

Research Educational Training Guide

Research Educational Training Questions

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ROLE and DEFINITIONS

Please review the researcher's role to determine the educational requirements.

External researchers and staff: An external investigator or research staff (not employed by Geisinger or a Geisinger affiliate) working with a Geisinger Principal Investigator assisting with the conducting or reporting of research.

Investigator: The Principal Investigator or program director and any other Senior/Key Personnel, regardless of title or position, who is responsible for the design, conduct, or reporting of research (which may include, for example, collaborators and consultants), regardless of research funding source.

Interns (Paid or Unpaid): Individuals who volunteer for the purposes of education or professional interest as part of a formal or informal educational program.

Students: A student (paid or unpaid) who is learning about research under the supervision of a Principal Investigator, while still attending graduate or undergraduate studies at a university.

Volunteer staff: Individuals who volunteer or donate their time or services to a Principal Investigator, usually on a part-time basis, without contemplation of pay.

Research: Any systematic investigation designed to develop or contribute to generalizable knowledge, including all basic, applied and demonstration Research in all fields of knowledge: (a) conducted pursuant to an agreement between Geisinger and a third party; (b) supported by funding that is administered through Geisinger (e.g., through the Office of Sponsored Program, Research Executive Committee, center, institute or department); or (c) requiring review by a Geisinger regulatory body (e.g., the Institutional Review Board).

Who must complete research educational training?

All researchers and their staff, including GCSOM students, "other" students, volunteers, and interns, who are included on an IRB application, research grant or contract submission, except for Participating Clinicians and Administrative Assistants.

When must research educational training be completed?

CITI's research educational training must be completed for all research personnel **PRIOR** to:

- Submitting a new study application or amendment to the IRB
- Adding new investigators and/or study staff to a research study or grant application
- Submitting a research grant application
- Processing of a research grant award notice
- Executing a research sponsored contract

The research educational training must be current. CITI Program training expires three (3) years after the completion date.

What research educational training is required/accepted?

Effective 1/3/17 acceptable research training from the Collaborative Institutional Training Initiative (CITI) (<http://about.citiprogram.org/en/homepage/>) is required for all Geisinger researchers and research staff. One training option has been developed for human subject researchers and staff. All researchers and staff must first complete a basic training course prior to completion of the refresher course. Courses are valid for three (3) years after the completion date. The available training courses include:

Human Subject & Data Only Researchers & Staff, IRB Members & Staff – Required for researchers and staff conducting human subject research – Modules include:

- CITI Good Clinical Practice Course
- Human Subjects & Data Only Researchers & Staff, IRB Members & Staff
- RCR for Researchers, Research Staff, and Administrators

Please verify that the CITI courses are the correct modules for Geisinger Research.

Is previous CITI research training from another site acceptable?

No, if you are a Geisinger employee or student, intern or volunteer conducting research at Geisinger, you must add “Geisinger” as an affiliate institution in CITI Program.

Please Note--When you affiliate with Geisinger, CITI Program identifies any shared courses between institutions based upon each module’s unique ID number. Geisinger accepts any matching courses or modules that are not expired. Geisinger CITI Program courses are valid for three (3) years after the completion date. Courses that do not match must be completed.

What training is required for external investigators and research staff?

External, non-Geisinger collaborators, investigators and other study personnel can only be included as key study personnel (KSP) on GIRB’s iRIS study applications when Geisinger has entered into a formal IRB reliance arrangement with an external institution for non-exempt human subjects’ research and is serving as the IRB of record for the non-Geisinger institution. The key personnel are required to complete Geisinger’s CITI Program courses if the external institution entering into a reliance arrangement with Geisinger does not provide CITI Program training for their research personnel.

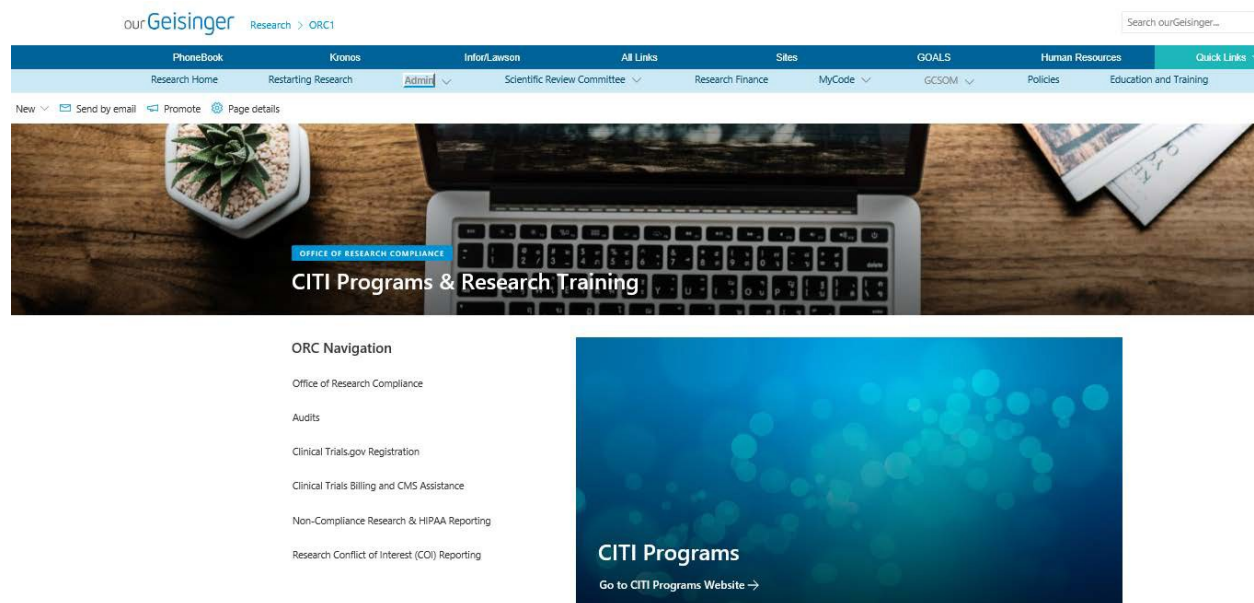
Please Note--Students, volunteers, and interns conducting research at Geisinger are required to follow Geisinger’s Research Education and Training Policy (located on Policy Manager under Research ORC) and training requirements listed under the policy. The Non-Geisinger Individuals as Key Study Personnel on IRB Study Applications policy is located on Policy under Research IRB.

