CITI Research Ethics Training
Requirement for Conducting Research at Mount Carmel and Trinity Health

What is CITI?

CITI (Collaborative Institutional Training Initiative) is an online educational service offering many courses on human subjects research. Specific CITI courses are required by Mount Carmel and Trinity before investigators and research team members can conduct clinical research.

There are (4) required CITI training courses:
1. Human Subjects Research
2. Conflicts of Interest
3. Good Clinical Practice – Biomedical Research
4. Responsible Conduct of Research- take only Plagiarism and Research Misconduct (RCR-Basic)

Do I have to pay to take the CITI courses?

No, there is no cost to take the required courses at www.citiprogram.org.

There is an option to acquire CE or CME credits after passing the CITI courses. CITI charges for CE/CME credits and this expense would be your responsibility if you choose to do this. The CE/CME credits are not a requirement to complete CITI training or participate in clinical research at Mount Carmel Health System.

How Does It Work?

Courses are online. Each course consists of multiple modules. You can stop, save your work, and resume where you left off at any time. Each module has a quiz. You must have an overall score of ≥80% to pass the course. You must pass the required courses in order to conduct clinical research at Mount Carmel Health System.

How Do I Access the Courses?

The table on the following page provides instructions for registering or logging into the CITI website to find the courses you need to take. The specific steps depend on whether you have taken CITI before and whether you are currently affiliated with Trinity - Mount Carmel Health System.

For more detail, please review the following guide: https://support.citiprogram.org/s/article/updated-guide-to-getting-started

How Can I Prove I Passed My Courses?

When you complete the course, save your completion certificate as a PDF file and email a copy to irb@mchs.com. You can return to the CITI website at any time to view and print/save the completion certificate.
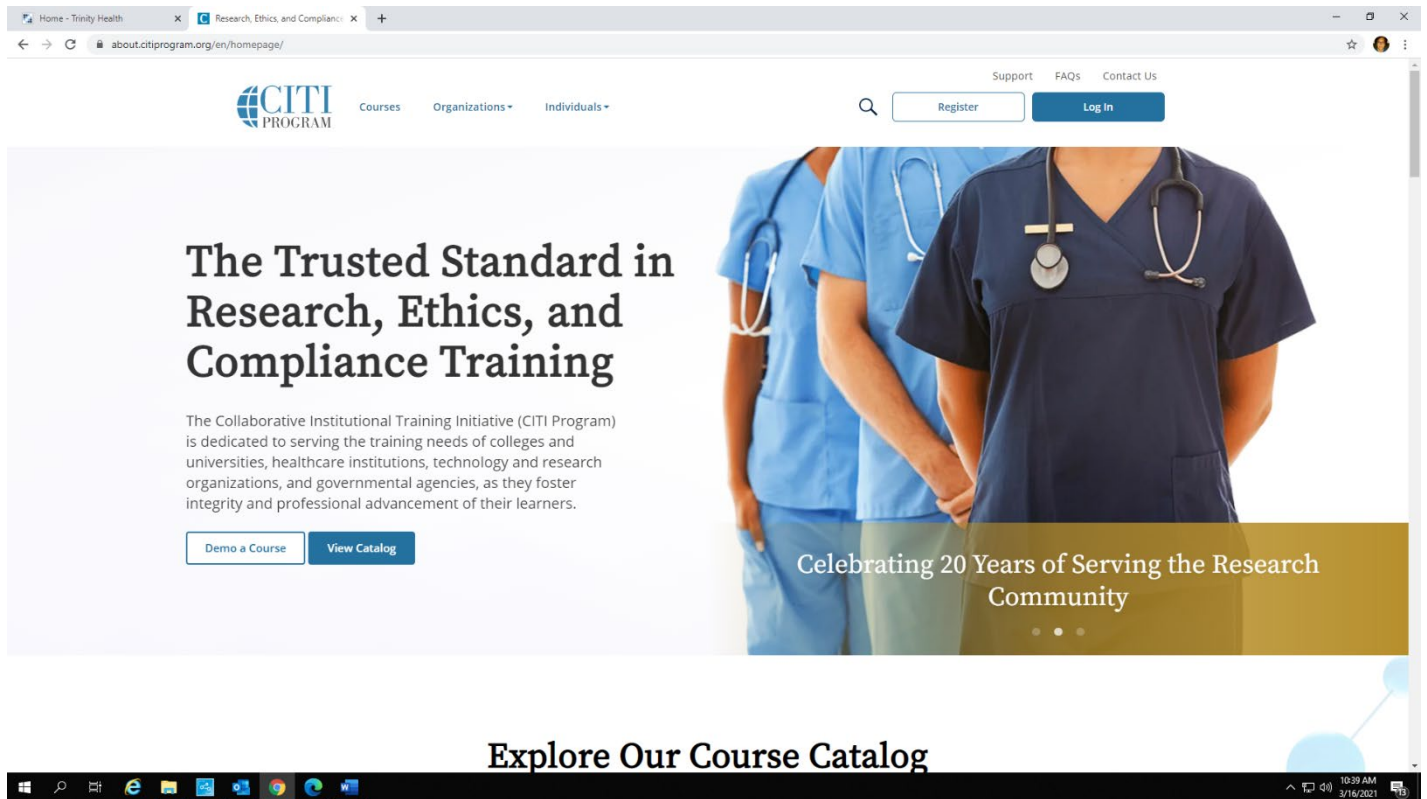
How Long Is My Completion Certificate Good For?

