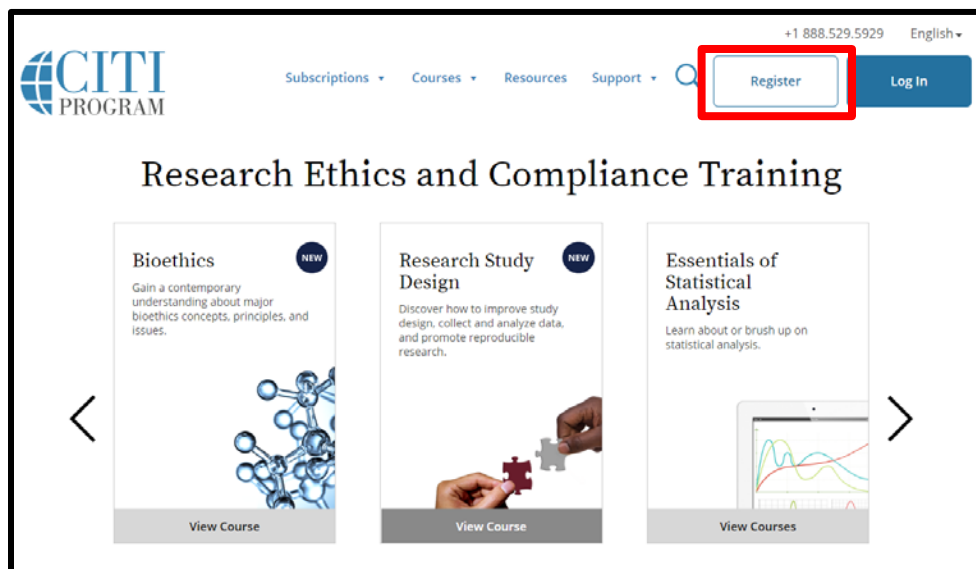
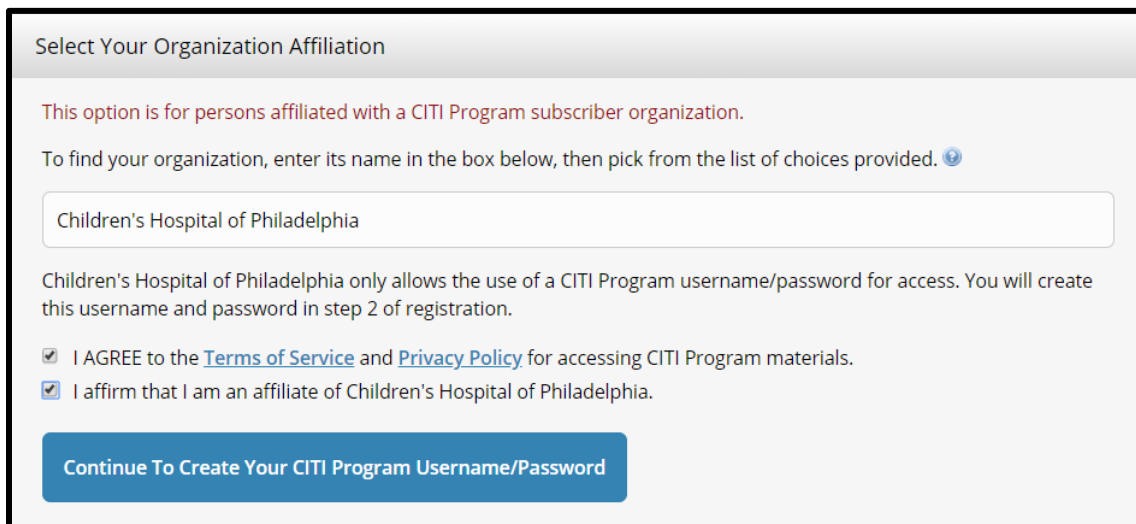