How do I access the required CITI Program web site?

CITI Program can be accessed by two different ways: <https://about.citiprogram.org/en/homepage/> will bring the user to the CITI Program web page which would look similar to this example



or Geisinger user can access CITI Program by using the ORC SharePoint CITI page by <https://geisinger.sharepoint.com/sites/ResearchAdmin/SitePages/ORC1.aspx> and clicking on the blue CITI Program box to access the CITI Program web page.



How do I update the information or my name in my CITI Program profile?

After logging into your CITI Program profile, **click** on the drop-down menu arrow next to your name at the top right corner of the screen and select "Profiles". This will enable you to update any of profile information except for your username.



Then, **click** "Edit Profile" under Member Profile.



Member Profile

Your member profile for the CITI Program includes additional fields and preferences not shown here. For more information, please [view or edit](#) your member profile.

Member ID	10009
Username	citiadmin9
Password
First Name	Demo
Last Name	Tester

[Edit Profile](#)

This page will present a history of your past name changes (if any) and email address changes (if any), which you should review for accuracy. If any errors are noted, please report it to support@citiprogram.org.

Your changed name in this profile will be immediately presented on system displays, as well as on Completion Reports and Completion Certificates that are generated after the change is made.

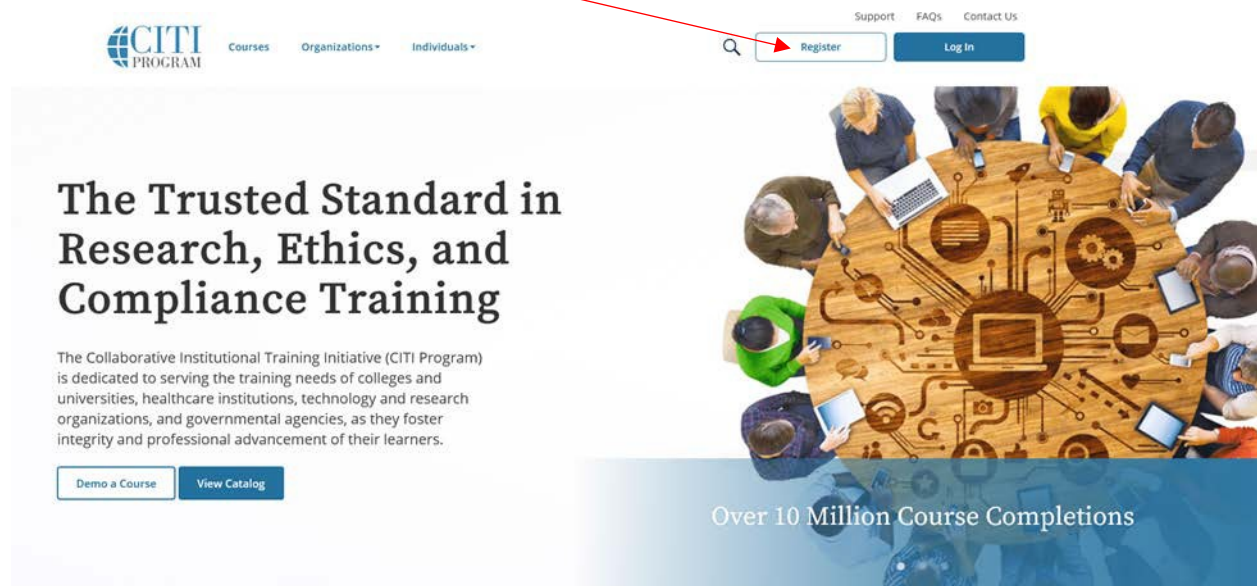
Please note that CITI Program tracks and logs every name change and will report any name changes that appear to indicate a misrepresentation of identity to the organization(s) sponsoring the account.

Logging into CITI Program as a new user with Geisinger Single Sign On (SSO).

Please Note—Single Sign On (SSO) is available **and the required access for users who have a Geisinger email address or Geisinger School of Medicine email address** and allows the users to access CITI Program using their Geisinger password.

