

## Clinical Research Preparation Guide: CITI and HIPAA Training

1. Go to [www.citiprogram.org](http://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.

<p><b>* What is the course that you need to take?</b> Choose all that apply</p>	<p>Required for labs whose research involves human subjects in any way. A common requirement and beneficial certification to have.</p>
<p><input type="checkbox"/> Human Subject Protection</p>	<p>Overview of responsible data collection and management as an undergraduate taking part in research.</p>
<p><input type="checkbox"/> Animal Care and Use</p>	<p>Necessary if the study you are assigned to is a clinical trial funded by the NIH or is industry-sponsored and involves the use of an investigational drug or device.</p>
<p><input type="checkbox"/> Responsible Conduct of Research</p>	
<p><input type="checkbox"/> Good Clinical Practice (GCP)</p>	

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 URM 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 URM 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.

University of Rochester Courses			
Course	Status	Completion Record	Survey
Biomedical Researchers	Incomplete	Not Earned	
GCP for Clinical Trials with Drugs & Devices (US FDA-Focus)	Not Started	Not Earned	
Investigators, Staff and Students	Not Started	Not Earned	
Minimal Risk	Passed 26-Sep-2018	View-Print-Share	Post-course evaluation
RCR for UR Undergraduate Students	Not Started	Not Earned	

My Learner Tools for University of Rochester

- Add a Course
- Remove a Course

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.