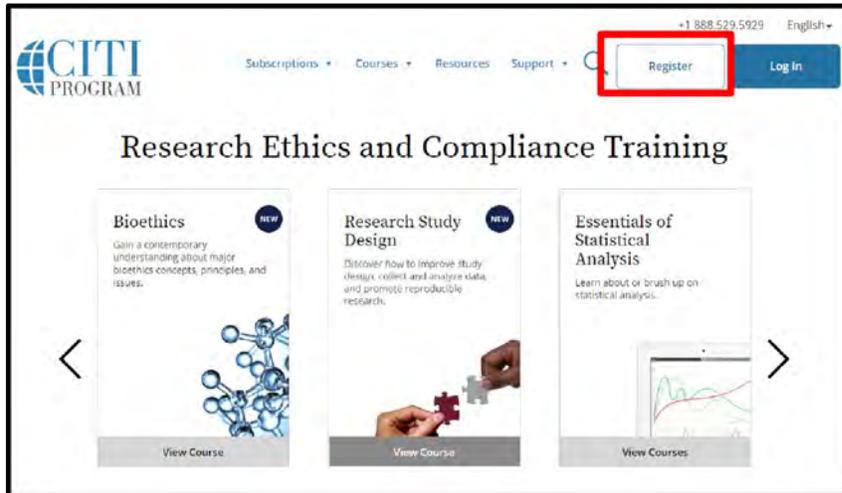


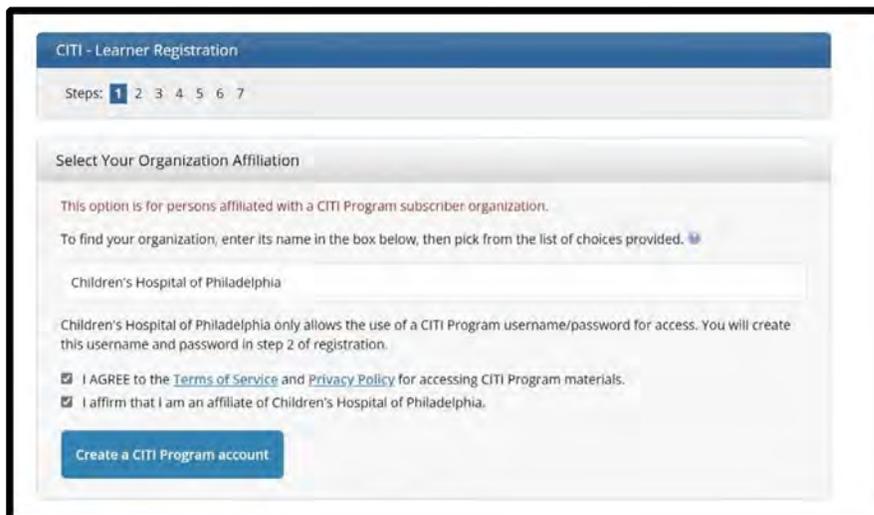
# Basic Course Instructions

## CITI Human Research Protection Program (HRPP)

1. Begin by going to the CITI website ([www.citiprogram.org](http://www.citiprogram.org)), then click the “Register” button to create an account.



2. To select your affiliation, type Children’s into the search box, then select “Children’s Hospital of Philadelphia” (CHOP) from the list of choices provided. Click the check box indicating that you agree to CITI’s terms of service, followed by the check box to affirm your CHOP affiliation, then click the button to “Create a CITI Program account.”