Access CITI Program homepage by <https://www.citiprogram.org>.

Click on “Register”



The screenshot shows the CITI Program homepage. At the top left is the CITI PROGRAM logo. To its right are navigation links for Courses, Organizations, and Individuals. Further right are links for Support, FAQs, and Contact Us. Below these is a search bar and two buttons: Register and Log In. A red arrow points from the text 'Click on "Register"' to the Register button. The main content area features the heading 'The Trusted Standard in Research, Ethics, and Compliance Training' and a paragraph describing the program's mission. Below the text are two buttons: Demo a Course and View Catalog. On the right side, there is a large image of a group of people sitting around a table with various icons representing research, ethics, and compliance. At the bottom of this image, it says 'Over 10 Million Course Completions'.

The registration screen will look similar to the screen below.

The screenshot displays the CITI Program registration interface. At the top center is the CITI PROGRAM logo, and at the top right is a language dropdown menu set to 'English'. Below the logo are three navigation links: 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER' (which is underlined). The main content area is titled 'CITI - Learner Registration' and features a progress bar with steps 1 through 7, where step 1 is highlighted. Below the progress bar is a section titled 'Select Your Organization Affiliation'. This section contains a text box for entering an organization name, followed by a list of choices. Below this section is an 'or' separator. The next section is titled 'Independent Learner Registration' and contains a paragraph of text explaining the option for self-paying learners, along with a checkbox for agreeing to the Terms of Service and Privacy Policy.

English ▾

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

_____ or _____

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

[Need Help? Support Center](#)

Under “Select Your Organization Affiliation”, type “Geisinger (SSO)”

The screenshot shows the CITI PROGRAM registration interface. At the top, there is a logo for CITI PROGRAM and a language dropdown menu set to English. Below the logo are three navigation links: LOG IN, LOG IN THROUGH MY INSTITUTION, and REGISTER (which is underlined). The main content area is titled "CITI - Learner Registration" and shows a progress bar with steps 1 through 7, where step 1 is highlighted. The current step is "Select Your Organization Affiliation". Below this heading, there is explanatory text: "This option is for persons affiliated with a CITI Program subscriber organization. To find your organization, enter its name in the box below, then pick from the list of choices provided." A search input field contains the text "Geisinger (SSO)", which is circled in red. Below the search field, there is a note: "Geisinger allows the use of a CITI Program username/password or Single Sign On (SSO) for access. Single Sign On (SSO) requires a username and password issued by Geisinger." At the bottom of this section, there is a checkbox labeled "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials." Below this section, there is an "or" separator. The next section is titled "Independent Learner Registration" and contains text explaining that this option is for those paying for courses and not affiliated with a subscriber organization. It also includes a checkbox for agreeing to the Terms of Service and Privacy Policy.

Click both boxes “I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials” and “I affirm that I am an affiliate of Geisinger”.

Next click “Continue to SSO Login/Instruction”.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided.

Geisinger (SSO)

Geisinger allows the use of a CITI Program username/password or Single Sign On (SSO) for access.

Single Sign On (SSO) requires a username and password issued by Geisinger.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Geisinger.

Continue To Create Your CITI Program Username/Password

Continue To SSO Login / Instructions

or

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

Need Help? [Support Center](#)

Click “Log In Through My Institution”.

English

CITI PROGRAM

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

Associate your SSO account with a CITI Program account

Please choose an option:

I already have a CITI Program account.

I don't have a CITI Program account and I need to create one.

Need Help? [Support Center](#)

Click “I don’t have a CITI Program account and I need to create an account” **select** “Create a New CITI Program Account”.



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

Associate your SSO account with a CITI Program account

Please choose an option:

- I already have a CITI Program account.
- I don't have a CITI Program account and I need to create one.

Create a new CITI Program account

By clicking the button below, you will create a new CITI Program account.

[Create A New CITI Program Account](#)

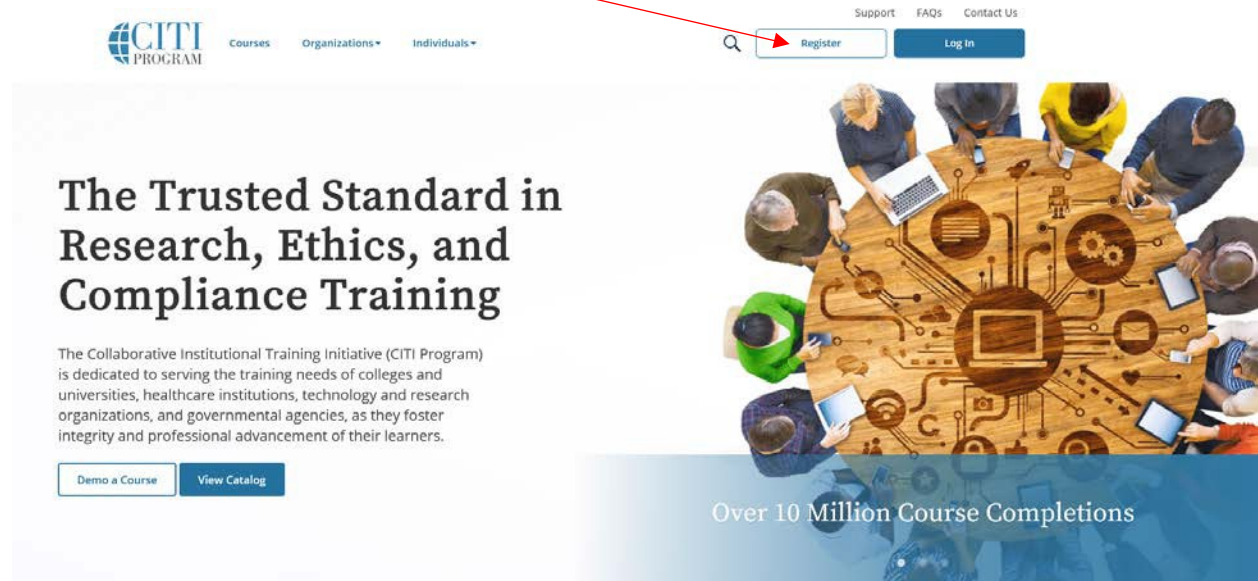
[Need Help? Support Center](#)