CITI Human Research Protection Program (HRPP) Basic Course Instructions

1. Begin by going to the CITI website (www.citiprogram.org), then click the “Register” button to create an account.



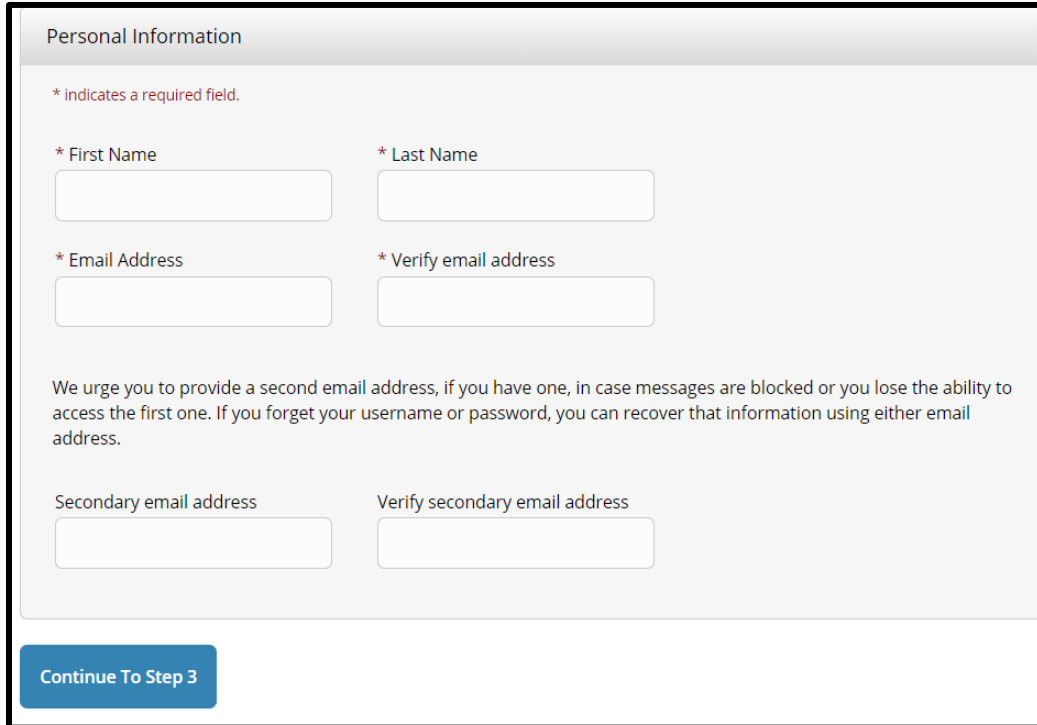
2. To select your affiliation, type Children’s into the search box, then select “Children’s Hospital of Philadelphia” (CHOP) from the list of choices provided. Click the check box indicating that you agree to CITI’s terms of service, followed by the check box to affirm your CHOP affiliation, then click the button to “Continue to create your CITI program username / password”.

A screenshot of the 'Select Your Organization Affiliation' form. The title is 'Select Your Organization Affiliation'. Below it, a red text line states: 'This option is for persons affiliated with a CITI Program subscriber organization.' A blue text line says: 'To find your organization, enter its name in the box below, then pick from the list of choices provided.' Below this is a search box containing the text 'Children's Hospital of Philadelphia'. A paragraph follows: 'Children's Hospital of Philadelphia only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' There are two checkboxes, both of which are checked: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of Children's Hospital of Philadelphia.' At the bottom is a blue button labeled 'Continue To Create Your CITI Program Username/Password'.

*For questions or further assistance please contact The Office of Research Compliance (ORC)
by calling 267-425-2447 or by emailing HRPPTraining@email.chop.edu.*

CITI Human Research Protection Program (HRPP) Basic Course Instructions

3. Enter your name and email address in the “Personal Information” section. If you have a CHOP email address, please include it in the initial email address fields. Then click the “Continue to Step 3” button.



