

Instructions for IRB Training through CITI Program

IRB Training is now conducted through the CITI Program which is supported by the University of Miami.

On the navigation bar on the DHSP website, click on CITI Training and select [Go to CITI Training](#) from the drop down menu. If you are logging on without going to the DHSP web site, the address is: www.citiprogram.org

Once the page opens, go to: **New Users** [Register Here](#)

On the next page, choose Thomas Jefferson University from the draw down box.

Next, scroll down to #2 to create your user name and password.

Proceed to questions #3 to #7. Submit your information.

On the next page you will create your profile/member information. All information with a red asterisk is required. The following question appears at the bottom of the page: “**Which course do you want to take?**” This is NOT where you select your course enrollment. This question is for CITI statistics only. Choose from only these three options in the drawdown box.

1. **Basic Human Subjects – Biomedical Basic Human Subjects**
2. **Basic Human Subjects - Biomedical & Social Behavioral Focus**
3. **Basic Human Subjects – Social & Behavioral**

Enter your profile information.

On the next page “CITI Course Enrollment Questions”, this is the page where you will select your course/training. (There should be pictures of animals at the top of the page). Scroll down the page to question #1 **Human Subjects Research Course Enrollment** and select a Learners Group from the options provided. This is the only section you need to complete for IRB training. If you are being certified for the first time, you will also select question #2 **Good Clinical Practice. This is a requirement if you are being certified for the first time.** Do not select IRB Member from question #1 unless you are a member of the IRB Committee. If you only need to do an Annual Refresher/update, you will select the refresher that pertains to your research.

You may select the other courses under questions #2 to #4 **for your own information. They are not requirements unless you are being certified for the first time. Question #2 is a requirement for first time certification. Questions #3 and #4 are optional courses.**

PLEASE NOTE: This web site is not supported by Jefferson’s IT Department. All technical issues or problems should be directed to the CITI Program Office at the University of Miami. Major problems can be resolved by calling the following phone number: **305-243-7970**. Less urgent issues can be handled by email at citisupport@med.miami.edu.

Reminder: You will be notified approximately 90 days before your training expires via the email address you provided to CITI. IRB training certification from the CITI program is only required once. Refreshers/Updates are required every 2 years.

Please call Kathleen Avender in the Office of Human Research if you have any additional questions or problems. She can be reached at 215-503-9820.