

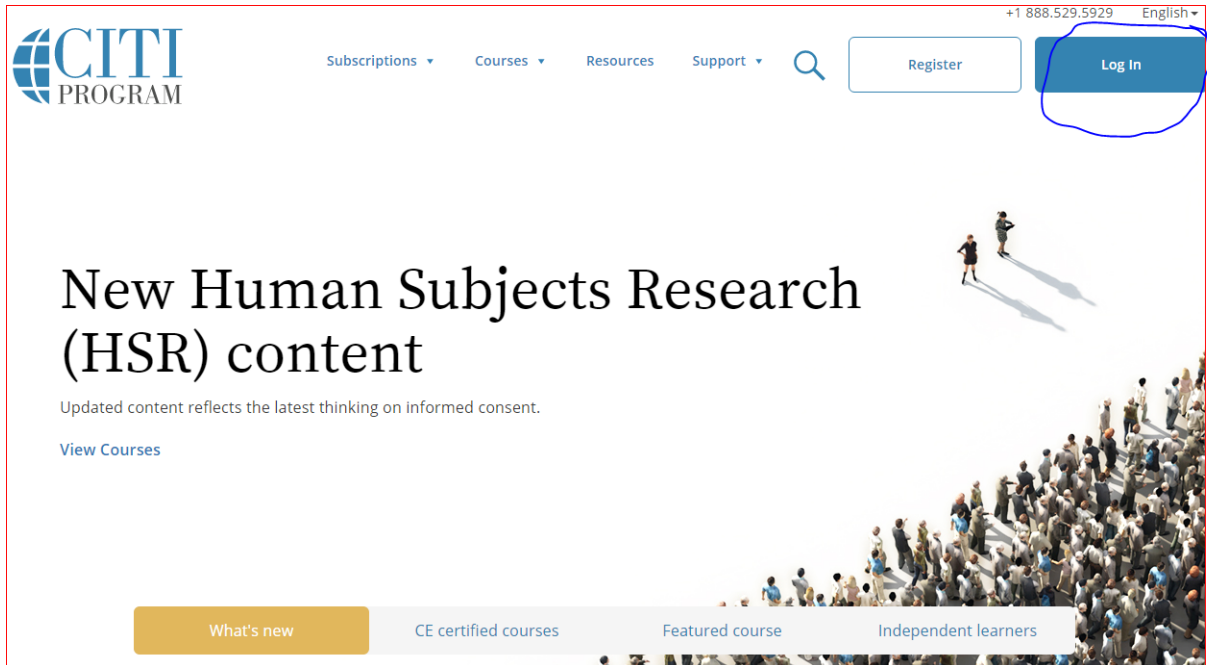
# INSTRUCTIONS [citiprogram.org](https://citiprogram.org)

for Taking the **CITI** Human Subjects Protection BASIC Exams  
(Please also take time to review the **CITI Requirements** in Research Navigator)

-----

## **IMPORTANT:**

- If you already have a CITI account, please log in using your CITI User Name and Password.



- **IMPORTANT:** If your **PHS User Name** is less than **4** characters, please put a **P** after the 3 characters of your User Name.

- If you did **NOT** use a **PHS User Name** as your CITI User Name, please change/update your User Name to your **PHS User Name**. You do not need to change your Password unless the system prompts you to do so.



English ▾

LOG IN

LOG IN THROUGH MY INSTITUTION

REGISTER

Username

[Forgot?](#)


Password


[Forgot?](#)

Log In

[Need Help? Support Center](#)

**CLICK MGH or BWH**

 Collaborative Institutional Training Initiative

Search Knowledge Base 

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu

▸ Brigham and Women's Hospital Courses


▸ Massachusetts General Hospital Courses


▸ Partners HealthCare Inc. Courses

▸ Click here to affiliate with another institution

▸ Affiliate as an Independent Learner

NO!

 Collaborative Institutional Training Initiative

Search Knowledge Base 

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu

▸ Brigham and Women's Hospital Courses

▾ Massachusetts General Hospital Courses

Course	Status	Completion Record	Survey
Biomedical Research Investigators and Key Personnel	Incomplete	Not Earned	

**My Learner Tools for Massachusetts General Hospital**

- ➊ Add a Course
- ➋ Remove a Course
- ➌ View Previously Completed Coursework
- ➍ Update Institution Profile
- ➎ View Instructions page
- ➏ Remove Affiliation

**AFTER** choosing the Biomedical Research...course the following page will come up if you have an incomplete exam that you need to complete.