The screenshot shows a web form titled "Personal Information". At the top, a red asterisk indicates a required field. The form contains four input fields arranged in two rows. The first row has "First Name" and "Last Name". The second row has "Email Address" and "Verify email address". Below these fields, a paragraph of text explains the importance of providing a second email address. At the bottom of the form, there are two more input fields labeled "Secondary email address" and "Verify secondary email address". A blue button labeled "Continue To Step 3" is located at the bottom left of the form.

Personal Information

* Indicates a required field.

* First Name * Last Name

* Email Address * Verify email address

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

Secondary email address Verify secondary email address

Continue To Step 3

4. Following the guidelines provided, choose a username and password for your account. Select and answer a security question for use if you forget your login credentials. Then click the “Continue to Step 4” button.

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CITI Human Research Protection Program (HRPP) Basic Course Instructions

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

Continue To Step 4

5. Please provide CITI with your country of residence. Then click the "Continue..." button.

* Country of Residence

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

Continue To Step 5

For questions or further assistance please contact The Office of Research Compliance (ORC) by calling 267-425-2447 or by emailing HRPPTraining@email.chop.edu.

CITI Human Research Protection Program (HRPP) Basic Course Instructions

6. CITI offers CE credits /units for purchase to learners for its courses. Please review this information and respond to the questions accordingly. Then click the “Continue...” button.

* 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.

CE 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 grade book page.

☐ No

7. Continue the registration process by providing additional information about yourself, including your institutional email address (*a personal email address can be used if you do not have a CHOP email address*), employee number (*if available*), department, office address, office telephone number, etc. Then click the “Continue...” button.

Notes:

If you are affiliated with the University of Pennsylvania, please enter your Penn ID that they also may have access to record of your CITI training completed at CHOP.

For questions or further assistance please contact The Office of Research Compliance (ORC) by calling 267-425-2447 or by emailing HRPPTraining@email.chop.edu.

CITI Human Research Protection Program (HRPP) Basic Course Instructions

Please provide the following information requested by Children's Hospital of Philadelphia

* indicates a required field.

Language Preference

* Institutional Email Address

Gender

Highest Degree

Employee Number

* Department

* Role In Research

Address Field 1

Address Field 2

8. Choose your curriculum, select "The Protection of Human Research Subjects" then click the "Next" button.

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by calling 267-425-2447 or by emailing HRPPTraining@email.chop.edu.*

CITI Human Research Protection Program (HRPP) Basic Course Instructions

* What curriculum are you registering for?:

Choose all that apply

☒ The Protection of Human Research Subjects
Mandatory training required for all members of Research Administration and members of the research community that participate in clinical research at CHOP

☐ Protección de los participantes humanos de la investigación
Human Subjects Research Course in Spanish

☐ ARCUS Training Course
Mandatory training required for CHOP researchers that access the ARCUS system.

Important Notice: This course does not meet the Federal training mandate to participate in clinical research.

☐ Responsible Conduct of Research for Postdocs, Fellows, Trainees, and NIH Early Career Investigators
Mandatory training required of CHOP students, postdocs, trainees, and NIH Early Career Investigators (K Award Recipients)

Important Notice: Can be completed as supplemental training if desired

☐ Good Clinical Practice (GCP)
Mandatory training required for all investigators and staff who are involved in the conduct, oversight, or management of NIH-funded clinical trials at CHOP or are on research protocols involving investigational drugs or devices. The CITI Good Clinical Practices course is also required for IND and IDE sponsors and persons to whom responsibility to manage the IND/IDE has been delegated.

9. The Protection of Human Research Subjects course has three tracks / groups to choose from. Please read the description of each and select the one that most closely represents your role in research. Then click the “Next” button.

Note: If you will be actively engaged in clinical research, please complete the Biomedical Research or Social and Behavioral Research track of the course.

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CITI Human Research Protection Program (HRPP) Basic Course Instructions

* What is your research focus or role in human subjects research?

You will be enrolled in the basic course for that group.

