

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. There will not be automated reminders through IRBManager or CITI 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:

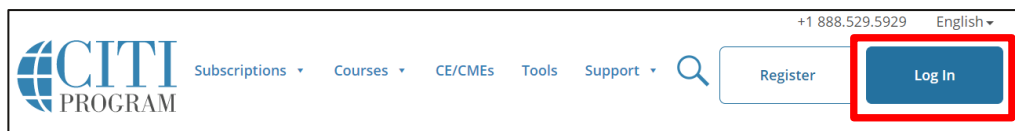
- [Enrolling in the Refresher Training](#)
- [Completing the Refresher Training](#)
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Enrolling in the Refresher Training:

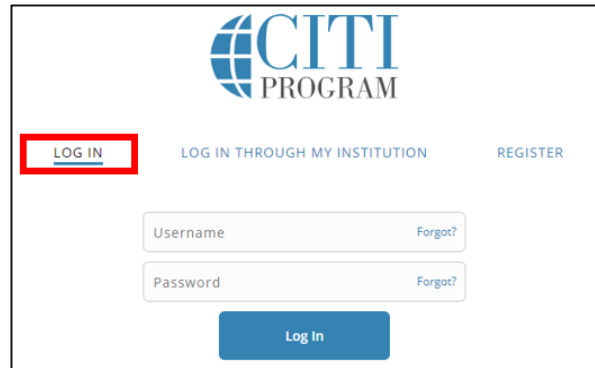
Only persons who have previously completed Iowa State’s Human Subjects Protection training through CITI should enroll in the Refresher course. Those who have not previously completed CITI training at Iowa State should enroll in the Basic Course (Social/Behavioral or Biomedical).

To access your completed CITI training:

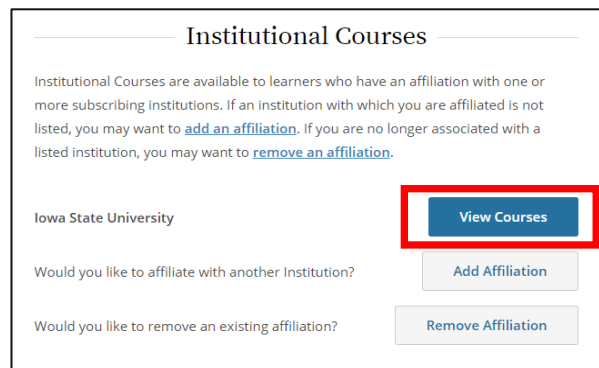
- Go to the [CITI training website](#).
- Click on the “Log In” button located on the top right of the page.



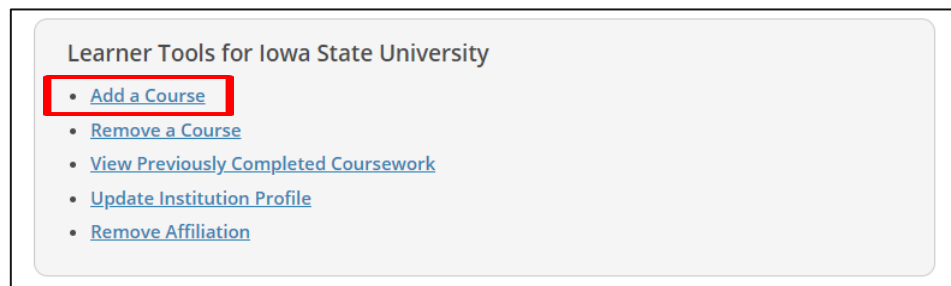
- Then, using “Log In”¹ enter your credentials or “Forgot” to retrieve your username or password.



- Once you log in, you will be on the “Institutional Courses” page. On this page you will see institutions with which you are affiliated (i.e. Iowa State University).
- “View Courses” will show courses (e.g., Active, Ready to begin, Completed). These are courses CITI assigned based on your responses that you selected when you initially completed the CITI Course Enrollment Questions.
 - 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” menu at the bottom of the page. Select “Add a Course”



¹ CITI is not configured for Single Sign-On (SSO) with Iowa State.

- Course Enrollment Questions
 - Since you have previously taken the Human Subjects Protection Basic Course, you may SKIP Question 1.
 - **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 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

CITI Course Enrollment Questions

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 “Courses” page. The Refresher course should appear under the “Courses Ready to Begin” heading.

Completing the Refresher Training

From the “Courses” page select “Start Now” for the course that you wish to complete.

[Learner Tools](#)

Courses Ready to Begin

Iowa State University

Biomedical Research - Refresher

Stage 1 - Basic Course

0 / 10 modules completed

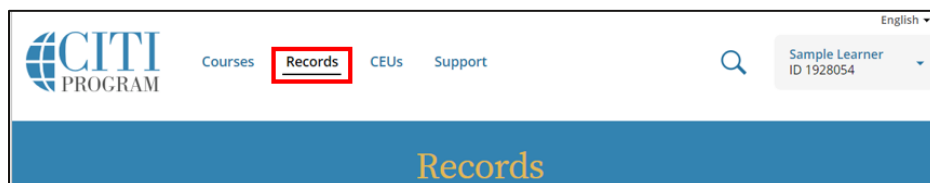
Start Now

- Course completion involves a series of specified required modules and (at least) 2 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 format or “classic” text-based material.

Required Modules		
Complete all 8 required modules.		
Modules	Completed	Score
Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID 14777)	Incomplete	- Start
Data and Safety Monitoring in Human Subjects Research (ID 17433)	Incomplete	- Start
Populations in Research Requiring Additional Considerations and/or Protections (ID 16680)	Incomplete	- Start
...
Elective Modules		
Complete 2 of 23 elective modules.		
Modules	Completed	Score
Research with Older Adults (ID 16502)	Incomplete	- Start
Research with Decisionally Impaired Subjects (ID 16610)	Incomplete	- Start

Records

CITI automatically forwards completion records for Iowa State personnel into IRBManager.² 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 study key personnel.



CITI Program offers two kinds of documentation to reflect a course completion: Completion Reports and Completion Certificates. Both are available from the Records tab.

- Completion Reports are "transcripts" that include all quiz scores. Part 1 shows scores at the time you completed and passed the course. Part 2 reflects any subsequent quiz attempts.
- Completion Certificates are "diplomas" that do not include quiz scores. They are more suitable for sharing on sites like LinkedIn.

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).

²ISU personnel must register in the CITI system using their jastate.edu email address, as this email serves as the link between the CITI and IRBManager user profiles.

Additional Information:

[Human Subjects Training](#)

Iowa State University | IRB | Policies and Guidance

[Persons Required to Obtain IRB Training](#)

Iowa State University | Policy Library | Human Subjects

[Updated Guide to Getting Started](#)

CITI Program | Support

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

CITI Program | Support

Document History

<i>Created:</i>	<i>6/25/2020</i>
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