Logging into CITI Program as a new CITI Program external user with Geisinger.

This set of instructions is for users who do not have a Geisinger email address or a Geisinger School of Medicine email address.

Access CITI Program homepage by <https://www.citiprogram.org>.

Click on “Register”



The screenshot shows the CITI Program homepage. At the top left is the CITI PROGRAM logo. To its right are navigation links: Courses, Organizations, and Individuals. Further right are links for Support, FAQs, and Contact Us. Below these is a search bar and two buttons: Register and Log In. A red arrow points from the text 'Click on “Register”' to the Register button. The main content area features the heading 'The Trusted Standard in Research, Ethics, and Compliance Training' and a paragraph describing the program's mission. Below the paragraph are two buttons: Demo a Course and View Catalog. On the right side, there is a large image of people around a table with various icons, and a blue banner at the bottom right that says 'Over 10 Million Course Completions'.

Under “Select Your Organization Affiliation”, in the white box **type** “Geisinger”.

Click both boxes “I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials” and “I affirm that I am an affiliate of Geisinger”.

Next **click** “Continue to Create Your CITI Program Username/Password”.

The screenshot shows the CITI PROGRAM registration interface. At the top, there is a logo for CITI PROGRAM and a language dropdown menu set to English. Below the logo are three navigation links: LOG IN, LOG IN THROUGH MY INSTITUTION, and REGISTER (which is underlined). The main content area is titled 'CITI - Learner Registration' and shows a progress bar with steps 1 through 7, where step 1 is highlighted. The current step is 'Select Your Organization Affiliation'. The text explains that this option is for persons affiliated with a CITI Program subscriber organization and provides instructions to enter the organization name in a search box. The search box contains the text 'Geisinger'. Below the search box, it states that Geisinger allows the use of a CITI Program username/password or Single Sign On (SSO) for access, and that SSO requires a username and password issued by Geisinger. There are two checkboxes: one for agreeing to the Terms of Service and Privacy Policy, and another for affirming affiliation with Geisinger. Both are checked. At the bottom of this section are two buttons: 'Continue To Create Your CITI Program Username/Password' and 'Continue To SSO Login / Instructions', separated by the word 'or'. Below this section is a separator line with the word 'or' in the center. The next section is 'Independent Learner Registration', which explains that this option is for persons not affiliated with a CITI Program subscriber organization or who require content that their organization does not provide. It mentions that fees apply and that credit card payment with American Express, Discover, MasterCard or Visa is required, while checks are not accepted.

Please fill-out the required fields and continue through the registration process. Please enter an email address that matches your home institution or school and must be consistent with the iRIS user account e-mail.



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration - Geisinger

Steps: 1 **2** 3 4 5 6 7

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](#)

On the final page of the registration **check** the circle for “Yes, I conduct or administer research with human subjects or data”.

Select Curriculum

Geisinger

Question 1

Do you conduct research in any of the following settings?

This question is required. Choose all that apply.

Yes, I conduct or administer research with human subjects or data.

Start Over

Next

A message will appear stating the registration process is complete. **Click** on “Finalize Registration”.

The screenshot shows the CITI Program registration completion page. At the top center is the CITI PROGRAM logo. To the right of the logo is a language dropdown menu set to "English". Below the logo are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER" (which is underlined). A blue banner at the top of the message box reads "CITI - Learner Registration". Below the banner, a grey message box contains the text: "Welcome to the CITI Program. Your registration with Geisinger is complete." Below the message box is a blue button labeled "Finalize Registration", which is circled in red. At the bottom center of the page, there is a link that says "Need Help? Support Center".

Users will have a similar screen with their name listed along with the Institutional Courses under “Geisinger”.

The screenshot shows the CITI PROGRAM user interface. At the top left is the CITI PROGRAM logo. A navigation menu includes 'Courses', 'Records', 'CEUs', 'Support', and 'Admin'. A search bar contains the name 'Brenda Cook' and an ID field. A language dropdown is set to 'English'. A blue banner displays a welcome message: 'Welcome, Brenda', with links for 'Add Institutional Affiliation' and 'Register as Independent Learner'. On the right of the banner, two circular statistics are shown: '11 Courses Completed' and '1 Year of Membership'. Below the banner, the 'Institutional Courses' section is titled and includes a paragraph explaining that courses are available to learners with institutional affiliations, with links to 'add an affiliation' and 'remove an affiliation'. Under the 'Geisinger' affiliation, there is a 'View Courses' button. Below that, a question 'Would you like to affiliate with another Institution?' is followed by an 'Add An Affiliation' button. The 'Independent Learner' section is titled and includes a paragraph explaining the registration process for independent learners, with a 'Register as an Independent Learner' button.