Good Clinical Practice is good for three years from the date of completion, all other modules are good for four years. If you have taken CITI training at another institution, you do not have to repeat the training at Mount Carmel until after your current certification expires.

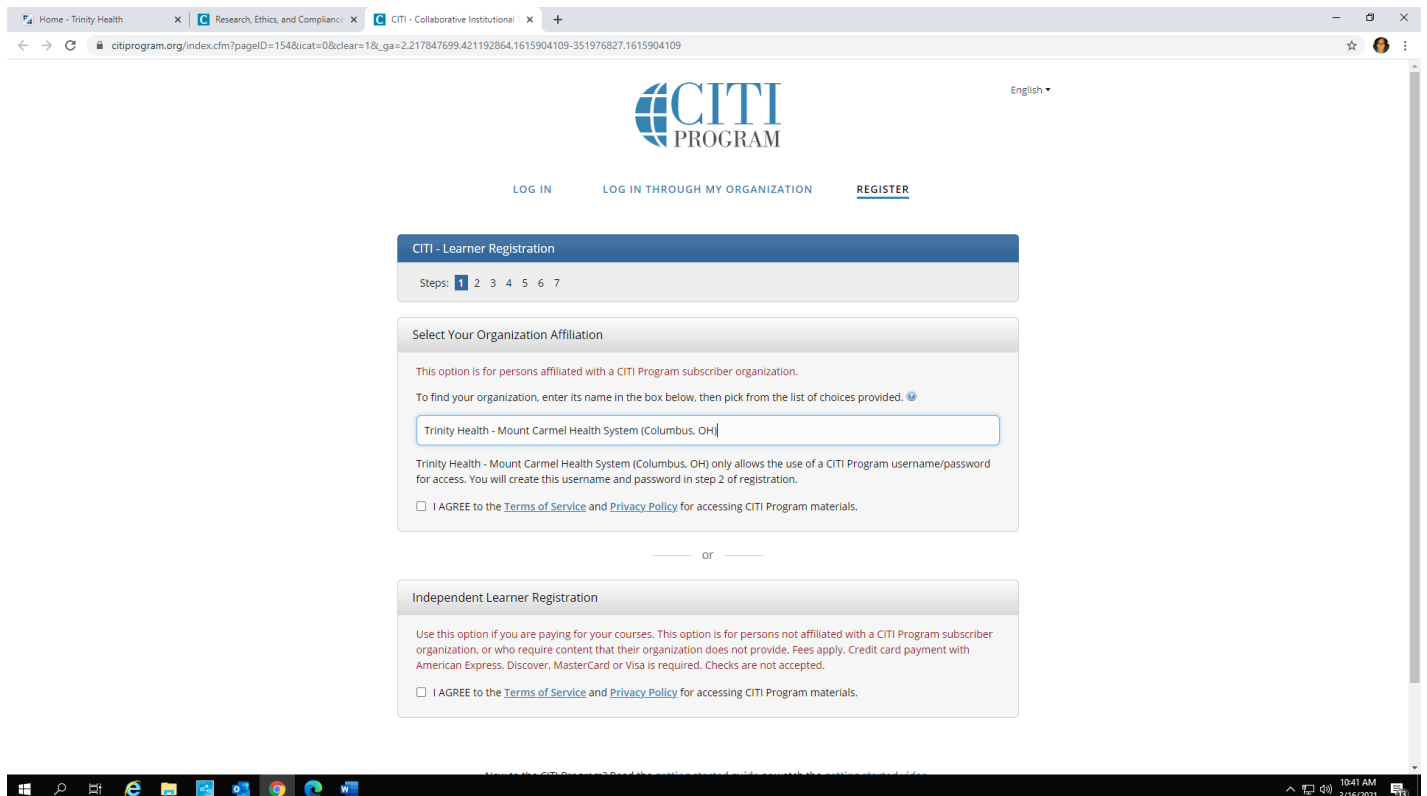**Instructions for taking CITI courses according to your situation:**