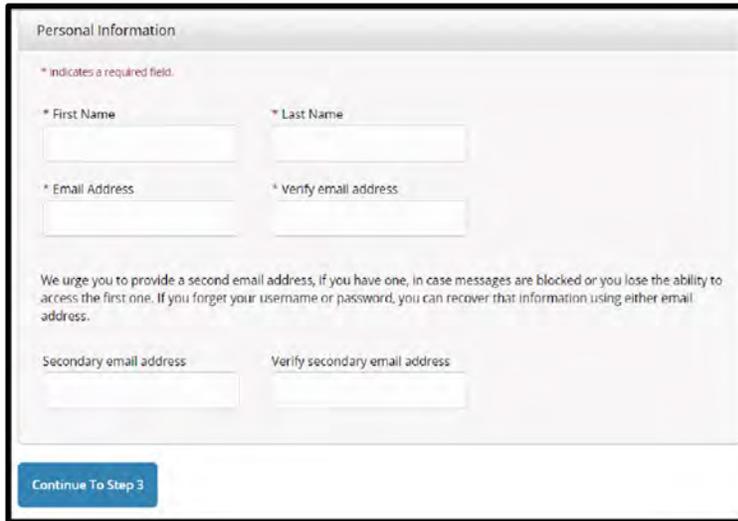


For questions or further assistance please contact The Office of Research Compliance (ORC) by calling 215-590-5820 or by emailing [researchtraining@chop.edu](mailto:researchtraining@chop.edu).

# Basic Course Instructions

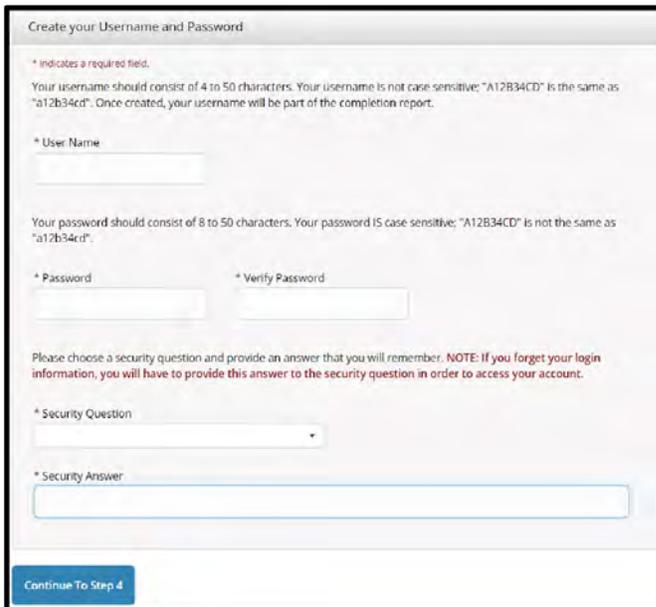
## CITI Human Research Protection Program (HRPP)

3. Enter your name and email address in the “Personal Information” section. Use your CHOP email for the primary address. If you do not have a CHOP email, you can use a personal email and notify [researchtraining@chop.edu](mailto:researchtraining@chop.edu) so your account can be linked to the Research Institute’s training system. Then click the “Continue to Step 3” button.



The screenshot shows a web form titled "Personal Information". At the top left, it says "\* indicates a required field." Below this, there are four input fields: "\* First Name", "\* Last Name", "\* Email Address", and "\* Verify email address". Below these fields is a paragraph of text: "We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address." Below this text are two more input fields: "Secondary email address" and "Verify secondary email address". At the bottom left of the form is a blue button labeled "Continue To Step 3".

4. Following the guidelines provided, choose a username and password for your account. Select and answer a security question for use if you forget your login credentials. Then click the “Continue to Step 4” button.



The screenshot shows a web form titled "Create your Username and Password". At the top left, it says "\* indicates a required field." Below this, there is a paragraph of text: "Your username should consist of 4 to 50 characters. Your username is not case sensitive; 'A12B34CD' is the same as 'a12b34cd'. Once created, your username will be part of the completion report." Below this text is an input field for "\* User Name". Below that is another paragraph of text: "Your password should consist of 8 to 50 characters. Your password is case sensitive; 'A12B34CD' is not the same as 'a12b34cd'." Below this text are two input fields: "\* Password" and "\* Verify Password". Below these fields is a paragraph of text: "Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account." Below this text is a dropdown menu for "\* Security Question" and an input field for "\* Security Answer". At the bottom left of the form is a blue button labeled "Continue To Step 4".

