

Registering in CITI Program

Hebrew SeniorLife (HSL) uses the program called Collaborative Institutional Training Initiative (CITI) Program for its research training modules. This training is very important to meeting NIH requirements to be eligible for grants and it is also a way for us to commit to consistent research conduct at HSL. The implications of not completing all CITI course requirements may be a withholding of funding to the researchers responsible for the staff and sub-investigators on their studies. Below, please find some basic instructions to get you started.

If you have not yet registered to take CITI courses:

- Enter <https://www.citiprogram.org> into a web browser
- Click on the 'Register' link
- Write in 'Hebrew SeniorLife' where it asks to select your organizational affiliation
- Click the box to agree to the terms of service and the CITI privacy policy
- Click the box to confirm that you are affiliated with Hebrew SeniorLife
- Click 'continue to create a username and password'
- Follow the remaining prompts to create your login and password
- Once you complete the above 6 steps, you will be prompted to select courses
- Once you have completed the courses and receive a certificate, please send each required course Completion Certificate to: IRB@hsl.harvard.edu. Instructions are provided below.
- To Note: If you have met any of the requirements through completion of a course through another institution, please send the "Completion Certificate" to the mailbox: IRB@hsl.harvard.edu

When you have registered, you may take the required courses. Please see checklist on page 3 of this document for a list of ALL courses research personnel are required to enroll in and complete. Research personnel includes HSL faculty, research staff and Post-Docs/Fellows.

Selecting Your Courses

- I. When you log-in to CITI, go to the "My Courses" tab. This page will display your Active Courses and Courses Ready to Begin if you are already registered to any.
- II. Under Institutional Courses, select **View Courses** for Hebrew Senior Life. Scroll down to the Learner Tools for Hebrew Senior Life box and click **Add a Course**.

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](#).

Hebrew Senior Life

View Courses


Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

Learner Tools for Hebrew Senior Life

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

- III. Question 1 will ask you to select to be enrolled in the required courses for HSL. Please select **Required Courses** and click **Next**.

Question 1

Hebrew Senior Life Courses

Please make the selection to be enrolled in the required courses for Hebrew Senior Life.

This question is required. Choose one answer.

Required Courses

- IV. Question 2 will offer you to take some optional courses that may be of interest or required by your study sponsor. Some external sponsors may expect that you complete a specific course from CITI that focuses on Good Clinical Practice that is different from HSL's requirements for Good Clinical Practice (Biomedical & Social/Behavioral). Therefore, we have made the following Good Clinical Practice courses available to you as options so that you can meet possible sponsor requirements as well.

Question 2

Optional Hebrew Senior Life Courses

Please make a selection below to be enrolled in any of the Optional Hebrew Senior Life courses.

Note: These courses are not required courses and should not be taken in place of any of the required Hebrew Senior Life Courses. You may also skip this question if it does not apply.

Choose all that apply.

- I would not like to take any optional courses.
- GCP for Clinical Investigations of Drugs and Biologics (ICH Focus)
- GCP for Clinical Investigations of Devices
- Shipping and Transport of Regulated Biological Materials

V. **Start taking the Trainings!**

You should now be enrolled in all of the required courses. Please refer to the checklist on the following page for a full list of all HSL required courses. If any of the courses have already been completed, they will appear at the end as "Completed Courses" in the **My Courses** tab. Please see instructions for obtaining your certificates below.

HSL REQUIRED CITI TRAININGS CHECKLIST

Human Subjects Protection (HSP) Courses:	<ul style="list-style-type: none"> ○ Biomedical Research - Basic/Refresher ○ Social & Behavioral Research - Basic/Refresher
Good Clinical Practice (GCP) Courses:	<ul style="list-style-type: none"> ○ GCP - Social and Behavioral Research Best Practices for Clinical Research Basic/Refresher ○ Good Clinical Practice Course (US FDA focus)
Responsible Conduct of Research (RCR) Courses:	<ul style="list-style-type: none"> ○ Biomedical Responsible Conduct of Research ○ Social and Behavioral Responsible Conduct of Research
Conflict of Interest (COI) Course:	<ul style="list-style-type: none"> ○ Conflict of Interest
Additional Required Courses:	<ul style="list-style-type: none"> ○ Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov ○ Undue Foreign Influence: Risks Mitigations – Stage 1/Basic Course ○ HSL Learners (IPS) ○ Export Compliance

OTHER TRAININGS YOU MAY NEED IF REQUIRED BY SPONSOR OR APPLICABLE TO YOUR RESEARCH

<ul style="list-style-type: none"> ○ GCP for Clinical Investigations of Drugs and Biologics (ICH Focus) ○ GCP for Clinical Investigations of Devices ○ Shipping and Transport of Regulated Biological Materials

Please Note:


Each CITI training certificate expires in 3 years. It is your responsibility as research staff to keep track of your CITI training expiration dates, complete re-trainings or refresher courses, and send your Completion Certificates to IRB@hsl.harvard.edu on time.

Accessing Your Completion Certificates

1. After you complete your courses, go to your **My Courses** tab, scroll down to your Completed Courses and click **View – Print –Share Record**.


Completed Courses

[Learner Tools](#)

Hebrew Senior Life [Apply Now](#) 

Conflict of Interest

Stage 1

[Post-Course Survey](#) 

Passed 10-Feb-2021

Review Course
View - Print - Share Record

2. Then, under Completion Certificate, click **View / Print**.

Hebrew Senior Life


ID 1952

Conflict of Interest

Name	Stage	Completion Date	Expiration Date	Record ID
Katerina Bubelo	1	10-Feb-2021	09-Feb-2025	40913790


Completion Report


Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

View / Print
Copy Link 

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

View / Print
Copy Link 

 Add to LinkedIn

3. **Please download each required certificate as an individual PDF and email to IRB@hsl.harvard.edu. We recommend sending all required certificate PDFs in a single email to IRB but please DO NOT combine certificates into one large PDF as this creates extra processing time.**
 - a. Please name each PDF file with your last name followed by an abbreviated/short name of course.
 - b. No need to zip folders – the certificates are small enough to send all 11 in one email.
 - c. Your certificate should look like this (see next page).



Completion Date 10-Feb-2021
Expiration Date 09-Feb-2025
Record ID 40913790

This is to certify that:

Katerina Bubelo

Has completed the following CITI Program course:

Not valid for renewal of certification through CME.

Conflict of Interest mini-course

(Curriculum Group)

Conflict of Interest

(Course Learner Group)

1 - Stage 1

(Stage)

Under requirements set by:

Hebrew Senior Life



Verify at www.citiprogram.org/verify/?w53e9cc66-75c9-4e16-980d-c9f206b8dc22-40913790