

## **Abbreviated Instructions to Obtain CITI Training for the SDM**

**Subject:** Registration for CITI course - Human Subject Training for IRB-CORIHS compliance

### **Instructions:**

Successful completion of the CITI Basic Course training program or the lecture training program provided by the Office of Research Compliance is valid for 3 years. After three years, SBU requires all investigators to complete a re-certification course similar to the CITI Basic Course. Successful completion of the Refresher Course is required every 3 years thereafter.

**Open the following website in a browser:** <http://www.citiprogram.org>

**click on the link New Users** [Register Here](#)

and follow the instructions to register....Once you have entered all the necessary information, follow the instructions to begin the course.

\*\* Please register for **the Group 2B BioMedical Researcher** - the participating institution is: SUNY University at Stony Brook.

It is essential that all researchers at the SDM complete this, whether or not they will be working with FDA or device regulated research so that they can understand where their particular research lies in the spectrum of human subject protection.

In order to proceed to the **Group 2B Biomedical Research Certification** on the CITI website, the applicant must answer the registration questions as follows:

- Yes, I want to complete the course in the protection of human subjects.
- Yes, I conduct studies with **Human Subjects**.
- The applicant is required to review and understand our local IRB (CORIHS) **SBU Policies and Procedures** (there is a link) prior to completing the CITI training !!!
- Then the final screen - **Yes, this is the first time** (undergoing Human Subjects training at SBU), I conduct Biomedical human subjects research, I work directly with human subjects AND I do **FDA regulated research** (drugs, medical devices, biologics)
- Then chose either Stage 1. Basic Course or Stage 2. Refresher Course

At this institution, the initial "Human Subject" and continuing education requirement is satisfied via the web-based CITI program.

Once you have entered all the necessary information, follow the instructions to begin the course. When you have completed all of the required modules, an email will be automatically sent to the Office of Research Compliance. This email will alert the ORC that you have successfully completed the required modules to maintain your research eligibility.

At this time, you may review any optional modules, print a completion report, or access the page for CME/CEU credits. To access any of these items, click on Main Menu at the top of the screen.

Please call Janet Tuthill @ 2-5886 with any questions you may have.