Instructions for Checking Students' CITI Training

Ensuring students complete the required Human Subjects Training for IRB projects

Purpose: As more and more professors are requiring students to complete CITI training in Human Subjects Research during Research Methods classes and other classes in preparation of submitting IRB applications, there is a need for a clear explanation both on how students can select the correct course, as well as how instructors can check their completed certificates.

How to help students select the correct course: When students initially sign up on CITI's website, they will be directed to a list of questions about what courses they need to take. Unless your students have previously taken the Basic course and can provide you with a certificate, direct them to only answer question #1 on the "Select Curriculum" page. If they answer question #2, a refresher course will supersede the Basic course and knock it off of their course list. A full tutorial for accessing the correct course can be found here: https://www.utc.edu/research-integrity/pdfs/irb-citifirsttimeusers.pdf

How to check the completion certificate: When the students submit their completion certificates, check to make sure they completed the correct course. The certificate should have the following:

1. Human Research (Curriculum Group)

2. Social and Behavioral Research Investigators OR Biomedical Research Investigators (Course Learner Group)

3. 1 – Basic Course (Stage)

If instead of "1 – Basic Course" their certificate says "2 – Refresher Course", then they need to be directed to go back and complete the Basic Course. If instead of Human Research as the curriculum group it says "Responsible Conduct of Research" or if "RCR" is in the title of the Course Learner Group, then they've completed the wrong training. Their certificate shouldn't say "Institutional Official" on it, either.

Where can I find more information? The IRB website has full information about CITI training at this link: https://www.utc.edu/research-integrity/institutional-review-board/training.php. Also, feel free to call the Office of Research Integrity at 425-5867 or email the IRB at instrb@utc.edu.