**CITI Training Requirements for Faculty/Students/Staff Applying to the IRB**

The Human Subjects Research course must be taken prior to submission of your IRB application. All PIs, co-PIs, students, and staff working on the project must take the CITI training and attach the certificate of completion.

Note: completion of the course must be renewed every three years

There are two options for Human Subjects Research training. Choose the one that is most closely related to your research:

* Social & Behavioral Research – Basic/Refresher
* Biomedical Research – Basic/Refresher

How to Register in CITI:

1. Go to [citiprogram.org](https://about.citiprogram.org/) and click on Register in the upper right-hand corner.
2. Enter West Chester University into the Select Your Organization Affiliation text box (choose WCU when it appears as you type).
3. Agree to the terms and conditions and then click “Create a CITI Program Account”.
4. Complete the registration steps on the following screens.

* Create login credentials
* Continuing Education Credit preferences – select “No”

1. Course selection

* Under Human Subject Research Courses, choose either the Social & Behavioral – Basic/Refresher or Biomedical – Basic/Refresher

1. Finalize your registration

Finding & Completing Your Courses in CITI:

1. Go to [citiprogram.org](https://about.citiprogram.org/) and click on Login in the upper right-hand corner.
2. Use your created login credentials.
3. Once logged in, make sure you are on the “My Courses” screen.
4. Scroll down to the “Institutional Courses” section and click on “View Courses”
5. Find either the Social & Behavioral – Basic/Refresher or the Biomedical – Basic/Refresher course on this screen and click “Start Now”
6. If you do not see either course listed, scroll to the bottom of the “View Courses” page and click on “Add a Course”.
7. Once the course is added, follow steps 3-5

When the training is complete, the completion certificate must be attached to the IRB application.

If you have any questions regarding trainings or how to register, please contact:

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