



Los Angeles County Department of Public Health Institutional Review Board (IRB)  
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## CITI Human Subjects Protection Training FAQs

### ***What is CITI Human Subjects Protection training?***

The [Collaborative Institutional Training Initiative Program](#) (CITI), a program of the Biomedical Research Alliance of New York (BRANY), provides the training needed to ensure that all investigators and research study personnel who collect, access and analyze data, meet the minimum Federal standards to protect the privacy of patients and protected health information as set forth by the 1996 Health Insurance Portability and Accountability Act (HIPAA) that regulates the use/disclosure of an individual's health information.

### ***Do I need to take CITI Human Subjects Protection training?***

Investigators and study personnel doing research involving human subjects must take CITI training before receiving IRB approval, and become re-certified at minimum every three years. Alternatively, investigators and study personnel can attend the in-person training offered by the IRB (see upcoming training dates on our [website](#)) or comparable other human subjects and health information privacy training, e.g., NIH, NIMH, UCLA, USC and attach a copy of the certificate to the application.

### ***How do I register for CITI Human Subjects Protection training?***

Investigators and key personnel (anyone who analyzes identifiable data, collects, accesses or de-identifies data) can access CITI training by going to their website at: <https://citiprogram.org>

### ***Which CITI Human Subjects Protection courses do I need to take?***

Investigators and key study personnel need to take the one following courses as appropriate:

- Social & Behavioral Research Investigators
- Biomedical Research Investigators

### ***Do I need to take the Good Clinical Practice (GCP) course?***

No. This is an optional course.

### ***My study is exempt. Do I still need to take CITI Human Subjects Protection training?***

Yes. Even if a study is exempt, CITI Human Subjects Protection training (or equivalent, see "Do I need to take CITI training") is required.

### ***What if I have already taken CITI Human Subjects Protection training at another institution?***

CITI Human Subjects Protection training at another institution can transfer to our IRB as long as it was taken within the past three years. Please submit a certificate along with the IRB application. See attached screenshots on how to print out a certificate.

### ***What is the passing score?***

A score of 80% is required to pass; module quizzes can be retaken if you did not score 100%.

### ***How long does the training last, and does it need to be taken all at once?***

The training will take approximately 1.5-2 hours and can be started or stopped at any time.



# Research Ethics and Compliance Training

## Bioethics

NEW

Gain a contemporary understanding about major bioethics concepts, principles, and issues.



[View Course](#)

## Revised Common Rule

NEW

Review the Final Rule updates to the Common Rule with this comprehensive course.



[View Course](#)

## Essentials of Statistical Analysis

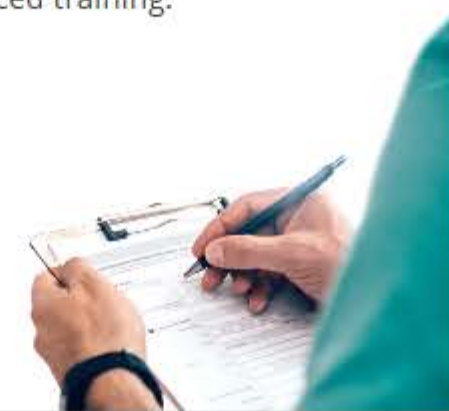
Learn about or brush up on statistical analysis.



[View Courses](#)

## CRC Foundations & CRC Advanced


Expand your knowledge base through foundational and advanced training.



[View Courses](#)

Select Your Organization Affiliation Choose "Los Angeles County Department of Public Health" from drop-down menu even if employee of DHS or affiliated community-based organization.

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. 

Los 

California State University Los Angeles

Cedars-Sinai Medical Center - Los Angeles, CA

Children's Hospital Los Angeles (CHLA)

Los Angeles Biomedical Research Institute

**Los Angeles County Department of Public Health**

Rancho Research Institute (formerly Los Amigos Research and Education Institute)

Universidad de los Andes

University of California, Los Angeles (UCLA)

University of California, Los Angeles (UCLA) (SSO)

VA Greater Los Angeles (includes Sepulveda), CA-691

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

Select Your Organization Affiliation **Read and agree to Terms of Service and Privacy Policy; affirm you are an affiliate of Los Angeles County Department of Public Health**

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. ?

Los Angeles County Department of Public Health

Los Angeles County Department of Public Health only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration. **You must create a CITI username and password in order to complete the course.**

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of Los Angeles County Department of Public Health.

**Continue To Create Your CITI Program Username/Password**

## Personal Information

Enter name and email address as required

\* 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

## Create your Username and Password Enter username, password and security question as required

\* 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

\* Country of Residence Choose country of residence from drop-down menu

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.

\* indicates a required field.

Choose "yes" or "no" depending on whether you would like to earn CE units for completion

\* 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



If you picked "YES", please check below the one type of credit you would like to earn


Choose which CE units you would like to earn if applicable

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

\* Can CITI Program contact you at a later date regarding participation in research surveys? 

Choose whether CITI can contact you for a research survey or marketing

- Yes
- No
- Not sure. Ask me later

\* Can CITI Program contact you at a later date with marketing information? 

- Yes
- No

Please provide the following information requested by Los Angeles County Department of Public Health

\* indicates a required field.

