

CITI training course – Registration tips

All Collaborators at UTSPH must complete the CITI training course before working on a project. Access the CITI training course at: <https://www.citiprogram.org/default.asp>

1. Under “**Create an Account**,” click on “**Register**.”
2. Select “**University of Texas Health Science Center at Houston**” as your institution.
3. “Employee ID number” is *not* necessary (where asked for this number, please use any number).
4. Complete ONE of the basic courses in Protection of Human Subjects: Choose either **Group 1: Biomedical Researcher and Key Personnel**, or **Group 2: Social and Behavioral Researchers and Key Personnel**, Basic course.
5. When you have completed the training, you may print or save your certificate of completion. Certificates may be accessed at any time by logging back in to CITI.
6. Collaborators who have already completed CITI training through another institution should log in to CITI and then add another affiliation with **University of Texas Health Science Center at Houston**. The CITI program will display which modules have already been completed, and which additional CITI modules may be needed for the UT training certificate.
7. Certificates are valid for three years, and can be renewed by taking a Refresher course through CITI.