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# Basic Course Instructions

## CITI Human Research Protection Program (HRPP)

5. Please provide CITI with your country of residence. Then click the “Continue...” button.

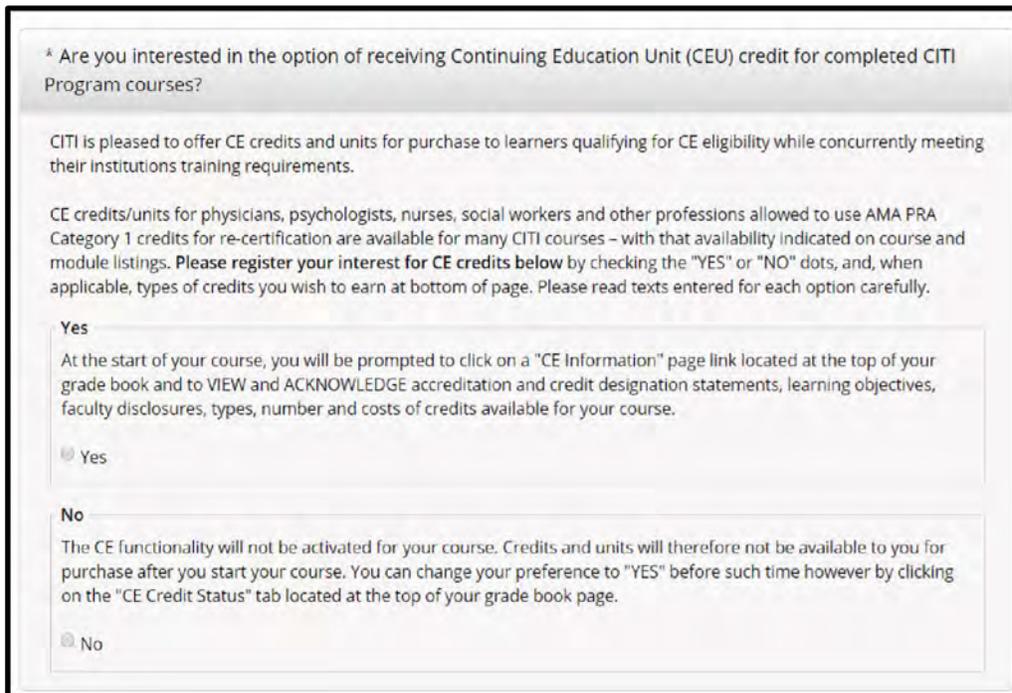


\* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

Continue To Step 5

6. CITI offers CE credits/units for purchase to learners for its courses. Please review this information and respond to the questions accordingly. If you select “Yes” to CE credits/units, you will also need to specify the type of credit you wish to receive. Then click the “Continue...” button.



\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

**Yes**

At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

**No**

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grade book page.