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Affiliating CITI Program courses completed at another institution with Geisinger.

Is previous CITI research training from another site acceptable?

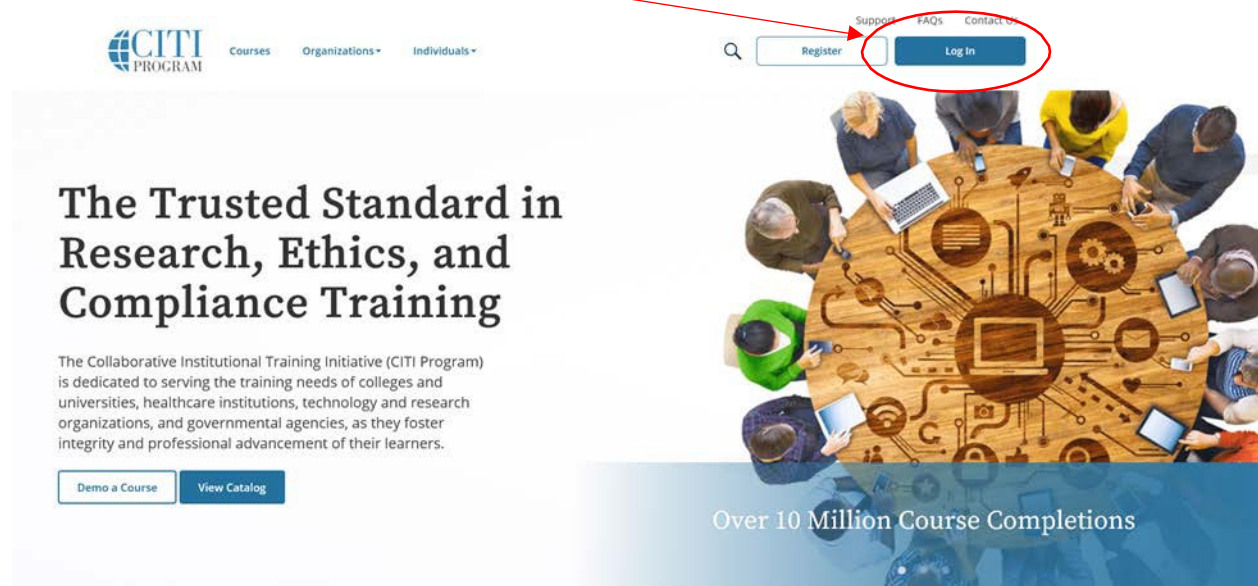
No, if you are a Geisinger employee or student, intern or volunteer conducting research at Geisinger, you must add “Geisinger” as an affiliation in CITI Program.

Please Note--When you affiliate with Geisinger, CITI Program identifies any shared courses between institutions based upon each module’s unique ID number. Geisinger accepts any matching courses that are not expired. Geisinger CITI Courses are valid for three (3) years after the completion date of the Basic Course or first refresher course. Courses that do not match must be completed.

How to affiliate with Geisinger in CITI Program.

Access CITI Program homepage by <https://www.citiprogram.org>.

Click on “Log In”.



The screenshot shows the CITI Program website homepage. At the top left is the CITI PROGRAM logo. To its right are navigation links for Courses, Organizations, and Individuals. Further right are links for Support, FAQs, and Contact Us. Below these is a search bar and two buttons: Register and Log In. The Log In button is circled in red, and a red arrow points from the text 'Click on “Log In”.' to it. The main content area features the heading 'The Trusted Standard in Research, Ethics, and Compliance Training' and a sub-heading 'The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.' Below this are two buttons: Demo a Course and View Catalog. On the right side, there is a large image of a group of people sitting around a round table with various icons on it, and a blue banner at the bottom that says 'Over 10 Million Course Completions'.

On your home page, there are two links with “add an affiliation”.

Click on “add an affiliation”.

The screenshot shows the CITI PROGRAM website interface. At the top left is the CITI PROGRAM logo. To its right are navigation links: Courses, Records, CEUs, Support, and Admin. Further right is a search icon and a user profile dropdown menu showing the name "Brenda Cook" and a partially visible ID. Below the navigation is a blue banner with the text "Welcome, Brenda" and two sub-links: "Add Institutional Affiliation" and "Register as Independent Learner". To the right of the banner are two circular statistics: "11 Courses Completed" and "1 Year of Membership".

The "Institutional Courses" section contains the following text: "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](#)." Below this text is a blue input field and a "View Courses" button. A question "Would you like to affiliate with another Institution?" is followed by an "Add An Affiliation" button, which is circled in red.

The "Independent Learner" section contains the text: "Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner." Below this text is a "Register as an Independent Learner" button.

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Type "Geisinger" into the box. Check the box next to "I AGREE to the Terms of Service for accessing CITI Program materials" and "I affirm that I am an affiliate of Geisinger" and select continue.

