



The Collaborative Institutional Training Initiative (CITI Program) provides computer based research ethics education and regulatory compliance training to the research community at <https://www.citiprogram.org>.

Inova Health System (Inova) requires that all investigators and key personnel engaged in the conduct of human subjects research be certified via the CITI Program Human Subjects Protections (HSP) Course at least every three years and the Conflict of Interest (COI) course every four years as outlined in ORI policy #3.03.

Additionally, individuals who facilitate research at Inova Health System including IRB Members and Office of Research staff be certified via the appropriate CITI Program course as outlined in ORI policy #3.03 at least every three years.

The NIH Policy on Good Clinical Practice Training requires that all NIH-funded investigators and staff who are involved in the conduct, oversight, or management of clinical trials should be trained in Good Clinical Practice (GCP with NIH-sponsored research. <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-015.html>). This training is also required for investigators and key personnel involved in FDA-regulated studies at Inova Health System.

Please review the ORI policy #3.03 for training requirements. An appendix with CITI Training Matrix is also attached to the policy to offer a snapshot of trainings available with expiration periods.

*Inova - Human Research Protections Office (HRPO) reserves the right to require updated or additional trainings for non-Inova researchers in order to maintain compliance.

Courses include:

- Human Subjects Protections (HSP)
 - Biomedical Researchers
 - Social-Behavioral-Educational Researcher
- Good Clinical Practice (GCP)
- Conflicts of Interest (COI)
- Responsible Conduct of Research (RCR)
- Biosafety/Biosecurity
- IRB Member
- Office of Research (ORI) Team
- IRB Administration
- Institutional/Signatory Official
- Clinical Trial Billing Compliance
- NIH Recombinant DNA Guideline (rDNA)
- Community Engaged Research
- Protocol Registration (ClinicalTrials.Gov)
- Export Compliance

The courses are designed so that you may enter and exit courses as often as needed to complete the selected curriculum and it is saved after each exit.

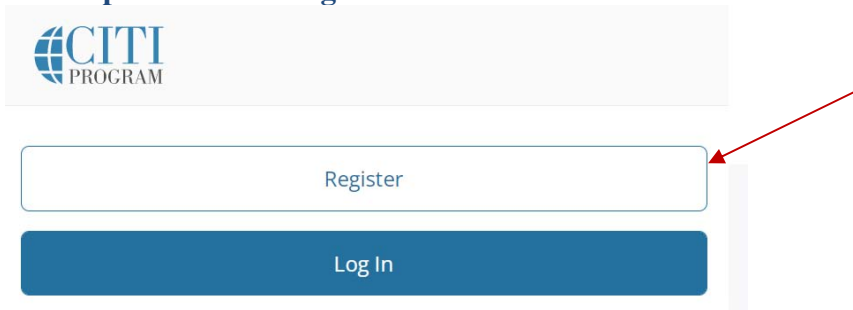
A completion report certificate is available for printing at the end of each course and a copy of the certificate is sent to the Inova CITI Program administrator, if “Inova Health System” is selected as your institution.

If you have previously completed CITI through another institution, please affiliate your account with Inova Health System. please skip to the section titled “Returning Users.”

New User Registration

Go to www.citiprogram.org to register for CITI online training.

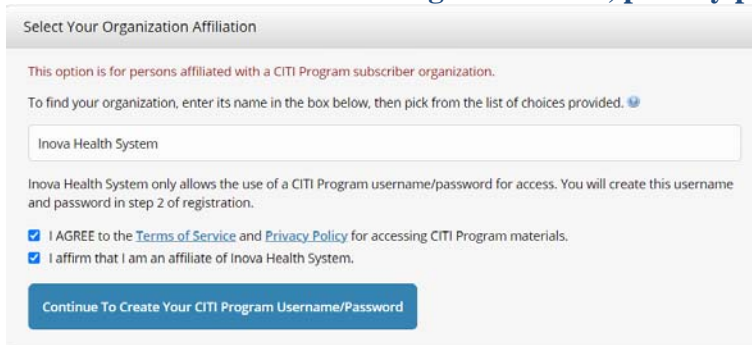
Registration Step 1a: Click “Register” as shown below



The screenshot shows the CITI PROGRAM logo at the top left. Below it are two buttons: a white button with a blue border labeled "Register" and a solid blue button labeled "Log In". A red arrow points to the "Register" button.