Biomedical Research Investigators and Key Personnel - Refresher Course

To pass this course you must:

- Complete all 14 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

Your Current Score

100%

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Required Modules

	Date Completed	Score
Biomed Refresher 1 - Instructions (ID: 960)	Incomplete	0/0 (0%)
Biomed Refresher 1 - History and Ethical Principles (ID: 975)	Incomplete	0/0 (0%)

**CLICK** Complete The Integrity Assurance Statement...to complete any unfinished exams or elective modules remaining. Click Submit.

Assurance Statement

CITI Program Terms of Service include the following provisions. Please read them carefully.

No Account Sharing:

I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

Do My Own Work:

I will complete all required quizzes and any other assessments by myself, using only my own work.

No Quiz Sharing:

I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

No Cheating:

I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

My Actions Are Logged:

I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Check the box to accept, then click the Submit button:

☒ I AGREE to the above and the other Terms of Service for accessing CITI Program materials.

Submit

**IF NOT** CLICK [Add a Course](#)

Brigham and Women's Hospital Courses

Massachusetts General Hospital Courses

Course	Status	Completion Record	Survey
Biomedical Research Investigators and Key Personnel	Incomplete	Not Earned	

My Learner Tools for Massachusetts General Hospital

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

Select as shown below and **CLICK** [Next](#).

Select Curriculum - Massachusetts General Hospital (347)

\* indicates a required field.

\* Select below according to your role or research activities.  
Choose all that apply

☐ Will you be working with animals (IACUC courses)?

☒ Will you be working with humans (IRB courses)?

☐ Responsible Conduct of Research

☐ Clinical Trial Billings

[Next](#) [Start Over](#)

Choose Biomedical Research and click on **Next**.

**IMPORTANT:** If you need to take a Refresher Course, Click on I have previously completed the Basic Course and need to take a Refresher Course. Instructions/views are shown below separately.

## IRB HUMAN SUBJECTS PROTECTION EDUCATION REQUIREMENT

All Partners investigators and study staff must complete a CITI Human Subjects Protection education training course every 3 years. To begin you must complete one of the two CITI BASIC courses offered, preferably the Biomedical BASIC course. Once completed, your education requirement will be fulfilled for 3 years. After 3 years, you must take a refresher/continuing education course.

If you need to complete the Laboratory Animal Welfare course, skip to that section. If you need to complete the RCR requirement to fulfill the NIH & NSF requirement, skip to that section, or if you have been told by someone other than the IRB to complete the GCP course, skip to that section.

For questions about Partners IRB education requirements, contact the PHS CITI Administrator at [citiprogram@partners.org](mailto:citiprogram@partners.org).

### BASIC COURSE

If you have not previously taken the BASIC course, select the course most appropriate to your research activities, otherwise skip to the Refresher/Continuing education section.

Choose one answer

- ☒ Biomedical Research
- ☐ Social and Behavioral
- ☐ I have previously completed the Basic Course and need to take a Refresher Course.

Next

Start Over

Click on Good Clinical Practice Course if you want to take this exam...and then click **Next**. Following instructions and take the exam.

### Select Curriculum - Massachusetts General Hospital (347)

\* indicates a required field.

\*

## Good Clinical Practice

Choose one answer

- ☒ Good Clinical Practice Course
- ☐ Not Applicable

Next

Start Over

**CLICK CITI Good Clinical Practice Course and take the exam.**

✓ Your request has been successfully submitted.

▸ Brigham and Women's Hospital Courses

▾ Massachusetts General Hospital Courses

Course	Status	Completion Record	Survey
Biomedical Research Investigators and Key Personnel	Not Started	Not Earned	
CITI Good Clinical Practice Course	Not Started	Not Earned	

My Learner Tools for Massachusetts General Hospital

✓ Your request has been successfully submitted.