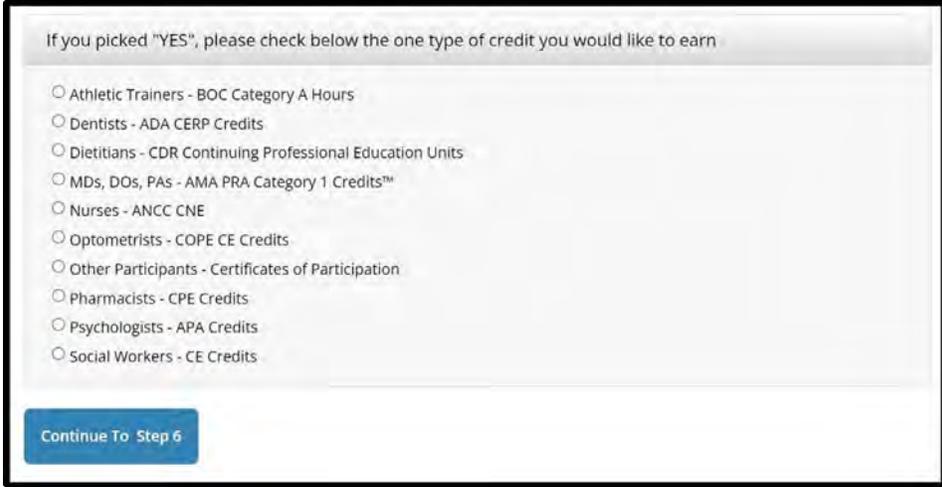
No

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# Basic Course Instructions

## CITI Human Research Protection Program (HRPP)

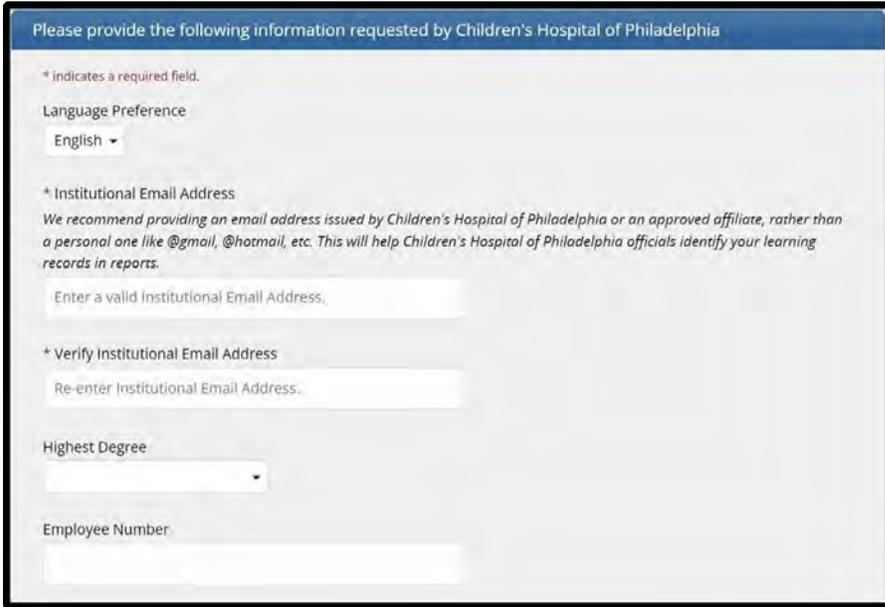


If you picked "YES", please check below the one type of credit you would like to earn

- Athletic Trainers - BOC Category A Hours
- Dentists - ADA CERP Credits
- Dietitians - CDR Continuing Professional Education Units
- MDs, DOs, PAs - AMA PRA Category 1 Credits™
- Nurses - ANCC CNE
- Optometrists - COPE CE Credits
- Other Participants - Certificates of Participation
- Pharmacists - CPE Credits
- Psychologists - APA Credits
- Social Workers - CE Credits

[Continue To Step 6](#)

7. Continue the registration process by providing additional information about yourself, including your institutional email address, employee number (if available), department, office address, office telephone number, etc. Then click the “Continue...” button.



Please provide the following information requested by Children's Hospital of Philadelphia

\* Indicates a required field.

Language Preference  
English ▾

\* Institutional Email Address  
*We recommend providing an email address issued by Children's Hospital of Philadelphia or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Children's Hospital of Philadelphia officials identify your learning records in reports.*

Enter a valid Institutional Email Address.

+ Verify Institutional Email Address  
Re-enter Institutional Email Address.

Highest Degree  
▾

Employee Number  
▾

**Note:** If you are affiliated with the University of Pennsylvania, please enter your Penn ID that they also may have access to record of your CITI training completed at CHOP.

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# Basic Course Instructions

## CITI Human Research Protection Program (HRPP)

8. Choose your curriculum, select “The Protection of Human Research Subjects” then click the “Next” button.

\* What curriculum are you registering for?:

Choose all that apply

- The Protection of Human Research Subjects  
Mandatory training required for all members of Research Administration and members of the research community that participate in clinical research at CHOP
- Protección de los participantes humanos de la investigación  
Human Subjects Research Course In Spanish
- ARCUS Training Course  
Mandatory training required for CHOP researchers that access the ARCUS system.  
  