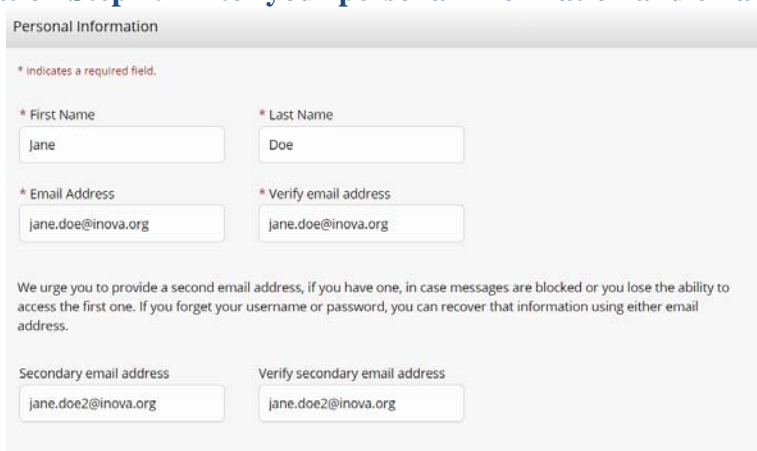
Step 1b: In the “Select your organization affiliation” box, enter “Inova Health System”

- Check the boxes to agree to terms, privacy policy



The screenshot shows a form titled "Select Your Organization Affiliation". It includes a text input field containing "Inova Health System". Below the field, there are two checked checkboxes: "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials." and "I affirm that I am an affiliate of Inova Health System." A blue button at the bottom says "Continue To Create Your CITI Program Username/Password".

Registration Step 2: Enter your personal information and email addresses.



The screenshot shows a form titled "Personal Information". It has a legend: "* indicates a required field." There are four input fields: "First Name" (Jane), "Last Name" (Doe), "Email Address" (jane.doe@inova.org), and "Verify email address" (jane.doe@inova.org). Below these are two more fields: "Secondary email address" (jane.doe2@inova.org) and "Verify secondary email address" (jane.doe2@inova.org). A note at the bottom says: "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."

For Inova employees:
Please use your
Inova email address

Registration Step 3: Complete username, password and security question

Create your Username and Password

* indicates a required field.

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.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password * Verify Password

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.**


* Security Question

* Security Answer

Registration Step 4: Enter country of residence and mark preference for marketing emails.

* 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.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? 

Yes
 No

Registration Step 5: Complete Continuing Education Units (CEU) preference

Note: Inova Health System does not pay for CEU.

The learner is responsible for payments associated with earning CEU credit.

* 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

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

Registration Step 6: Language preference & additional information

Please provide the following information requested by Inova Health System

* indicates a required field.

Language Preference

English ▾

* Email Address

We recommend providing an email address issued by Inova Health System or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Inova Health System officials identify your learning records in reports.

jane.doe@inova.org

* Verify Email Address

jane.doe@inova.org

* Gender

Female ▾

* Highest Degree

MD ▾

Registration Step 7: Selecting your curriculum

Please review the Inova-CITI Training Matrix for a snapshot of required courses and their expiration windows. You must choose a response for each question below.

Select Curriculum

Inova Health System

[Click here](#) to review the Inova Health System instruction's page.

[View instructions page.](#)

Question 1

Human Subjects Protections (HSP) course is required for all investigators and key personnel and must be satisfied by completing the appropriate course that most closely reflect the type of research you conduct. This training expires within three years and a refresher course must be taken at that time.

Note: If the researcher conducts both types of research, it is required that only the Biomedical Researcher course be completed.

Please select a course below:

This question is required. Choose one answer.

- Biomedical Researchers – complete all required modules and any optional modules that pertains to your research.
- Social-Behavioral-Educational Researcher - complete all required modules and any optional modules that pertains to your research.
- Not applicable at this time.

Question 2

The Good Clinical Practice (GCP) course is required for investigator and key personnel involved in FDA-regulated studies and clinical trials funded by the National Institutes of Health (NIH).

This training must be re-completed every three years.

If you are required to take the GCP course as described above, please select below:

This question is required. Choose one answer.

- Yes, I am required to complete the GCP course.
- Not applicable at this time.