▾ Massachusetts General Hospital Courses

Course	Status	Completion Record
Biomedical Research Investigators and Key Personnel	Not Started	Not Earned

My Learner Tools for Massachusetts General Hospital

- ⓘ Add a Course
- ⓘ Remove a Course
- ⓘ View Previously Completed Coursework
- ⓘ Update Institution Profile
- ⓘ View Instructions page
- ⓘ Remove Affiliation

▸ Click here to affiliate with another institution

▸ Affiliate as an Independent Learner

## **ALWAYS** Complete The Integrity Assurance Statement...

### Biomedical Research Investigators and Key Personnel - Refresher Course

To pass this course you must:

- Complete all 14 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

Your Current Score

0%

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

#### Required Modules

	Date Completed	Score
An Overview of Clinical Trials Billing (ID: 15321)	Incomplete	0/0 (0%)
An Overview of Clinical Trials Billing II (ID: 15322)	Incomplete	0/0 (0%)
Biomed Refresher 1 - Instructions (ID: 960)	Incomplete	0/0 (0%)
Biomed Refresher 1 - History and Ethical Principles (ID: 975)	Incomplete	0/0 (0%)
Biomed Refresher 1 - Regulations and Process (ID: 981)	Incomplete	0/0 (0%)
Biomed Refresher 1 - Informed Consent (ID: 980)	Incomplete	0/0 (0%)
Biomed Refresher 1 - SBR Methodologies in Biomedical Research (ID: 982)	Incomplete	0/0 (0%)

# REFRESHER COURSES/EXAMS

- [Click on Biomedical Research Refresher 101](#)  
[\(if you have taken the BASIC exam\)](#)
- [Click on Biomedical Research Refresher 200](#)  
[\(if you have taken the Refresher 101 exam\)](#)
- [Click on Biomedical Research Refresher 201](#)  
[\(if you have taken the Refresher 200 exam\)](#)

## REFRESHER/CONTINUING EDUCATION COURSES

If you have previously completed the BASIC course and need to take a refresher course, select activities. For Biomedical research first time refresher users, begin with Refresher 101.

**IMPORTANT:** If you take a refresher course and have not completed the CITI BASIC course, the human subject protection education requirement and you will be asked to complete the CITI previously completed, contact the PHS CITI Administrator at [citiprogram@partners.org](mailto:citiprogram@partners.org).  
Choose one answer

- ☒ Biomedical Research Refresher 101
- ☐ Biomedical Research Refresher 200
- ☐ Biomedical Research Refresher 201
- ☐ Social and Behavioral Refresher

Next

Start Over

## [SOCIAL AND BEHAVIORAL](#)

[If you've taken the Social & Behavioral exams and need a Refresher choose Social and Behavioral Refresher. Please be sure you've already completed the Social and Behavioral BASIC exam. Instructions for the S&B Basic exam are the same as the Biomedical exams—CHOOSE AT STEP 7 \(follow instructions/they're basically the same.\)](#)

# IF NOT TAKING THE GCP

Click on [Not Applicable](#) and click on [NEXT](#).

Select Curriculum - Massachusetts General Hospital (34

\* indicates a required field.

**Good Clinical Practice**

Choose one answer

☐ Good Clinical Practice Course

☒ Not Applicable

[Next](#) [Start Over](#)

Choose the [Biomedical Research Investigators...](#) check on and complete the

✓ Your request has been successfully submitted.

▸ Brigham and Women's Hospital Courses

▾ Massachusetts General Hospital Courses

Course	Status	Completion Record	Su
Biomedical Research Investigators and Key Personnel	Not Started	Not Earned	
CITI Good Clinical Practice Course	Not Started	Not Earned	

My Learner Tools for Massachusetts General Hospital

[Add a Course](#)

Click on [Complete The Integrity Assurance Statement](#) before beginning the course

## CITI Good Clinical Practice Course - Basic Course

To pass this course you must:

- Complete all 14 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

You have unfinished required or elective modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