Important Notice: This course does not meet the Federal training mandate to participate in clinical research.
- Responsible Conduct of Research for Postdocs, Fellows, Trainees, and NIH Early Career Investigators  
Mandatory training required of CHOP students, postdocs, trainees, and NIH Early Career Investigators (K Award Recipients)  
  
Important Notice: Can be completed as supplemental training if desired
- Good Clinical Practice (GCP)  
Mandatory training required for all investigators and staff who are involved in the conduct, oversight, or management of NIH-funded clinical trials at CHOP or are on research protocols involving investigational drugs or devices. The CITI Good Clinical Practices course is also required for IND and IDE sponsors and persons to whom responsibility to manage the IND/IDE has been delegated.

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# Basic Course Instructions

## CITI Human Research Protection Program (HRPP)

9. A follow up question will ask if you have already completed a CHOP approved CITI basic course. Select “No...” and click “Next.”

\* Have you already completed a Childrens Hospital of Philadelphia approved CITI basic course in the protection of human research subjects?

Choose one answer

Yes. I have already completed and passed an approved CITI basic course in the protection of human research subjects at the Childrens Hospital of Philadelphia.

No. I have not already completed a basic course in the protection of human research subjects at the Childrens Hospital of Philadelphia.

Next

10. The Protection of Human Research Subjects course has three tracks / groups to choose from. Please read the description of each and select the one that most closely represents your role in research. Then click the “Next” button.

\* What is your research focus or role in human subjects research?

You will be enrolled in the basic course for that group.

Choose one answer

Biomedical Research: Research involving the testing of medical procedures, therapies or interventions including but not limited to the development of drugs, biologics, and medical devices (whether FDA regulated or not); research involving invasive procedures or specimen collection.

Social and Behavioral Research: Research that deals with human attitudes, beliefs, and behaviors often characterized by data collection methods such as questionnaires, interviews, focus groups, direct or participant observation, and non-invasive physical measurements. May also include qualitative data collection.

Administration Supporting Research: Staff who perform administrative functions to support research but are not part of the investigative team and have no contact with subjects. Examples include Research Administration, Core and Center administrative staff.

Next

**Note:** If you will be actively engaged in clinical research, please complete the Biomedical Research or Social and Behavioral Research track of the course.

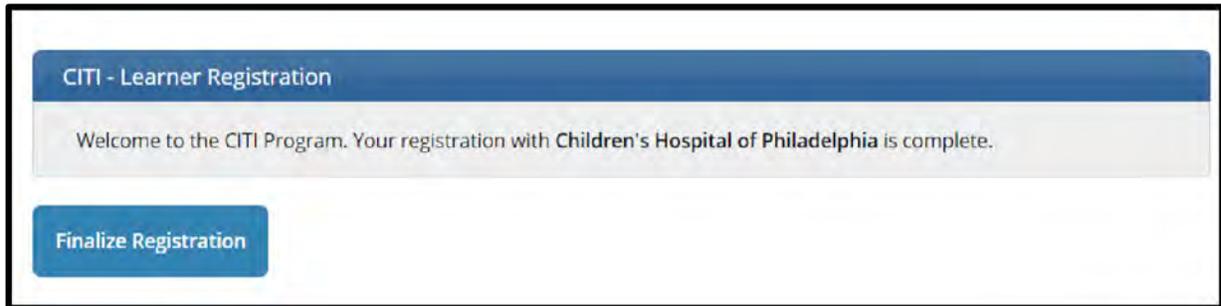
**For questions or further assistance please contact The Office of Research Compliance (ORC) by calling 215-590-5820 or by emailing [researchtraining@chop.edu](mailto:researchtraining@chop.edu).**