The screenshot shows the CITI Program website interface. At the top left is the CITI PROGRAM logo. To its right are navigation links: Courses, Records, CEUs, Support, and Admin. Further right is a search icon and a user profile dropdown menu showing 'English' and 'Brenda Cook ID [redacted]'. Below this is a blue banner with the text 'Affiliate with an Institution'. Underneath the banner is a breadcrumb trail: Home > Profiles > Affiliate with an Institution. The main content area contains a text input field with 'Geisinger' entered. Below the input field is a paragraph: 'To find your organization, enter its name in the box below, then pick from the list of choices provided.' followed by an information icon. Below this are two checked checkboxes: 'I AGREE to the Terms of Service for accessing CITI Program materials.' and 'I affirm that I am an affiliate of Geisinger.' followed by an information icon. At the bottom of this section is a blue 'Continue' button.

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Check the circle for “Yes, I conduct or administer research with human subjects or data”.

Select Curriculum

Geisinger

Question 1

Do you conduct research in any of the following settings?

This question is required. Choose all that apply.

Yes, I conduct or administer research with human subjects or data.

Start Over

Next

Your welcome screen will list multiple institutions. **Click** “View Courses” next to Geisinger.

English

CITI PROGRAM

[Courses](#) [Records](#) [CEUs](#) [Support](#) [Admin](#)

Brenda Cook ID

Welcome, Brenda

[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

11 Courses Completed

1 Year of Membership

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](#).

View Courses

Geisinger [View Courses](#)

Would you like to affiliate with another Institution? [Add An Affiliation](#)

Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

[Register as an Independent Learner](#)

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A blue box with “Institution List” will appear. If not already selected, **select** “Geisinger” from the drop-down menu to view Geisinger course information.

Please Note--When you affiliate with Geisinger, CITI Program identifies any shared courses between institutions based upon each module’s unique ID number. Geisinger accepts any matching courses that are not expired. Geisinger CITI Courses are valid for three (3) years after the completion date. Courses that do not match must be completed.

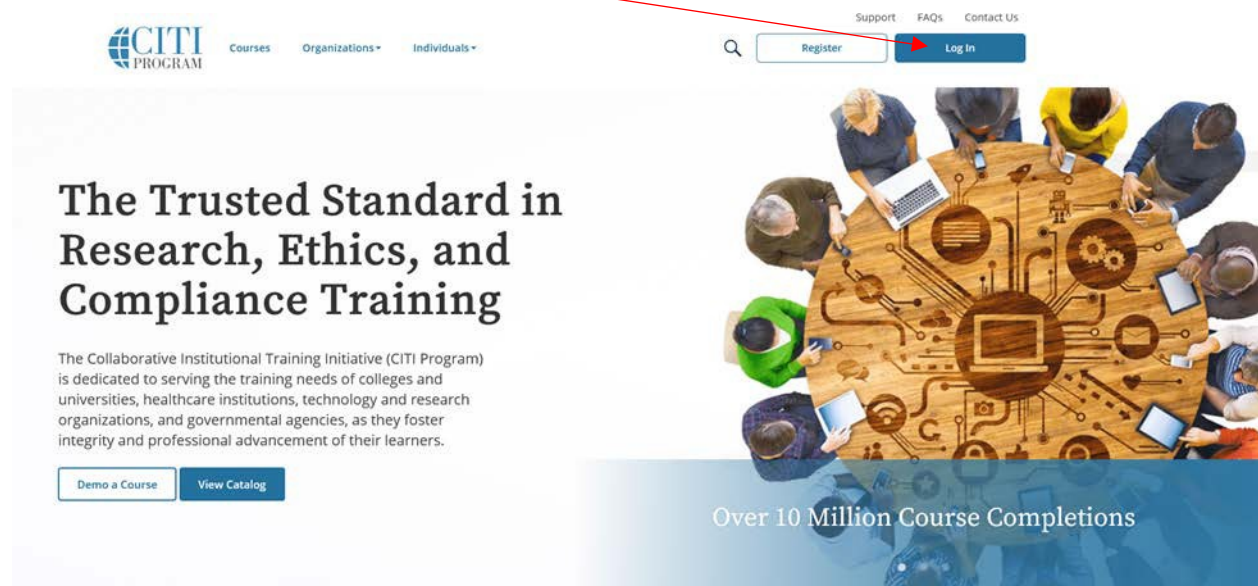
The screenshot shows the CITI Program user interface. At the top left is the CITI PROGRAM logo. Navigation links include Courses, Records, CEUs, Support, and Admin. A search bar contains the name "Brenda Cook" and "ID". A language dropdown is set to "English". A blue banner displays a welcome message for "Brenda" and statistics: 11 Courses Completed and 1 Year of Membership. Below the banner, a filter section shows "Show Courses for:" with a dropdown menu set to "Geisinger" (highlighted by a red box) and an "Institution List" button. The main content area is titled "Geisinger" and lists three categories: "Active Courses", "Courses Ready to Begin", and "Completed Courses". Each category has a "Learner Tools" link and a message stating "You have no [category] for this Institution." A search bar at the bottom of the "Completed Courses" section contains the text "Geisinger".

Single Sign On (SSO) instructions for Geisinger users.

