

Human Subjects Training – CITI Refresher Course

Purpose:

Iowa State University’s Human Subjects Training policy does not require investigators to renew or refresh human subjects research training – the training is considered non-expiring. However, funding agencies may require that training be renewed at regular intervals.

Investigators are responsible for ensuring that any additional training requirements are met and documented. Neither IRBManager nor CITI will send automated reminders, as training renewal periods are specific to the funding agency, grant, contract, or other agreement.

Iowa State has worked with the Collaborative Institutional Training Initiative (CITI) to establish a Human Subjects Training Refresher Course to meet training recertification requirements imposed by some funding agencies. This document provides guidance related to enrollment and completion of this online course.

In this document:

- [Enrolling in the Refresher Training](#)
- [Completing the Refresher Training](#)
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Enrolling in the Refresher Training:

Only persons who have previously completed Iowa State’s Human Subjects Protection training through CITI should enroll in the Refresher course. Those who have not previously completed CITI training at Iowa State should enroll in the Basic Course (Social/Behavioral or Biomedical).

To access your completed CITI training:

- Go to the [CITI training website](#).
- Click on the “Log In” button located on the top right of the page.

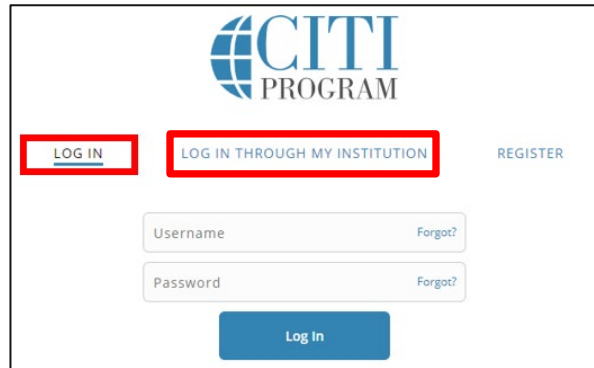


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- Then, using the “Log In” or “Log in through My Institution” (for Single Sign On) buttons to enter your credentials, or choose “Forgot?” to retrieve your username or password.



CITI PROGRAM

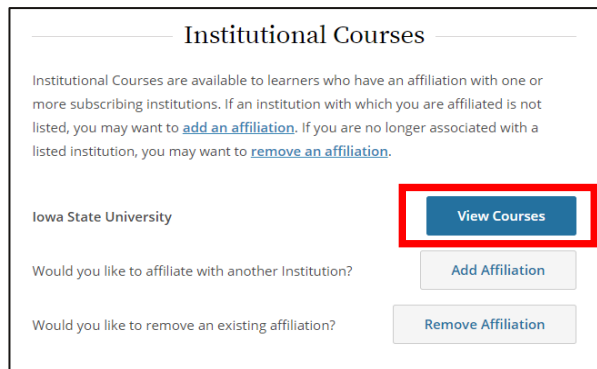
LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

Username Forgot?

Password Forgot?

Log In

- Once you log in, you will be on the “My Courses” page. On this page, you will see institutions with which you are affiliated (i.e., Iowa State University).
- Clicking the “View Courses” button will show courses in which you are already enrolled (e.g., Active, Ready to Begin, Completed). These are courses CITI assigned based on the responses you selected during your initial CITI registration/enrollment.



Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).


Iowa State University **View Courses**

Would you like to affiliate with another Institution? **Add Affiliation**

Would you like to remove an existing affiliation? **Remove Affiliation**

Note: The Refresher Course will NOT be visible here until you add the course to your curriculum using the following steps.

- Scroll to the “Learner Tools” section at the bottom of the page, and then select “Add a Course.”



Learner Tools for Iowa State University

- **Add a Course**
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [Remove Affiliation](#)

- Course Enrollment Questions will then appear.
 - Since you have previously taken the Human Subjects Protection course, you may **SKIP Question 1**.
 - Under **Question 2**, choose the Human Subjects Protection Refresher course (Biomedical or Social/Behavioral Research) that best represents your field of research.
 - You may scroll to the bottom (**SKIP Questions 3-9**) and click “Submit.”

Note: The following courses do NOT fulfill Human Subjects Protection training requirements, but may be relevant to your work and/or required by other oversight committees, departments, funding agencies, etc.

- Responsible Conduct of Research;
- Conflict of Interest;
- Laboratory Animal Welfare;
- Biosafety & Biosecurity
- Export Control
- Good Clinical Practice

Question 1

Human Subjects Protection

If this is your first time taking the CITI course at Iowa State University, choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course of the Human Subjects Research for that group.

- 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.
- I want to take additional training Please go to question 2. I work with Lab/Animal Welfare Please go to the question 3.
- CIP Continuing Education Credit

Question 2

Human Subjects Protection - Refresher

****Note:** The Basic Research Course must be completed prior to taking this Refresher course.

- Biomedical Researchers - Refresher
- Social/Behavioral Research Course - Refresher
- I have not taken a basic course. Please go to Question 1.

Clicking “Submit” enrolls you in the course, and CITI returns to the “My Courses” page. The Refresher course should appear under the “Courses Ready to Begin” header.

Completing the Refresher Training

- From the “My Courses” page, click the “View Courses” button, which will take you to a list of all your courses.
- Then, select “Start Now” for the course that you wish to complete.

Course completion involves a series of specific, required modules and (at least) two elective modules of your choice.

Required modules must be completed in order.

Passing the course requires an 80% average score across the module quizzes.

Many modules allow you to choose from an audio/visual or a “classic” text-based format.

The screenshot shows the 'Courses Ready to Begin' page for Iowa State University's Biomedical Research - Refresher course. The course is at Stage 1 - Basic Course, and 0 out of 10 modules are completed. A 'Start Now' button is highlighted with a red box. Below this, a table lists required modules:

Modules	Completed	Score
Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID 14777)	Incomplete	-
Data and Safety Monitoring in Human Subjects Research (ID 17433)	Incomplete	-
Populations in Research Requiring Additional Considerations and/or Protections (ID 16680)	Incomplete	-

Below the required modules is a section for 'Elective Modules' with the instruction 'Complete 2 of 23 elective modules.' A table lists elective modules:

Modules	Completed	Score
Research with Older Adults (ID 16502)	Incomplete	-
Research with Decisionally Impaired Subjects (ID 16610)	Incomplete	-

Records

CITI automatically forwards completion records for Iowa State personnel into IRBManager.¹ Manual forwarding of your completion report to the IRB is not necessary. However, investigators working on projects for which additional refresher courses are mandated should maintain documentation of training completion for the study's key personnel.

The screenshot shows the CITI Program navigation menu. The 'My Records' link is highlighted with a red box. Other links include 'My Courses', 'My CE/CMEs', and 'Support'. A search bar and a 'Test Test ID 13432980' dropdown are also visible.

CITI Program offers two kinds of documentation reflective of course completion: Completion Reports (like transcripts) and Completion Certificates (like diplomas). Both are available from the “My Records” page.

¹ISU personnel must register in the CITI system using their iaestate.edu email address, as this email serves as the link between the CITI and IRBManager user profiles.

Each Completion Report and Completion Certificate has a unique "verify" link that you can send to others to share your results (or use for online posting).

Additional Information:

[Human Subjects Training](#)

Iowa State University | IRB | Policies and Guidance

[Updated Guide to Getting Started](#)

CITI Program | Support

[Video: Updated Guide to Getting Started](#)

CITI Program | Support

Document History

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