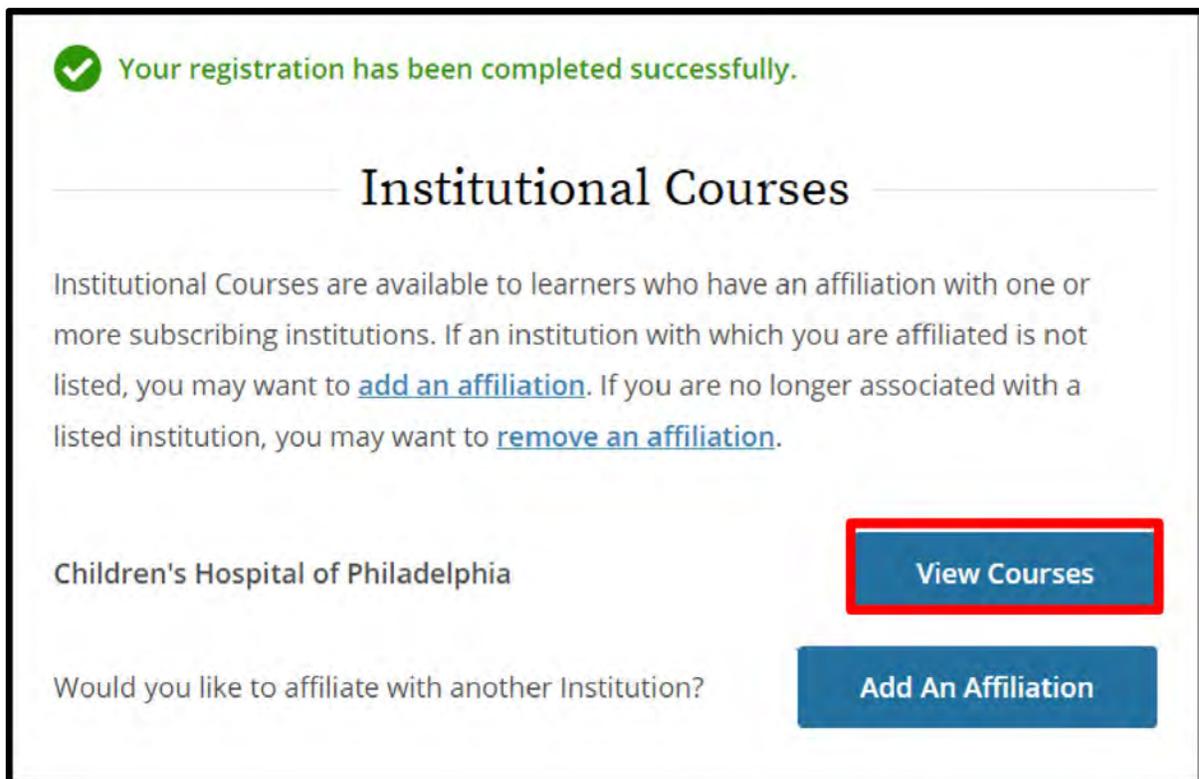
# Basic Course Instructions

## CITI Human Research Protection Program (HRPP)

11. Click the “Finalize registration” link to complete the registration process.



12. You have successfully completed your registration! Click the “View Courses” button to begin the training.



For questions or further assistance please contact The Office of Research Compliance (ORC) by calling 215-590-5820 or by emailing [researchtraining@chop.edu](mailto:researchtraining@chop.edu).