**Click on the first module and take/complete the exam.**

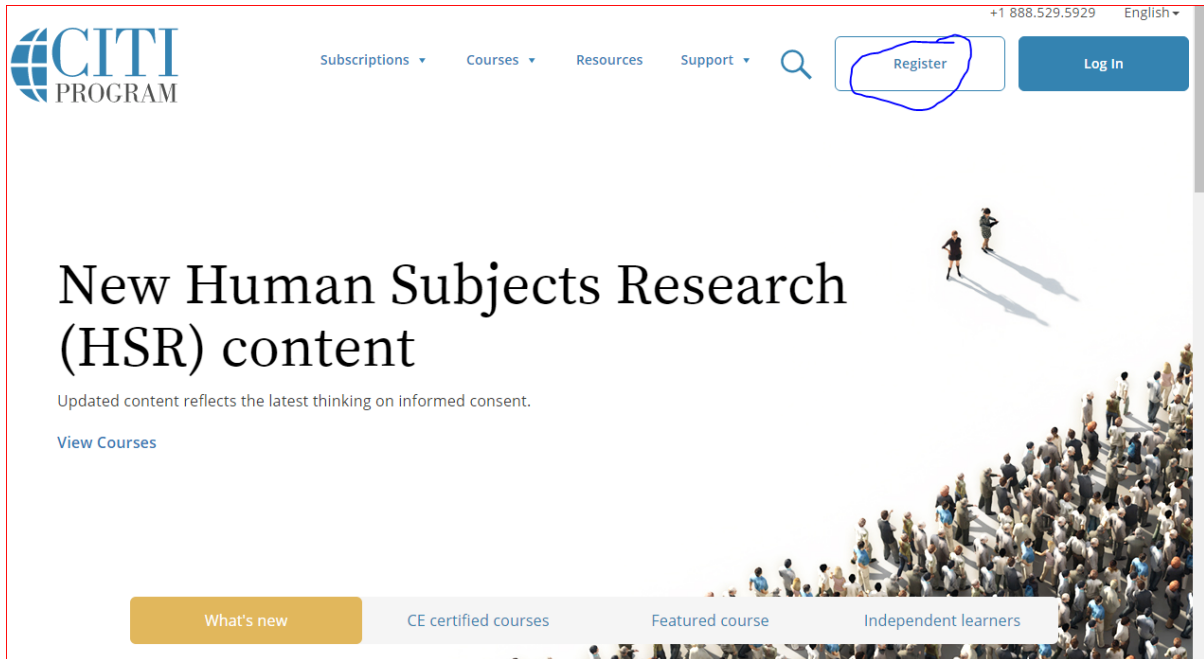
**END** OF INSTRUCTIONS FOR THOSE THAT CHOSE **LOG IN**

---

# **NEW / REGISTERING FOR THE FIRST TIME**

If you do not have a CITI account, please follow the instructions below to **REGISTER (Create)** an Account.

**GO** to <https://www.citiprogram.org>



**SELECT** an institution— [Massachusetts General Hospital](#) or [Brigham and Women's Hospital](#)

**NEVER!-DO NOT** Click/Choose **Independent Learner**  
**Registration!**


Click [Continue to Step 2](#)

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name 

Massachusetts General Hospital

Can't find your institution? It may use Single Sign On. [Check here.](#)

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

☒ I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

[Continue To Step 2](#)

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

## ENTER PERSONAL INFORMATION

Enter your Name and Email address.

Click [Continue to Step 3](#)

CITI - Learner Registration - Massachusetts General Hospital

Steps : 1 2 3 4 5 6 7

Personal Information

\* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

We urge you to provide a second email address, if you have one, in case messages are blocked access the first one. If you forget your username or password, you can recover that information with a second address.

Secondary email address	Verify secondary email address
<input type="text"/>	<input type="text"/>

Continue To Step 3

**CREATE USERNAME AND PASSWORD**—Use your PHS User Name  
Create a Password and Answer the Security Question/Answer  
Click [Continue to Step 4](#)

CITI - Learner Registration - Massachusetts General Hospital

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive. Example: "a12b34cd". Once created, your username will be part of the completion report.

\* User Name

ENTER PHS USER NAME

Your password should consist of 8 to 50 characters. Your password IS case sensitive; Example: "a12b34cd".

\* Password


.....

\* Verify Password

.....

Please choose a security question and provide an answer that you will remember. NO information, you will have to provide this answer to the security question in order to reset your password.

\* Security Question

What's your pet's name? 

