How to Register and Complete CITI Training

If you engage in human subject research then you are required to complete a specially designed web-based training course by following the link to the University of Miami CITI program. This course is hosted by the CITI program at the University of Miami and is accepted by institutions nationwide. When registering for the course, select the modules appropriate to your research activities (biomedical or social and behavioral investigators) and **complete only the basic or refresher course**. Human subjects training is valid for three years, after which, recertification is required.

**Note:** Refresher courses do not meet the initial training requirements unless a Basic course has been completed. RCR Training is not a substitute for human subject training.

**Basic Courses:**

MIT requires all personnel who are directly involved in human subject research to complete a basic course training. Investigators must select the training most appropriate to their research and role in the study.

CITI offers three distinct courses that correspond to the proposed research activities:

- **Biomedical Research Investigator**
  - Applicable to investigations related to biological processes and causes of disease.
- **Social & Behavioral Research Investigator**
  - Applicable to investigations involving psychological processes, motivations, and interactions.
- **Data or Specimens Only Research**
  - Applicable for research involving previously collected biospecimens or data sets.

**Refresher Courses:**

A refresher course (a shorter version of the Basic Course) must be completed every three years.

**CITI Resources:**

Review the [Training: Research Involving Human Subjects](#) section on the COUHES website and follow the appropriate steps as outlined below.

**Login for MIT Users (Active Kerberos account):**

For **MIT Faculty, staff, or students**: Please log into the CITI site via the [MIT portal](#). You will need a **valid MIT certificate** for authentication, available via [IS&T](#).
Login for non-MIT users:

Within the Training: Research Involving Human Subjects section of the COUHES website, follow the University of Miami CITI link https://about.citiprogram.org/en/homepage/.

From there, sign into your existing CITI account. If you do not have an existing account with CITI, follow these steps:

1. Select Register in the top-right of the homepage.
2. Search for Massachusetts Institute of Technology Affiliate within the Select Your Organization Affiliation.
3. Follow the prompts as they appear on the screen to create an account.

Once logged in, follow these steps to complete the appropriate training course.

Select View Courses under Institutional Course next to Massachusetts Institute of Technology.
Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to add an affiliation. If you are no longer associated with a listed institution, you may want to remove an affiliation.

DEMO

Massachusetts Institute of Technology

After selecting View Courses, you will see a list of Active Courses, Courses Ready to Complete and Completed Courses.
Adding a Course:

1. Scroll to the bottom of the View Courses screen and selected Add a Course in the Learner Tools for Massachusetts Institute of Technology section.
2. Answer the following questions as follows:
   a. Question 1: Basic Course Selection. Select the training appropriate to your research activities and involvement.
   b. Question 2: Refresher Course Selection. If you have previously completed human subject training and need to complete a refresher course, please select the course. Otherwise, select I have not previously completed an approved Basic Course.
   c. Question 3: No
   d. Question 4: N/A
   e. Question 5: No
   f. Question 6: Do not select any
   g. Question 7: Not at this time.
   h. Question 8: Not at this time.
   i. Question 9: No

If done correctly, you should be taken to an Assurance Statement from CITI. Please review, click I Agree, Submit and proceed to the course review. You can than complete the IRB Members training course.