Question 3

Conflicts of Interest (COI) course is required for all investigators and key personnel and designed to satisfy training requirements for Inova Health System and the requirements associated with the U.S Public Health Service (PHS) regulations on financial conflict of interest. This training must be re-completed every four years.

Please select this course if you are an Inova investigator or key personnel engaged in research:

This question is required. Choose one answer.

- Conflict of Interest (COI)
- Not applicable at this time.

Question 4

Responsible Conduct of Research (RCR) course is required for all Principal Investigators (PIs). Additionally, all investigators and key personnel engaged in research supported by NSF, NIH and/or USDA-NIFA are required to complete this course. This training must be re-completed every four years.

If you are an Inova PI and/or engaged in research supported by any of the federal agencies above, please select this course:

This question is required. Choose one answer.

- Responsible Conduct of Research
- Not applicable at this time.

Question 5

Biosafety/Biosecurity (BSS) course is required for laboratory and research personnel who handle biological materials. This training must be re-completed every three years.

If you handle biological materials, please select this course:

This question is required. Choose one answer.

- Biosafety/Biosecurity
- Not applicable at this time.

Question 6

IRB Member course is required for all Inova IRB members. This training must be re-completed every three years.

If you are either a regular or alternate IRB Member for the Inova IRB, please select this course:

This question is required. Choose one answer.

- IRB Member
- Not applicable at this time.

Question 7

Office of Research (ORI) Team course is required for all ORI team members (excluding HRPO). This training must be re-completed every three years.

If you associated with the Inova Office of Research administrative offices providing support to the Service Lines, please select this course:

This question is required. Choose one answer.

- Office of Research (ORI) Team
- Not applicable at this time.

Question 8

IRB Administration course is required for all Human Research Protections Office (HRPO) team members. This training must be re-completed every three years.

If you are a HRPO team member, please select this course:

This question is required. Choose one answer.

- IRB Administration
- Not applicable at this time.

Question 9

Institutional/Signatory Official (IO) course is required for the IO. Training must be re-completed every three years. If you are the IO for Inova, please select this course:

- Institutional/Signatory Official
- Not applicable at this time.

Question 10

Optional Supplemental courses relevant to other projects are available to investigators and key personnel for educational enrichment.

If you are involved in a project related to any of the courses below and are interested in gaining further knowledge, please select and add any of the courses below:

- Clinical Trial Billing Compliance
- NIH Recombinant DNA Guideline (rDNA)
- Community Engaged Research
- Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov
- Export Compliance
- Not applicable at this time.

The courses in question 10 are **not** required however, available as supplemental trainings

Note: after making your selections, please click into box below to complete registration.


Complete Registration

Updating profile to affiliate with Inova Health System as an additional institution

1. Go to www.citiprogram.org to log in with previously created username and password.
2. Login with your username and go to the Main Menu and click the blue bar at the bottom of the menu
 - a. “Affiliate with another Institution” and enter “Inova Health System” as your current institution.
 - b. Non-Inova researchers may be required to complete additional courses to per Inova training requirements.

Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. 

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Inova Health System. 

[Continue](#)

Add Inova as
Affiliated Institution

Agree with terms and
affirm affiliation

FREQUENTLY ASKED QUESTIONS (FAQ)

1. What are the Inova Requirements?

- Review the Office of Research (ORI) Policy #3.03 as well as the Inova CITI Training Matrix for required training.

2. How long does it take to complete each course take? Can I stop and start again later?

- Each course contains multiple modules and each module may take 10 to 30 minutes to complete. You can stop and continue at any time. Save your work before you exit and remember your user-name and password.

3. What should I do after completing the training?

- Completion certificate should be saved and stored within the Research Service Line.

4. How do I obtain a copy of the certificate after completion?

- Users may download individual certificates directly from the CITI site by returning to their profile and selecting “view previously completed coursework”. The share/print” option is available to download a PDF of completed certificate.

5. Are users reminded when the training is due to expire?

- The CITI website generates automatic reminders to users when their training is due to expire.

6. My previous institution used CITI, so I already have an account. Do I need do make a new one?

- No, however, please take action to affiliate your account with Inova Health System.

7. What should I do if I have forgotten my username and password for CITI website?

- Visit the CITI site at <https://about.citiprogram.org/en/homepage/> to reset the password.

For questions related to CITI Training requirements for Inova Health System, please email hrpp-liaison@inova.org