# Basic Course Instructions

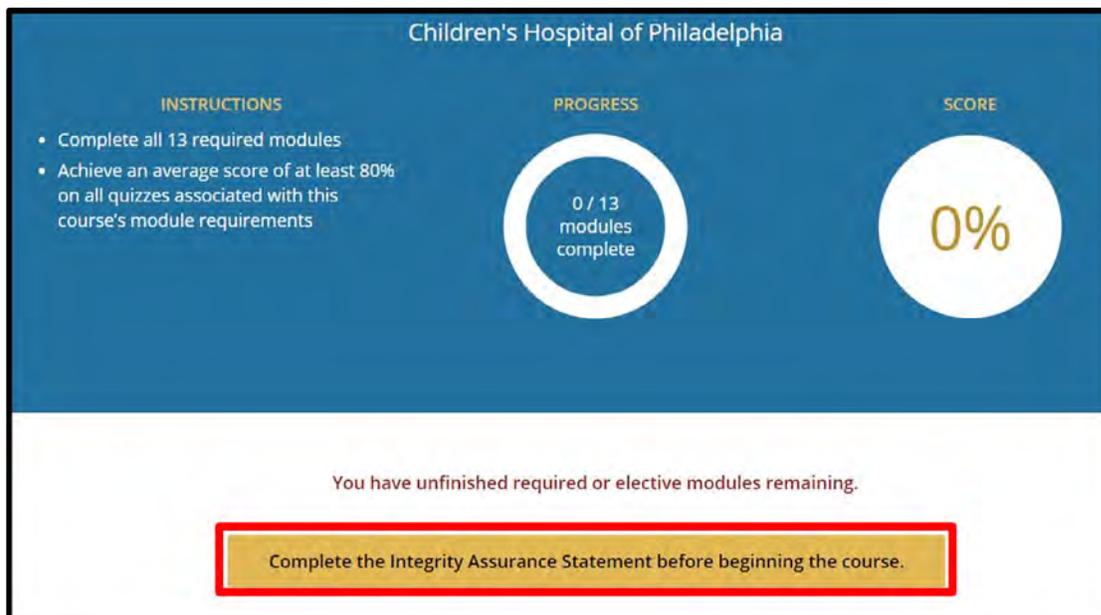
## CITI Human Research Protection Program (HRPP)

13. In the “Courses Ready to Begin” section, click the “Start Now” button to begin the training.



The screenshot shows a web interface for selecting a course. At the top, there is a dropdown menu labeled "Show Courses for:" with "Children's Hospital of Philadelphia" selected, and a blue button labeled "Institution List". Below this, the text "Children's Hospital of Philadelphia" is displayed. There are two main sections: "Active Courses" and "Courses Ready to Begin". The "Active Courses" section has a "Learner Tools" link and the text "You have no active courses for this Institution." The "Courses Ready to Begin" section also has a "Learner Tools" link and contains a course card for "Children's Hospital of Philadelphia Biomedical Research Stage 1 - Basic Course". The card shows "0 / 13 modules completed" and a red-bordered "Start Now" button.

14. Prior to beginning the modules, you will need to complete the “Integrity Assurance Statement”.



The screenshot shows a progress dashboard for the course. At the top, it says "Children's Hospital of Philadelphia". There are three main sections: "INSTRUCTIONS", "PROGRESS", and "SCORE". The "INSTRUCTIONS" section lists two requirements: "Complete all 13 required modules" and "Achieve an average score of at least 80% on all quizzes associated with this course's module requirements". The "PROGRESS" section shows a circular progress indicator with "0 / 13 modules complete". The "SCORE" section shows a circular progress indicator with "0%". Below these sections, there is a message: "You have unfinished required or elective modules remaining." and a red-bordered button that says "Complete the Integrity Assurance Statement before beginning the course."

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# Basic Course Instructions

## CITI Human Research Protection Program (HRPP)

15. After reading through and agreeing to the Integrity Assurance Statement, the modules within the course will become available one by one (denoted by a blue “start” button) for completion.

