

Instructions for Accessing CITI Program Training for the 1st Time

- Navigate to <https://about.citiprogram.org/en/homepage/>
- Click 'Register'
- Under 'Select Your Organization Affiliation', begin typing Idaho College of Osteopathic Medicine. When the institution's name appears, select it

The screenshot shows the 'CITI - Learner Registration' interface. At the top, there is a blue header with the text 'CITI - Learner Registration'. Below the header, a progress bar indicates 'Steps: 1 2 3 4 5 6 7', with '1' highlighted in a blue box. The main content area is titled 'Select Your Organization Affiliation'. It contains a red note: 'This option is for persons affiliated with a CITI Program subscriber organization.' Below this is a grey instruction: 'To find your organization, enter its name in the box below, then pick from the list of choices provided.' There is a search input field containing 'Idaho coll' and a dropdown menu showing 'Idaho College of Osteopathic Medicine' as a suggestion.

- Click both checkboxes that appear and then 'Continue to Create Your CITI Program Username/Password'

The screenshot shows two checkboxes, both of which are checked. The first checkbox is labeled 'I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.' The second checkbox is labeled 'I affirm that I am an affiliate of Idaho College of Osteopathic Medicine.' Below the checkboxes is a blue button with the text 'Continue To Create Your CITI Program Username/Password'.

- Type your name and email address and click 'Continue to Step 3'
- Create a username, password, and security answer and then click 'Continue to Step 4'
- Complete Step 4 according to your personal preferences and then click 'Continue to Step 5'
- Complete Step 5 according to your personal preferences and then click 'Continue to Step 6'
- Add your email address, department, and role in research and then click 'Continue to Step 7'
- Request training by clicking on the checkboxes applicable to your planned research project and role. See the appropriate Required Training document for further information. If you aren't sure which courses to select, move on to the next step and email jlewis@idahocom.org (lab access) or research@idahocom.org and ask for assistance selecting training courses.
- Click 'Complete Registration'.

Instructions for Transferring CITI Training at Affiliated with Another Institution to ICOM

- Login to your CITI account
- Follow the instructions described at this [here](#):
- If your training was completed within 3 years at another institution it should automatically transfer to ICOM.

Instructions for Adding Additional Courses

- Login to your CITI account, scroll down and select “View Courses” for ICOM

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](#).

Boise State University

[View Courses](#)

Idaho College of Osteopathic Medicine

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

Idaho College of Osteopathic Medicine

Shipping and Transport of Regulated Biological Materials

Stage 1 - Biosafety/Biosecurity

[Post-Course Survey](#) ⓘ

Passed 16-Jun-2020

[Review Course](#)

[View - Print - Share Record](#)

Learner Tools for Idaho College of Osteopathic Medicine

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

- Scroll past assigned and completed courses to the bottom of the page, select “Add a Course”
- This will take you to the course selection questionnaire. Choose the course(s) you would like to add. Keep in mind that CITI will not let you select more than one course in certain fields but you can go back to “Add a Course” and assign it separately.
- Click “Submit”. The course should be added to your list of assigned courses.

- Please see below for example screenshots. The most frequently assigned courses for Questions 1-4 are marked with a red star. Required courses will depend on your role in the research and the type of research project.

Question 1

Human Subjects Research (IRB)

Required training for PIs, Co-PIs, and key personnel listed on IRB protocol applications. Select the appropriate learner 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.
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.

Question 2

Responsible Conduct of Research (RCR)

Required training for all persons conducting research at ICOM. Select the appropriate learner group.

- ★ Biomedical Responsible Conduct of Research**
- Responsible Conduct of Research for Engineers
- Humanities Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- ★ Social and Behavioral Responsible Conduct of Research**
- Responsible Conduct of Research for Administrators
- Not at this time.

Question 3

Biosafety/Biosecurity

Required for all persons requesting access to the ICOM Research Lab and for all protocols requiring IBC approval.

PI/Co-PI/Key personnel ICOM IBC Protocol (minimum training): select Initial Biosafety and OSHA Bloodborne Pathogens.

ICOM Research Lab Access for faculty/student doctors: select Initial Biosafety Training, Hazard Communication, NIH Recombinant DNA Guidelines, OSHA Bloodborne Pathogens

ICOM IBC Members: please select Initial Biosafety Training, Biosafety Officer Training, Hazard Communication

- ★ Initial Biosafety Training**
- ★ Hazard Communication**
- ★ OSHA Bloodborne Pathogens**
- ★ NIH Recombinant DNA (rDNA) Guidelines**
- OSHA Personal Protective Equipment Training
- Shipping and Transport of Regulated Biological Materials
- Institutional Biosafety Committee Member
- Biosafety Officer Training
- Emergency and Incident Response to Biohazard Spills and Releases
- Dual Use Research of Concern (DURC)
- Select Agents, Biosecurity and Bioterrorism
- Nanotechnology
- Human Gene Transfer
- Animal Biosafety
- USDA Permits
- Basic Introduction to Biosafety
- Biosafety Retraining

Question 4

Laboratory Chemical Safety

Required for all persons requesting access to the ICOM Research Lab.

- ★ Laboratory Chemical Safety**
- Not at this time.

Question 5

Conflicts of Interest (COI)

Provides foundational training on PHS regulations associated with financial conflicts of interest.

- Yes
- No

Question 6

Institutional/Signatory Officials & IRB Chair

Institutional Review Board training for the IRB chair or institutional officials. Select the appropriate training.

- Institutional/Signatory Officials
- IRB Chair

Question 7

Information Privacy Security (IPS)

IPS covers the principles of data protection, focusing on the healthcare-related privacy and information security requirements of the Health Insurance Portability and Accountability Act (HIPAA) and the educational records and data-related requirements of the Family Education Rights and Privacy Act (FERPA)

- IPS for Clinicians
- IPS for Researchers
- IPS for Students and Instructors
- IPS for Fundraisers
- IPS for Marketers
- Family Educational Rights and Privacy Act (FERPA)
- Not at this time.

Question 8

Revised Common Rule

A course that provides a detailed review of "Federal Policy for the Protection of Human Subjects" (45 CFR 46 Subpart A).

- Revised Common Rule
- Not at this time.

Question 9

Public Health Research

Please make your selection below if you wish to be enrolled in the Public Health Research course.

- Public Health Research
- Not at this time.

Question 10

Good Clinical Practice (GCP)

All NIH-funded clinical investigators and clinical trial staff who are involved in the design, conduct, oversight or management of clinical trials can learn about the requirements for training in Good Clinical Practice. Select the appropriate course for your learner group.

- GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
- GCP for Clinical Investigations of Devices
- GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)
- GCP - Social and Behavioral Research Best Practices for Clinical Research
- Not at this time.

Submit