<div align="center">

CITI - Collaborative Institutional Training Initiative
Registration Instructions for New Users

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➢ Providence Health Care IRB-Spokane contracts with the University of Miami for this service. The website belongs to and is maintained by the University of Miami. Screens may change without our knowledge.

➢ Courses do not need to be completed in one session. You will need your username and password to re-enter the system. This information should be kept securely; the IRB does not have access to the information. If forgotten, there are links on the CITI website to request. Remember to print the Certificate of Completion when you have completed/passed each course.

➢ If in doubt about which Group(s) are required please contact the IRB. Groups are determined based on research study, failure to complete appropriate courses may require additional training.

Directions --
1st screen –
- Select "Register" upper right corner

CITI Learner Registration (steps 1-7)
- Step 1 – Select Your Organization Affiliation
  - Type Providence IRB-Spokane in box
- Step 2 – Complete as instructed - highly recommended that you provided secondary e-mail address – CITI sends reminders when refresher courses are due, if your e-mail address changes you will not receive. IRB does not send reminders.
- Step 3 to 6 – Complete as instructed
- Step 7 – Select Curriculum -- Answer to these questions will set the courses that you will be completing
  - Question 1-
    - <u>Investigators and other key research personnel</u> -
      - Select Group 1, Group 2, Group 3 or "I already have a CITI certificate on file with IRB-Spokane" as appropriate.
    - <u>IRB members</u> -
      - Select Group 4
  - Question 2 – If completing a refresher course choose the appropriate course(s) from the list, or indicate that you have not yet completed the basic course. Your choice should match the group chosen in Question 1.
  - Question 3 –
    - <u>Investigators and other key research personnel</u> – **Required** if have not previously conducted research – or - as required by IRB or other research administration entity. Also available as optional modules to all.
      - Select Biomedical or Data Collection Only (should be same as Group 1 or 3 chosen above).
    - <u>IRB members</u> –
      - select IRB members
    - If above does not pertain to you, modules are optional, if not taking select No

- Click – Finalize Registration
- Select Providence IRB-Spokane Courses

Click course you want to start with under "Course". Modules in each Course must be completed in order and you must achieve a passing score of 80% for each test in order to receive credit for completion. Tests may be re-taken if necessary.