Required Modules		
Complete all 13 required modules.		
Modules	Completed	Score
Belmont Report and Its Principles (ID 1127)	Incomplete	- <input type="button" value="Start"/>
Avoiding Group Harms - U.S. Research Perspectives (ID 14080)	Incomplete	- <input type="button" value="Start"/>
CITI institutional BASIC module Nov2010 (ID 14339)	Incomplete	- <input type="button" value="Start"/>

16. Read each module and complete the associated quiz.

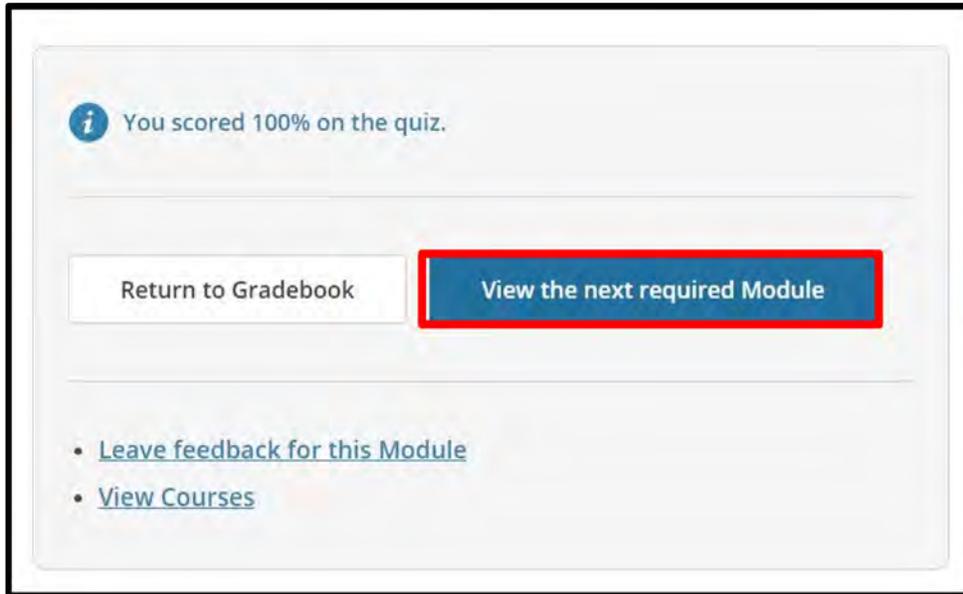
 This module has a quiz.

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# Basic Course Instructions

## CITI Human Research Protection Program (HRPP)

17. After completing the quiz, use the navigation links at the very bottom of the “Quiz Results” page to move to the next module, return to gradebook, view courses, or view the module again and re-take the quiz.



18. To print your certificate, under “Institutional Courses”, click the “View Courses” button.

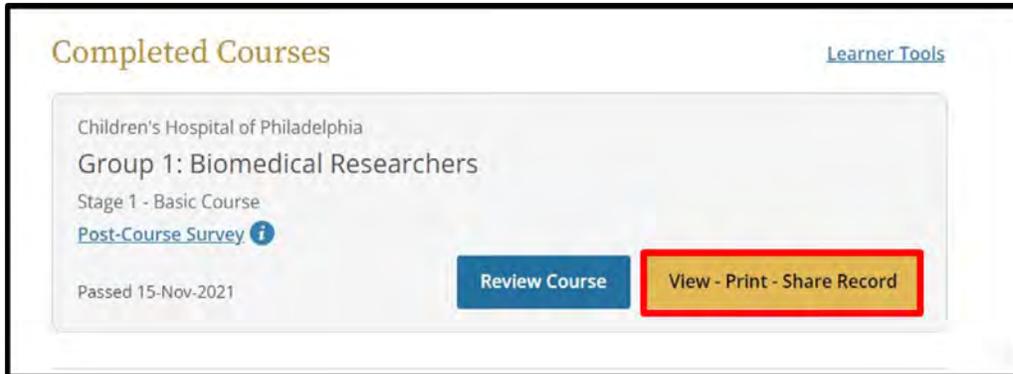


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# Basic Course Instructions

## CITI Human Research Protection Program (HRPP)

19. In the “Completed Courses” section, click the “View-Print-Share Record” button next to the course you wish to generate a certificate or transcript for.



20. Click the appropriate link to View / Print or Copy Link for your course completion report or completion certificate.



**Note:** Please allow for 12-24 hours for completed CITI training to upload to CHOP data training system. Any questions please contact the HRPP training.

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