\* Security Answer

Cat

Continue To Step 4

**COMPLETE ALL OF CITI LEARNER REGISTRATION SCREENS**  
(Click **Continue to Step 5**; Complete and Click **Continue to Step 6**)

CITI - Learner Registration - Massachusetts General Hospital

Steps: 1 2 3 **4** 5 6 7

\* indicates a required field.

\* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

Continue To Step 5

Click **Continue to Step 6.**

CITI - Learner Registration - Massachusetts General Hospital

Steps: 1 2 3 4 5 6 7

\* Indicates a required field.

\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

C credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

☐ Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

☒ No

If you picked "YES", please check below the one type of credit you would like to earn


☐ MDs, DOs, PAs - AMA PRA Category 1 Credits TM

☐ Psychologists – APA Credits

☐ Nurses – ANCC CNE

☐ Other Participants – Certificates of Participation

☐ Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

\* Can CITI Program contact you at a later date regarding participation in research surveys? 

☐ Yes

☒ No

☐ Not sure. Ask me later

Continue To Step 6

**CONTINUE** with [CITI Learner Registration \(Step 6\)](#) below...After completing the **ENTIRE Step 6** [**\*boxes must be completed**] **CLICK** Continue to Step 7

CITI - Learner Registration - Massachusetts General Hospital

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Massachusetts General Hospital

\* indicates a required field.

\* Partners ID/Username

ZX666

Language Preference

English

\* Institutional Email Address

ZX@PARTNERS.ORG

\* Gender

Female

\* Highest Degree

BA, BS or BSN

\* Primary Partners Institution

MGH

If Other, Please Enter Your Institution

\* Department

GENERAL MEDICINE

\* What Is Your Role In Research?

Research Administrator

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

\* Office Phone

8572820000

Home Phone

Continue To Step 7

## AT CITI Learner Registration Step 7

Click on Will you be working with humans (IRB courses)?

Click **NEXT**

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

\* indicates a required field.

\* Select below according to your role or research activities.

Choose all that apply

☐ Will you be working with animals (IACUC courses)?

☒ Will you be working with humans (IRB courses)?

☐ Responsible Conduct of Research

☐ Clinical Trial Billings

Next

Taking exam for the first time?—Reference: [CITI Requirements](#))

**CHOOSE Biomedical Research (as shown below) Click NEXT**

**CITI - Learner Registration**

Steps: 1 2 3 4 5 6 **7**

\* indicates a required field.

\*

**IRB HUMAN SUBJECTS PROTECTION EDUCATION REQUIREMENT**

All Partners investigators and study staff must complete a CITI Human Subjects Protection education training course every 3 years. To begin you must complete one of the two CITI BASIC courses offered, preferably the Biomedical BASIC course. Once completed, your education requirement will be fulfilled for 3 years. After 3 years, you must take a refresher/continuing education course.

If you need to complete the Laboratory Animal Welfare course, skip to that section. If you need to complete the RCR requirement to fulfill the NIH & NSF requirement, skip to that section, or if you have been told by someone other than the IRB to complete the GCP course, skip to that section.

For questions about Partners IRB education requirements, contact the PHS CITI Administrator at [citiprogram@partners.org](mailto:citiprogram@partners.org).

**BASIC COURSE**

If you have not previously taken the BASIC course, select the course most appropriate to your research activities, otherwise skip to the Refresher/Continuing education section.