Choose one answer

- ☐ Biomedical Research: Research involving the testing of medical procedures, therapies or interventions including but not limited to the development of drugs, biologics, and medical devices (whether FDA regulated or not); research involving invasive procedures or specimen collection.
- ☐ Social and Behavioral Research: Research that deals with human attitudes, beliefs, and behaviors often characterized by data collection methods such as questionnaires, interviews, focus groups, direct or participant observation, and non-invasive physical measurements. May also include qualitative data collection.
- ☐ Administration Supporting Research: Staff who perform administrative functions to support research but are not part of the investigative team and have no contact with subjects. Examples include Research Administration, Core and Center administrative staff.

Next

10. Click the “Finalize registration” link to proceed to complete the registration process.

CITI - Learner Registration


Welcome to the CITI Program. Your registration with Children's Hospital of Philadelphia is complete.

Finalize Registration

11. You have successfully completed your registration! Click the “View Courses” button to begin the training.

*For questions or further assistance please contact The Office of Research Compliance (ORC)
by calling 267-425-2447 or by emailing HRPPTraining@email.chop.edu.*

CITI Human Research Protection Program (HRPP) Basic Course Instructions

 **Your registration has been completed successfully.**

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](#).

Children's Hospital of Philadelphia

View Courses

Would you like to affiliate with another Institution?

Add An Affiliation

12. In the “Courses Ready to Begin” section, click the “Start Now” button to begin the training.

Show Courses for: Children's Hospital of Philadelphia ▼

Institution List

Children's Hospital of Philadelphia

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin

[Learner Tools](#)

Children's Hospital of Philadelphia
Biomedical Research
Stage 1 - Basic Course

0 / 13 modules completed

Start Now

For questions or further assistance please contact The Office of Research Compliance (ORC) by calling 267-425-2447 or by emailing HRPPTraining@email.chop.edu.

CITI Human Research Protection Program (HRPP) Basic Course Instructions

13. Prior to beginning the modules, you will need to complete the “Integrity Assurance Statement”.

Children's Hospital of Philadelphia

INSTRUCTIONS

- Complete all 13 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

PROGRESS

0 / 13
modules
complete

SCORE

0%

You have unfinished required or elective modules remaining.

Complete the Integrity Assurance Statement before beginning the course.

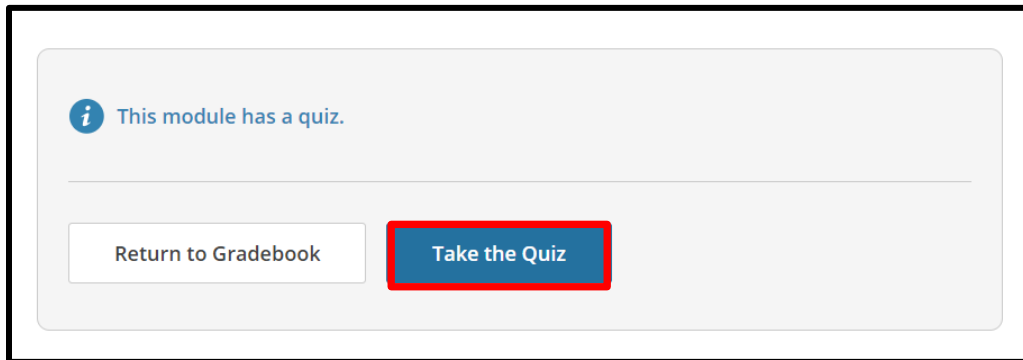
14. After reading through and agreeing to the Integrity Assurance Statement, the modules within the course will become available one by one (denoted by a blue “start” button) for completion.

