

CITI Course on the Protection of Human Research Subjects

1. The CITI training can be accessed at <https://www.citiprogram.org>
2. Click “Register Here” beside the New Users option.
3. For registration step one (select your institution or organization) choose “**American Academy of Family Physicians IRB #1**” in the “Participating Institutions” drop box. You will leave all other options in registration step 1 blank.
4. In registration steps 2-7, enter a user name, password, security question, first and last name, your e-mail address, and CME credits (if applicable). Once all fields are complete you may click “submit” at the bottom of the page.
5. Complete the information as applicable on the following page. The * indicates required information. Click “submit” once complete.
6. Select Curriculum question #1, “Select the Group Appropriate to your Research Activities”– you will choose “**Biomedical Research – Practice Physicians and Staff**”.
7. Select Curriculum question #2 – Select the appropriate option.
 - a. If you indicate a previous training completed, you will be given a refresher course. The course topics will depend on the previously completed course.
 - b. If you indicated NO previous courses, you will be given the basic course.
8. The following screen allows you to add any training requirements from other institutions. This is NOT required. Only complete if applicable.
9. Clicking “NO” will take you to the Main Menu. Under “My Courses”, there will be a list of the trainings you have been enrolled in.
10. To proceed with the training click on the red “Enter” beside your selected course.
11. Complete the required modules and associated quizzes. **The Basic Course could take up to 1-2 hours to complete. You are encouraged to use multiple sessions if necessary.**
12. The curriculum has been defined by the AAFP IRB according to your role in human subject research, and will consist of:
 - A. Introduction
 - B. Belmont Report and CITI Course Introduction
 - C. History and Ethical Principles
 - D. Informed Consent
 - E. Records-Based Research
 - F. Research and HIPAA Privacy Protections
 - G. American Academy of Family Physicians IRB#1
13. The minimum “passing” score set by the AAFP IRB is 80%. A running tally is compiled in the grade book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn’t score 100%.
14. Print or download a **Course Completion Report** as evidence that you have met your institutional requirements.