Single Sign On (SSO) is available and **the required access for users who have a Geisinger email address or Geisinger School of Medicine email address** and allows the users to access CITI Program using their Geisinger password.

Access CITI Program homepage by <https://www.citiprogram.org>.

Click on “Log In”.

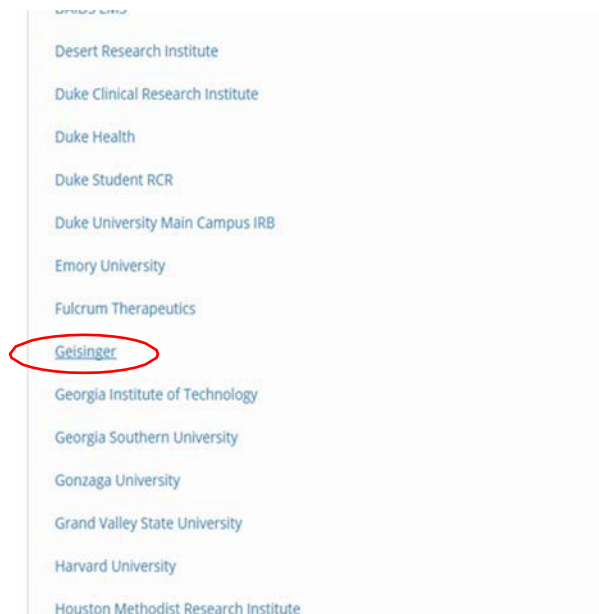


The screenshot shows the CITI Program homepage. At the top left is the CITI PROGRAM logo. To its right are navigation links for Courses, Organizations, and Individuals. Further right are links for Support, FAQs, and Contact Us. Below these is a search bar and two buttons: Register and Log In. A red arrow points from the text 'Click on “Log In”.' to the Log In button. The main content area features the heading 'The Trusted Standard in Research, Ethics, and Compliance Training' and a paragraph describing the program's mission. Below the text are two buttons: Demo a Course and View Catalog. On the right side, there is a large image of a group of people around a table with various icons, and a blue banner at the bottom right that reads 'Over 10 Million Course Completions'.


Select “Log In Through My Institution”.



The list of institutions will look similar. **Scroll** through the institutions and **select** “Geisinger”.



Your CITI Program information will appear.



[Courses](#) [Records](#) [CEUs](#) [Support](#) [Admin](#)

English

Brenda Cook
ID [redacted]

Welcome,
Brenda

[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

11 Courses Completed

1 Year of Membership

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](#).

Geisinger

[View Courses](#)

Would you like to affiliate with another Institution?

[Add An Affiliation](#)

Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

[Register as an Independent Learner](#)

SUPPORT

888.529.5929

8:30 a.m. - 7:30 p.m. ET

Monday - Friday

[Contact Us](#)

LEGAL

[Accessibility](#)

[Copyright](#)

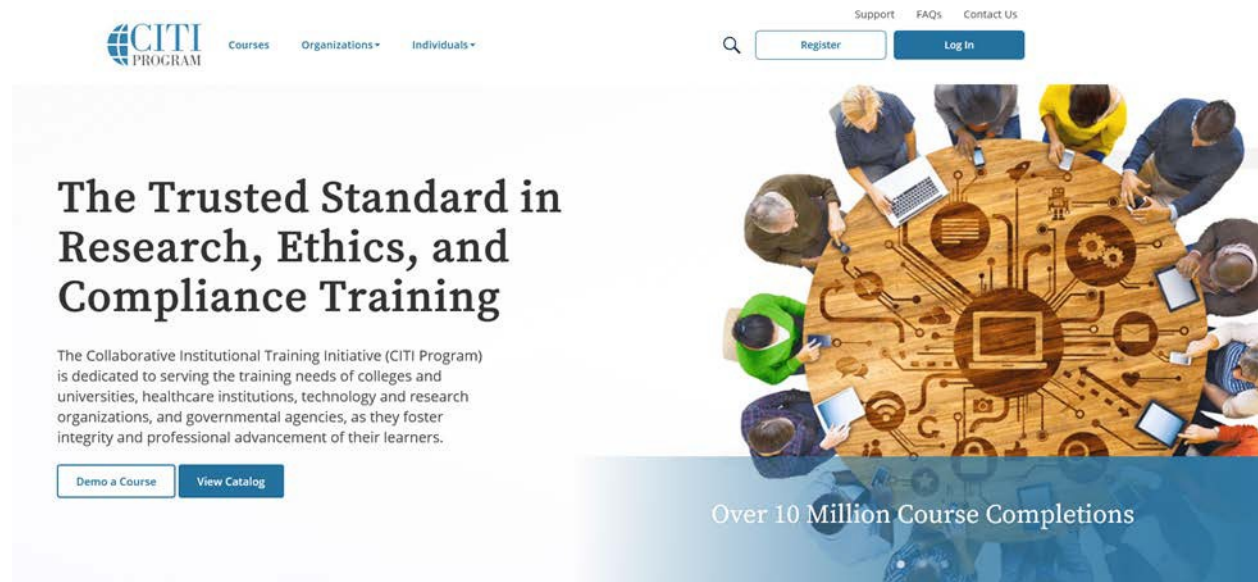
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[Terms of Service](#)



Directions to add courses in CITI Program.