Required Modules			
Complete all 13 required modules.			
Modules	Completed	Score	
Belmont Report and Its Principles (ID 1127)	Incomplete	-	Start
Avoiding Group Harms - U.S. Research Perspectives (ID 14080)	Incomplete	-	Start
CITI institutional BASIC module Nov2010 (ID 14339)	Incomplete	-	Start

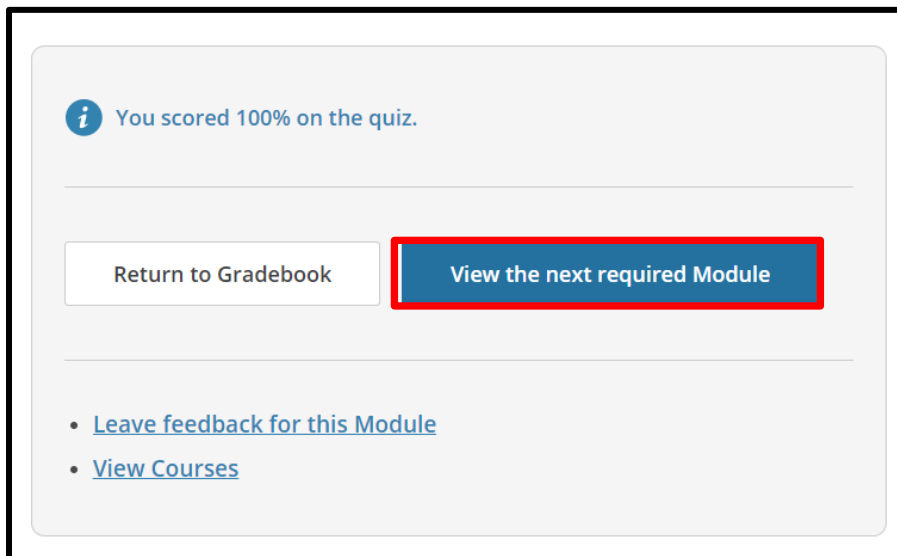
For questions or further assistance please contact The Office of Research Compliance (ORC) by calling 267-425-2447 or by emailing HRPPTraining@email.chop.edu.

CITI Human Research Protection Program (HRPP) Basic Course Instructions

15. Read each module and complete the associated quiz.



16. After completing the quiz, use the navigation links at the very bottom of the “Quiz Results” page to move to the next module, return to gradebook, or view courses, or view the module again and re-take the quiz.



17. To print your certificate, under “Institutional Courses”, click the “View Courses” button.

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by calling 267-425-2447 or by emailing HRPPTraining@email.chop.edu.*

CITI Human Research Protection Program (HRPP) Basic Course Instructions

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](#).

Children's Hospital of Philadelphia

[View Courses](#)

18. In the “Completed Courses” section, click the “Records” link.

Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

19. Scroll through your list of completed courses, and click the “View-Print-Share” link for the course you wish to have a certificate or transcript for.

Human Subjects Research Protections - Administration Supporting Research (ID 4801)

Stage	Basic Course
Record ID	25487122
Passing Score	80%
Your Score	89%
Start Date	07-Dec-2017
Completion Date	07-Dec-2017
Expiration Date	06-Dec-2020
Gradebook	View
Completion Record	View-Print-Share

For questions or further assistance please contact The Office of Research Compliance (ORC) by calling 267-425-2447 or by emailing HRPPTraining@email.chop.edu.

CITI Human Research Protection Program (HRPP) Basic Course Instructions

20. Click the appropriate link to View / Print or Copy Link for your course completion report or completion certificate.

Children's Hospital of Philadelphia

ID 756

Administration Supporting Research

Name	Stage	Completion Date	Expiration Date	Record ID
Milara Joseph	1 - Basic Course	07-Dec-2017	06-Dec-2020	25487122

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

View / Print

Copy Link ↗

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

View / Print

Copy Link ↗

SUPPORT

888.529.5929

8:30 a.m. – 7:30 p.m. ET

LEGAL

[Accessibility](#)

[Copyright](#)



For questions or further assistance please contact The Office of Research Compliance (ORC)
by calling 267-425-2447 or by emailing HRPPTraining@email.chop.edu.