

Institutional Review Board (IRB): Human  
Subjects Research

# CITI Course Verification

Instructions for saving and uploading  
completed CITI courses in IRBNet

# CITI Course Verification

- Go to <https://about.citiprogram.org/en/homepage/>
- Enter your Username and Password, click “Log In”

+1 888.529.5929 English ▾

Subscriptions ▾ Courses ▾ Resources Support ▾ 🔍

Register Log In

## CITI Program offers CE credits & units

Earn CE credits and units while meeting organizational training requirements.

[View Courses](#)

What's new CE certified courses Featured Resource Independent Learners

CME/CEU COMPLETION

# CITI Course Verification

- Select Main Menu
- Click on the course name




The screenshot displays the CITI PROGRAM website interface. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative". A search bar labeled "Search Knowledge Base" is located in the top right corner. Below the header is a navigation menu with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support". An orange arrow points to the "Main Menu" link. Below the navigation menu, there is a section titled "Main Menu" with a dropdown menu for "Regis University Courses". This dropdown menu contains a table with the following data:

Course	Status	Completion Report	Survey
Social Behavioral Research Investigators and Key Personnel	Incomplete	Not Earned	

An orange arrow points to the course name "Social Behavioral Research Investigators and Key Personnel". Below the table, there is a section titled "My Learner Tools for Regis University" with a list of links: "Add a Course", "Remove a Course", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". At the bottom of the page, there are two blue buttons: "Click here to affiliate with another institution" and "Affiliate as an Independent Learner".

# CITI Course Verification

- Click on “View/Print”
- Your completed course information will pop-up

 Collaborative Institutional Training Initiative

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#) | [Admin](#)

Main Menu

- ▶ DEMO Courses
- ▼ Regis University Courses

Course	Status	Completion Report	CE Credits	Survey
Biomedical Research Investigators and Key Personnel	Passed 01/13/2015	View/Print Share	Not Earned	Post-course evaluation
Conflicts of Interest	Passed 01/14/2015	View/Print Share	Not Earned	Post-course evaluation
IACUC Chair	Passed 05/15/2016	View/Print Share	Not Available	Post-course evaluation
IACUC Chairs, Members and Coordinators	Passed 04/14/2016	View/Print Share	Not Earned	Post-course evaluation

# CITI Course Verification

- The following course verification will pop-up
- Save the file to your computer
- You will need to repeat this step for each course verification you wish to attach to IRBNet

## COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM) COMPLETION REPORT - PART 1 OF 2 COURSEWORK REQUIREMENTS\*

\* NOTE: Scores on this [Requirements Report](#) reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- **Name:** Alan Stark (ID: 15082619)
- **Email:** astark@regis.edu
- **Institution Affiliation:** Regis University (ID: 15082619)
- **Institution Unit:** Office of Academic Grants
- **Phone:** 303.458.4188

- **Curriculum Group:** Human Research
- **Course Learner Group:** Biomedical Research Investigators and Key Personnel
- **Stage:** Stage 1 - Basic Course

- **Report ID:** 15082619
- **Completion Date:** 13-Jan-2015
- **Expiration Date:** 12-Jan-2018
- **Minimum Passing:** 80
- **Reported Score\*:** 95

# CITI Course Verification

- Next, go to <https://www.irbnet.org/release/index.html>
- Enter your username and password, click “Login”



The screenshot shows the IRBNet website interface. At the top, there is a navigation menu with links for Home, The IRBNet Difference, Demo, Contact Us, and FAQ. Below the navigation menu is a large banner titled "Comprehensive Solutions" featuring a photograph of a group of people in a meeting. To the right of the banner is a "Test Drive IRBNet" section with a "Demo" button. Below the banner are three columns of text describing the platform's capabilities: "The Industry's Most Complete Solution", "Flexible, Intuitive and Easy to Use", and "Secure, Reliable and Cost-Effective". On the right side, there is a "Satisfied Members" section with a quote from Bruce Day, Director of Research Integrity at Marshall University. At the bottom right, there is a "2016 Events - Join Us" section listing several conferences.

File Edit View Favorites Tools Help


IRBNet Innovative Solutions for Compliance and Research Management

Login: Username Password Login

New User Registration | Forgot Your Password?

Home | The IRBNet Difference | Demo | Contact Us | FAQ

### Comprehensive Solutions



#### The Industry's Most Complete Solution

IRBNet's unmatched suite of electronic solutions drives compliance and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC, COI and other Boards with a unified solution.

#### Flexible, Intuitive and Easy to Use

Your own forms. Your own processes. Your own standards. Powerful reporting and performance metrics. The data you need. From electronic submissions to form wizards, to agendas, minutes, and more. Our easy to use, web-based tools are rapidly launched and backed by our best practices expertise and the industry's leading support team.

#### Secure, Reliable and Cost-Effective

IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is cost-effective and designed to accommodate institutions of any size.

