)
- Address Field 3 (text input)
- City (text input)
- State (text input)
- Zip/Postal Code (text input)
- Country (text input)
- Office Phone (text input)
- Home Phone (text input)

A "Continue to Step 7" button is located at the bottom of the form.

## 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



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# 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



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# 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

- ➊ Add a Course
- ➋ Remove a Course
- ➌ View Previously Completed Coursework
- ➍ Update Institution Profile
- ➎ View Instructions page
- ➏ Remove Affiliation

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

▸ [Affiliate as an Independent Learner](#)

# Questions?

- Contact OCTR Research Monitor/Educators
- **Sarah L. Davis**
  - [Sarah.Davis@atriumhealth.org](mailto:Sarah.Davis@atriumhealth.org)
  - (704) 355-0691
- **Cynthia Haywood, CCRP**
  - [Cynthia.Haywood@atriumhealth.org](mailto:Cynthia.Haywood@atriumhealth.org)
  - (704) 355-0642
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