You have taken CITI before and are affiliated with MCHS	You have taken CITI before and are not affiliated with MCHS	You have never taken a CITI course
Login to your CITI training account with your username and password here: www.citiprogram.org Logging in takes you to your welcome page. The institutions with which you are affiliated are shown. Click "View Courses" for MCHS to be taken to the menu of courses which are required for you. The courses you need to take are under the heading, "Courses Ready to Begin."	Login to your CITI training account with your username and password here: www.citiprogram.org Logging in takes you to your welcome page. The institutions with which you are affiliated are shown. Underneath this list is a button, "Add Affiliation." Clicking on this button takes you to a search box. Type "Trinity Health – Mount Carmel" and "Trinity Health – Mount Carmel Health System" will pop up as a choice. Once you affiliate with an institution, it will appear on your list of institutions on your welcome page. Click "View Courses" to be taken to the menu of courses which are required for you. The courses you need to take are under the heading, "Courses Ready to Begin."	You must first register to create an account. Go to www.citiprogram.org. Click on the "Register" button on the upper right. When registering, you must affiliate with an institution. In the search box, type "Trinity Health – Mount Carmel" and "Trinity Health – Mount Carmel Health System" will pop up as a choice. You will be taken through a series of screens where you will need to provide information. If it asks for your role, choose "biomedical researcher" or similar title. If it asks what courses you want to take, choose only *Human Subjects Research*, *Conflicts of Interest*, *Responsible Conduct of Research*, and *Good Clinical Practices*. Once you affiliate with an institution, it will appear on your list of institutions on your welcome page. (The welcome page is the first page you see after you log in.) Click "View Courses" next to "Trinity Health – Mount Carmel Health System" to be taken to the menu of courses which are required for you. The courses you need to take are under the heading, "Courses Ready to Begin."

Current CITI Home Page:

When registering for a new account, check the box to agree to the terms:

Questions? E-mail Kristy Winegardner at kwinegardner@mchs.com

Current CITI users will see their institutions listed on their welcome page:

Once you click on "View Courses," the courses you need to take will appear under "Courses Ready to Begin":

Questions? E-mail Kristy Winegardner at kwinegardner@mchs.com