Enter information as preferred; note that "Role in Research" is required

Language Preference

Gender

Highest Degree

Employee Number

\* Role In Research

Phone

- Clinical Researcher
- Co-Investigator
- Compliance Officer
- Data manager
- IACUC Administrator
- IACUC Chair
- IACUC Member
- Institutional Official
- Interviewer
- IRB administrator
- IRB Chair
- IRB Member
- Lab. Research Staff
- Pharmacist
- Principal Investigator
- Recruiter
- Research Administrator
- Research Assistant
- Research Fellow - Post Graduate
- Research Integrity Officer
- Site Coordinator
- Social Worker
- Statistician
- Student Researcher - Graduate level
- Student Researcher - Undergraduate
- Study Coordinator
- Study nurse
- Veterinarian

Steps : [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) **[7](#)**

## Select Curriculum

\* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

Click [here](#) to review the Los Angeles County Department of Public Health instructions page.

### Question 1

Choose appropriate course

#### Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

- Biomedical Research Investigators
- Social & Behavioral Research Investigators
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

### \* Question 2

Choose "Not at this time, thank you."

#### Good Clinical Practice course

Please select the Good Clinical Practice course that you will like to review.

Choose all that apply

- Good Clinical Practice Course, US FDA Focus
- Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / international focus)
- Not at this time, thank you.

## Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
- IACUC Community Member
- Antibody Production
- If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your Institution may require this.
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".

Choose the appropriate species specific electives depending on your work or interests.

- I work with Mice. Family: Muridae Cricetidae
- I work with Frogs, Toads or other Amphibians
- I work with Rats. Genus: Rattus
- I work with Swine
- I work with Dogs
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- Working With Ferrets in Research Settings
- I work with Rabbits, Family: Leporidae
- I work with Cats
- I work with Non-Human Primates (NHP)
- Working With Animals In Biomedical Research - Refresher Course

## CITI - Learner Registration

Welcome to the CITI Program. Your registration with Los Angeles County Department of Public Health is complete.

[Finalize Registration](#)



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](#).

Los Angeles County Department of Public Health

[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](#)

Show Courses for:

Los Angeles County Department of Public Health



Institution List

# Los Angeles County Department of Public Health

## Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

## Courses Ready to Begin

[Learner Tools](#)

Los Angeles County Department of Public Health

Social & Behavioral Investigators

Stage 1 - Basic Course

0 / 39 modules completed

Start Now

## Completed Courses

[Learner Tools](#)

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

### Hello Test Test:

CITI Program's [Terms of Service](#) and [Privacy Policy](#) include the following provisions for learners. Please read them carefully.

**Account Security:** I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

**Work Integrity:** I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

**Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

**Recordkeeping:** I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

Check the box to accept, then click the Submit button:

- I AGREE to the above, the [Terms of Service](#), and the [Privacy Policy](#), in order to access CITI Program materials.

Submit

Click "submit" to start your course



TRUBLESHOOTING  
(/S/TOPIC/0TO3I000000GOMBGA...

## How to add/change your affiliated institution or transfer completions

🕒 Jun 9, 2021 · Knowledge

The steps below will assist you if you have mistakenly chosen the wrong institution, your institution has changed, or you have an affiliation with more than one institution and need to transfer module completion credit.

After logging into your CITI Program account, click on the link **Add Institutional Affiliation**.



Courses

Records

CE/CMEs

Support

Welcome, Demo

[Add Institutional Affiliation](#)


[Purchase Independent Learner Courses](#)

Type and choose the correct institution from the search box.

Confirm you have selected the right institution and agree to the Terms and Conditions.

## Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

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

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

I affirm that I am an affiliate of DEMO. 

[Continue](#)

Answer the member information questions required by your newly affiliated institution and enroll in the course(s) for your newly affiliated institution.

# Affiliate with an Institution

## DEMO

[Home](#) > [Profiles](#) > Affiliate with an Institution

 Please provide the following information requested by DEMO.

Fields marked with an asterisk (\*) are required.

**Institution / Organization / Company \***

**Institutional email address \***

*If available, please provide an email address issued by your institution, rather than a personal one like @gmail, @hotmail, etc.*

**If you would like to receive credit for modules previously taken, the following requirements must be met:**

- To transfer course credit between institutions, you will need to be affiliated with both institutions (your previous institution and your new institution).
- When you are affiliated with both institutions, enroll in the courses that need to be transferred. You will need to enroll in the same stage of the course (Basic / Refresher) for a transfer to occur.
- Each institution determines the time frame in which modules are transferable. This time frame can span any time between 1 and 10 years. Some institutions opt out of this option and do not allow module completion credit to transfer.

For additional assistance you can contact the CITI Program help desk at any time by clicking on the Support (<https://about.citiprogram.org/en/contact-us/>) tab and filling out the email request form.

Phone support is also available, by calling 888.529.5929 () (Mon - Fri, 8:30 a.m. - 7:30 p.m. U.S. Eastern Time).

Note: Questions regarding your training requirements should be addressed to your institution's training coordinator.



[\(https://www.linkedin.com/company/citiprogram/\)](https://www.linkedin.com/company/citiprogram/)



[\\_ \(https://www.facebook.com/citiprograminfo\)](https://www.facebook.com/citiprograminfo)



[\\_ \(https://twitter.com/citiprogram\)](https://twitter.com/citiprogram)

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Troubleshooting

[\(/s/topic/OTO3i000000gOmBGAU/t...](/s/topic/OTO3i000000gOmBGAU/t...)

Trending

[\(/s/topic/OTO3i0000004c8LG AQ/tr...](/s/topic/OTO3i0000004c8LG AQ/tr...)