Access CITI Program homepage by <https://www.citiprogram.org> and log into your account.



The screenshot shows the CITI Program homepage. At the top left is the CITI PROGRAM logo. To its right are navigation links for "Courses", "Organizations", and "Individuals". On the top right, there are links for "Support", "FAQs", and "Contact Us", along with a search icon, a "Register" button, and a "Log In" button. The main content area features a large heading: "The Trusted Standard in Research, Ethics, and Compliance Training". Below this heading is a paragraph: "The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners." Underneath the paragraph are two buttons: "Demo a Course" and "View Catalog". To the right of the text is a large image of a group of people sitting around a circular wooden table, with various icons representing research, ethics, and technology overlaid on the table. Below this image is a blue banner with the text "Over 10 Million Course Completions".

Your home page will appear. **Select** “View Course” across from Geisinger.

CITI PROGRAM | [Courses](#) | [Records](#) | [CEUs](#) | [Support](#) | [Admin](#) | English | |

Welcome, Brenda
[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

11 Courses Completed | 1 Year of Membership

Institutional Courses

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The next page will list course that are either completed or available to complete Geisinger. At the bottom of the page, there will be a box. **Select** “Add a Course”.

Learner Tools for Geisinger

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

Check the box to add the human subjects or date course module.

Select Curriculum

Geisinger

Question 1

Do you conduct research in any of the following settings?

This question is required. Choose all that apply.

Yes, I conduct or administer research with human subjects or data.

Start Over

Next

Are you able to get Continuing Education credits for CITI Program courses?

Professionals seeking credit for CITI Program courses have the option to select Continuing Education credits at their own expense.

The screenshot shows the CITI Program registration interface. At the top, there is the CITI PROGRAM logo and a language dropdown menu set to 'English'. Below the logo are three navigation links: 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER'. The main content area is titled 'CITI - Learner Registration - Gessinger' and shows a progress bar with steps 1 through 7, where step 4 is currently selected. A red asterisk indicates a required field. The main question is: '* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?'. Below this, there is explanatory text: '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 credit/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA/PBA 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.' There are two radio button options: 'Yes' and 'No'. The 'Yes' option includes text: '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.' The 'No' option includes text: '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.' Below the radio buttons is a section titled 'If you picked "YES", please check below the one type of credit you would like to earn' with five radio button options: 'MDs, DOs, PA's - AMA/PBA Category 1 Credits TM', 'Psychologists - APA Credits', 'Nurses - ANCC CME', 'Other Participants - Certificates of Participation', and 'Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling'. Below this are two more questions, each with radio button options: '* Can CITI Program contact you at a later date regarding participation in research surveys?' and '* Can CITI Program contact you at a later date with marketing information?'. At the bottom of the form is a blue button labeled 'Continue To Step 4'.

Institutional email address-In order to ensure that CITI Program training downloads into iRIS, users with Geisinger email addresses and Geisinger School of Medicine email address **MUST** use this email in the institutional email position on your CITI Program account. The email address is a matching component between the two systems (CITI Program and iRIS). An automatic download of CITI Program course completion occurs daily into iRIS. Completions with matching email address load automatically into iRIS. All other completions are reviewed by the IRB staff before the training is uploaded.

Are Geisinger CITI Program administrators able to provide training information from other institutions? No, Geisinger CITI Program administration only have access to training certificates for individuals who are affiliated with Geisinger in CITI Program.

Am I able to access CITI Program from a mobile device? Yes, you can access CITI Program through a mobile device.

I am leaving my position. Can I still access my CITI Program completions? Yes, your CITI Program account can be affiliated with other institutions that use CITI Program training for research.

My courses did not all affiliate with Geisinger's CITI Program course modules. Why? *The other institution had different CITI Program requirements than Geisinger.* Each institution selects which course modules are required within their CITI Program training modules pending the scope of the research conducted at their facilities. Any courses not matching need to be completed for training to be valid under Geisinger.

The courses could be expired. If the CITI Program courses are expired, the completions are no longer valid. Geisinger CITI Program courses are valid for three years after the completion date.

What happens to my account when my courses expire, and I am no longer doing research? Each month, expired research training is reviewed by the ORC staff. Any person with expired research training and is no longer listed on research has their CITI Program account unaffiliated with Geisinger. If the person is listed on a research study later, they must reaffiliate their CITI Program account with Geisinger and complete the expired courses. *If you are listed on an active*

research study, the PI/study team must submit a KSP form to remove you from the research study.

Why doesn't my name and email change happen automatically from Geisinger to CITI Program? Geisinger administrators cannot access the demographic information field for individuals affiliated with Geisinger. Any name or email updates need to be changed by the account holder.

Contact the Office of Research Compliance at Geisinger with any questions by emailing orc@geisinger.edu or: Phone: 570-214-1635

Office of Research Compliance Staff (ORC):

- Laura Alexander, Research Compliance Analyst (lalexander2@geisinger.edu)
- Brenda Cook, Research Compliance Analyst (bcook@geisinger.edu)
- Mallory Reed, Research Compliance Analyst (mreed16@geisinger.edu)
- Christine Gleave, Manager (cmgleave1@geisinger.edu)