[Try the demo and see for yourself!](#)

#### Test Drive IRBNet

See for yourself...

Demo

#### Satisfied Members

"Our first electronic meeting went so smoothly! It was over so fast the members didn't know what to do. They just sat there for a few minutes in disbelief."

- Bruce Day  
Director, Office of Research Integrity  
Marshall University

Next

#### 2016 Events - Join Us

- [OHRP Research Community Forum \(RCF\)](#)  
Miami FL, April 6 - 7
- [Annual AAHRPP Conference](#)  
Long Beach CA, April 19 - 21
- [HCCA Research Compliance Conference](#)  
Baltimore MD, June 5 - 8

# CITI Course Verification

- Select “Create New Project”

Welcome to IRBNet  
Natalia DiMarco

Submission Manager  
Agendas and Minutes  
My Projects  
Create New Project  
My Reminders (2)

Other Tools  
Track Training (5)  
Forms and Templates

**Submission Manager**

Submissions for: Regis University Human Subjects IRB

The following submissions are available for your review. Click on the project title to view more information about the submission and to access submitted documents.

Search All:

Agenda: 09/13/2016 03:02 PM

Only show submissions awaiting Board Action.

Only show submissions not marked Review Completed.

Search:

Search By Tag:

0 - 0 of 0

Show Agenda Item Numbers | Project Status View | Collapse by Project (0) |

IRBNet ID	Project Title	Principal Investigator	Submission Type	Review Type	Action	Ref #	Submission Date	<input type="button" value="lock"/>
<i>No Submissions to display.</i>								

0 - 0 of 0

# CITI Course Verification

- Enter the title of your project, your first and your last name
- Click “Continue” at the bottom of the page

Welcome to IRBNet  
Natalia DiMarco

Submission Manager  
Agendas and Minutes  
My Projects  
Create New Project  
My Reminders (2)

Other Tools  
Track Training (5)  
Forms and Templates

**Project Information**

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**Create a New Project**

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

**Research Institution:**

**Title: \***

**Local Principal Investigator:**

**First Name: \***  **Degree(s):**

**Last Name: \***

**Keywords:**

**Sponsor:**

**Internal Reference Number:**

You may specify an internal account number, billing identifier or reference number for this project.

\* required fields



# CITI Course Verification

- Select a Library: Be sure Regis University IRB is selected
- If you have already submitted your application, do not “Select a Document”
- Click on “Add New Document”

The screenshot shows the 'Designer' interface for a CITI course verification. At the top right, the word 'Designer' is displayed. Below it, the course identifier '[954219-1] Testing 123' is shown. The interface is divided into two main steps:

**Step 1:** Download blank forms, document templates and reference materials to assist you in assembling your document package.

Under Step 1, there are two dropdown menus. The first is labeled 'Select a Library:' and is set to 'Regis University Human Subjects IRB, Denver, CO'. An orange arrow points to this dropdown with the text 'Skip this box' next to it. The second dropdown is labeled 'Select a Document:' and is set to 'Exempt Application Form'. To the right of this dropdown is a 'Download' button.

**Step 2:** Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

Below Step 2, it says 'Documents in this Package:' followed by the text 'There are currently no documents in this package.' At the bottom of the page, there is a link 'Link / Un-Link Training Records |' and a button labeled 'Add New Document'. An orange arrow points to this button.

# CITI Course Verification

- Select “Document Type” from the drop-down menu
- In the “Description” box type: **CITI Training and your initials**
- Click “Browse” and attach your file
- You will need to repeat this step for each CITI course verification you choose to upload to IRBNet
- Click on “Attach”

Welcome to IRBNet  
Natalia DiMarco

Submission Manager  
Agendas and Minutes  
My Projects  
Create New Project  
My Reminders (2)

Project Administration  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package

6/25/2021

**Attach Document**

[957405-1] Test 123

You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

Document Type \* Training/Certification ✓

Description CITI Training

File \*  Browse...

Attach Cancel

\* required fields

# CITI Course Verification

- You will see the following page once your files have been successfully uploaded

Welcome to IRBNet  
Natalia DiMarco

Submission Manager  
Agendas and Minutes  
My Projects  
Create New Project  
My Reminders (2)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Project History  
Messages & Alerts

**Other Tools**  
Track Training (5)  
Forms and Templates

**Designer**

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[957405-1] Test 123

**Step 1:**  
Download blank forms, document templates and reference materials to assist you in assembling your document package.





Select a Library:  ▼

Select a Document:  ▼

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**Step 2:**  
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

Documents in this Package:

Document Type	Description	Last Modified	
▼ Training/Certification	CITI Training 	09/08/2016 01:25 PM	  

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

# CITI Course Verification

- Questions?
  - Please contact CSRE at 303-964-5078 or at [csre@regis.edu](mailto:csre@regis.edu)