Choose one answer

☒ Biomedical Research

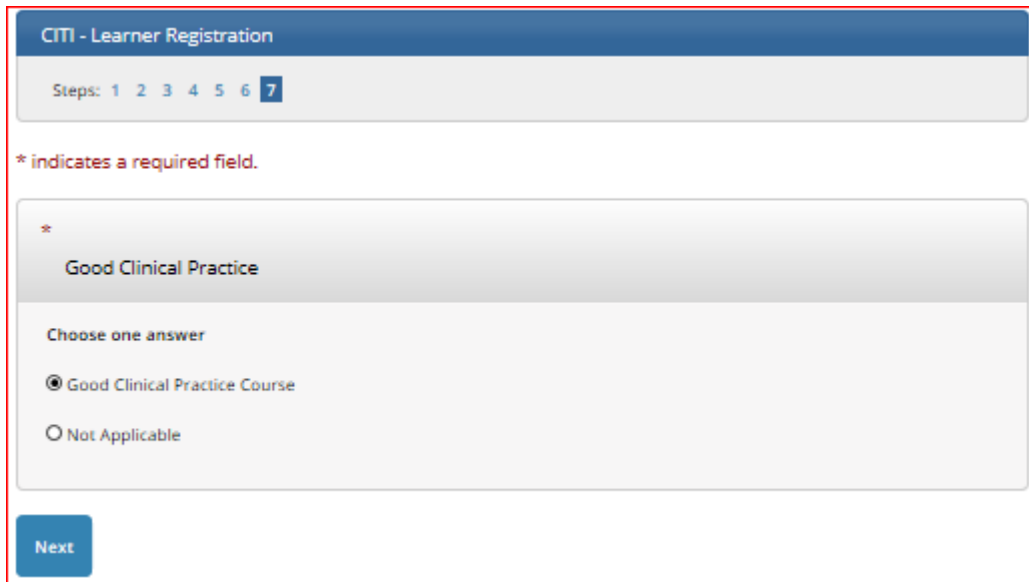
☐ Social and Behavioral

☐ I have previously completed the Basic Course and need to take a Refresher Course.

Next

**IF YOU CHOOSE OR ARE REQUESTED TO TAKE THE [Good Clinical Practice Course](#)** Click on it. (can be required by an Industry Sponsor and/or “NIH or Other”—Reference: [CITI Requirements or Research Navigator](#))

Click **NEXT**



CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

\* indicates a required field.

\*  
Good Clinical Practice

Choose one answer

☒ Good Clinical Practice Course

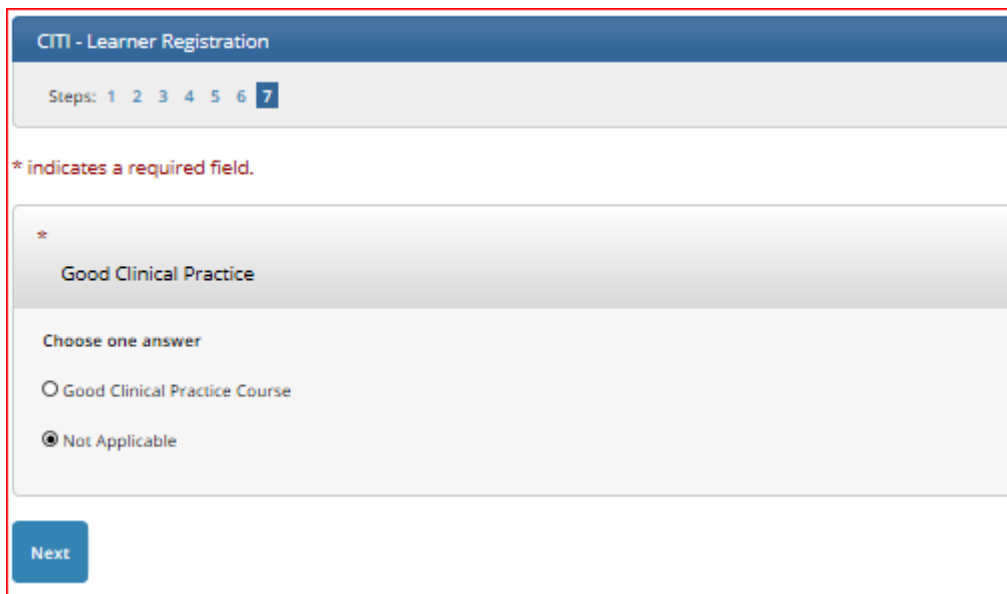
☐ Not Applicable

Next

**OR**

**CHOOSE [Not Applicable](#)**—(Reference: [CITI Requirements](#))

CLICK **NEXT**



CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

\* indicates a required field.

