Clinical Research Preparation Guide: CITI and HIPAA Training

1. Go to www.citiprogram.org and click on the Register button in the top right of the screen.

2. You should be taken to a 7-step registration screen. For step 1, enter University of Rochester into the text box. Click continue to Step 2.

3. Complete Registration Steps 2-6 as prompted. In Step 5, do NOT elect to receive CEUs for course completion. Continue to the instructions on the next page for selecting/adding training courses.

4. In the last steps of Registration (or if you are adding courses from your home page after you have created an account), you will be prompted to select the courses you need to take.

5. Further options will become available after your courses have been selected.

   A. For Human Subjects Protection
   
      Under Initial Certification Program, select the type of training most appropriate for your type of research:
      
      ● Biomedical Researchers if you will be working with a medicine-affiliated URMC department. This training enables work with applications in drugs, biologics, supplements, devices, or medical procedures.
      
      ● Social-Behavioral-Educational Researchers if you will be working in behavioral fields, such as psychology, public health, and/or education.

   B. For Responsible Conduct of Research

      Select the “UR Undergraduate Students” option.

   C. For Good Clinical Practice

      Select the basic course most appropriate for your type of research:
      
      ● GCP for Clinical Trials with Drugs & Devices (US FDA-Focus) – Basic Course if you will be working in the medical center.
      
      ● GCP – Social and Behavioral Research Best Practices for Clinical Research – Basic Course only if you are working on a purely social or behavioral project not affiliated with biomedical URMC activity.

6. From your new CITI home page, you can access your selected trainings and any completion reports generated from their completion. You can add or remove courses as needed using the “My Learner Tools for University of Rochester” links.

7. HIPAA Training can be completed by watching this video (and/or reading this transcript) and then filling out this form. PRINT AND SAVE THIS FORM, as it will need to be given to your future PI or department administrator as proof of training completion. Alternatively, if you have a MyPath account through student employment, you can search for and complete HIPAA training there.