\*  
Good Clinical Practice

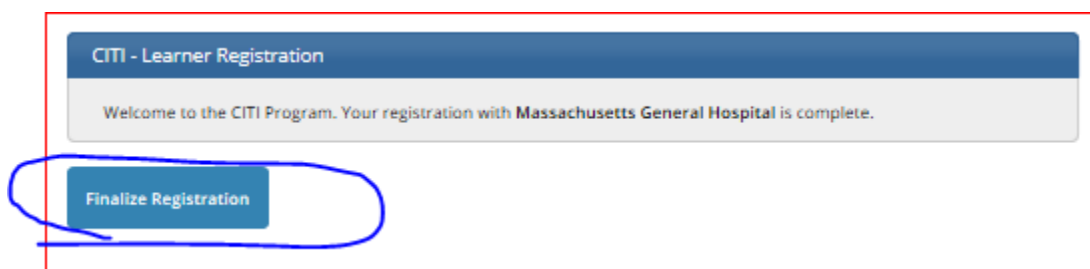
Choose one answer

☐ Good Clinical Practice Course

☒ Not Applicable

Next


**CLICK [Finalize Registration](#)**




CITI - Learner Registration

Welcome to the CITI Program. Your registration with Massachusetts General Hospital is complete.


Finalize Registration

 Collaborative Institutional Training Initiative

Search Knowledge Base 

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

Main Menu

 Your registration has been completed successfully.


▶ Massachusetts General Hospital Courses


▶ Click here to affiliate with another institution

Click here to affiliate with another institution

▶ Affiliate as an Independent Learner


**AS SHOWN** BELOW THE [Biomedical Research Investigators and Key Personnel](#) Course appears and you can start to take the course by **CLICKING** on it.  
**If you have chosen another course that course will appear.**

 Collaborative Institutional Training Initiative





Search Knowledge Base 

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)


Main Menu


 Your registration has been completed successfully.


▼ Massachusetts General Hospital Courses


 Course	 Status	 Completion Record	 Survey
Biomedical Research Investigators and Key Personnel	Not Started	Not Earned	


My Learner Tools for Massachusetts General Hospital


 Add a Course

 Remove a Course

 View Previously Completed Coursework

 Update Institution Profile

 View Instructions page


 Remove Affiliation

▶ Click here to affiliate with another institution

▶ Affiliate as an Independent Learner

## BELOW IS THE NEXT SCREEN AFTER YOU CLICK ON THE COURSE

**IMPORTANT:** [CLICK Complete The Integrity Assurance Statement...](#)



Collaborative Institutional Training Initiative

Search Knowledge Base

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

[Main Menu](#) > [Course Biomedical Research Investigators and Key Personnel](#)

**Biomedical Research Investigators and Key Personnel - Basic Course**

To pass this course you must:

- Complete all 15 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements


You have unfinished required or elective modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

**Required Modules**

	Date Completed	Score
An Overview of Clinical Trials Billing (ID: 15321)	Incomplete	0/0 (0%)
An Overview of Clinical Trials Billing II (ID: 15322)	Incomplete	0/0 (0%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	Incomplete	0/0 (0%)
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
History and Ethics of Human Subjects Research (ID: 1085)	Incomplete	0/0 (0%)

**CHOOSE I Agree...(Click Submit)**



Collaborative Institutional Training Initiative

Search Knowledge Base

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

[Main Menu](#) > Assurance Statement

### Assurance Statement

XXXX XXXX:

CITI Program Terms of Service include the following provisions. Please read them carefully.


<b>No Account Sharing:</b>	I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.
<b>Do My Own Work:</b>	I will complete all required quizzes and any other assessments by myself, using only my own work.
<b>No Quiz Sharing:</b>	I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.
<b>No Cheating:</b>	I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.
<b>My Actions Are Logged:</b>	I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Check the box to accept, then click the Submit button:

☒ I AGREE to the above and the other Terms of Service for accessing CITI Program materials.

**Submit**

**CLICK An Overview of Clinical Trials Billing...**  
(Continue following the instructions at the bottom of each Exam page).



Collaborative Institutional Training Initiative

Search Knowledge Base

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

[Main Menu](#) > Course Biomedical Research Investigators and Key Personnel

### Biomedical Research Investigators and Key Personnel - Basic Course

To pass this course you must:

- Complete all 15 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

You have unfinished required or elective modules remaining

Your Current Score  
**0%**

Required Modules	Date Completed	Score
An Overview of Clinical Trials Billing (ID: 15321)	Incomplete	0/0 (0%)
An Overview of Clinical Trials Billing II (ID: 15322)	Incomplete	0/0 (0%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	Incomplete	0/0 (0%)
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
History and Ethics of Human Subjects Research (ID: 498)	Incomplete	0/0 (0%)
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)