

Required Trainings

If conducting human subjects research at the University of Maryland, Baltimore (UMB) you are required to complete Collaborative Institutional Training Initiative (CITI) and Health Insurance Portability and Accountability Act (HIPAA) trainings. If you do not complete and maintain appropriate certifications of required trainings you will be noncompliant with UMB IRB policies and the IRB will not review your submission.

CITI Training (required every three years) - All individuals engaged in human participant research at UMB are required to complete the UMB-specific CITI training.

All individuals are required to complete either:

Group 1: Biomedical Research Investigators and Key Personnel or

Group 2: Social/Behavioral Research Investigators and Key Personnel

You should complete the module that is most aligned with the type of research you conduct. For example:

Social/Behavioral Research (SBR): This is most appropriate for researchers who specialize in the social and behavioral sciences. Data collection methods commonly include surveys, interviews, focus groups, observations, and other non-invasive measures. SBR tends to focus on attitudes, beliefs, and behaviors.

Biomedical: This is most appropriate for researchers involved in clinical drug or device trials or other biomedical research. Biomedical studies include studies on human physiology or the treatment or understanding of the disease. However, not all biomedical studies include the administration of a drug or use of a device.

To complete this training, go to: <https://www.citiprogram.org/> and create a CITI account.

YOU MUST AFFILIATE WITH “**UNIVERSITY OF MARYLAND, BALTIMORE**” (**DO NOT** AFFILIATE WITH “UNIVERSITY OF MARYLAND BALTIMORE SCHOOL OF MEDICINE”)

If you have any questions regarding UM CITI training, call Tara Catanzariti at 410-706-4514, or email tcatanzariti@umaryland.edu.

If you have questions regarding the VA CITI training, call Yolanda Gayden at 410-605-7130, or email Yolanda.gayden@va.gov.

HIPAA Training (required once) - University of Maryland, Baltimore policy requires that all individuals complete **HIPAA 125**, regardless of whether they are engaging in research. All individuals engaging in research must also complete **HIPAA 201**.

To complete this training, go to: <http://issomvweb4.som.umaryland.edu/hipaa/quiz/index.asp>

Your username is your six-digit employee ID number and your password is your first name.

If you have questions about accessing the HIPAA training, call the School of Medicine Help Desk at 410-706-3998, or email help@som.umaryland.edu.

Environmental Health and Safety Training (EHS) - All employees that work in a laboratory are required to take laboratory safety training. New employees that work in a laboratory must take the classroom course prior to working in a laboratory. All employees that work in a laboratory must take the online laboratory safety training on an annual basis. Employees with potential exposure to bloodborne pathogens must take the bloodborne pathogens training annually.

Employees that work with radioactive material must take radiation safety training. Radiation safety training is only offered in a classroom setting. Employees that ship biological material must take the Department of Transportation (DOT) Infectious and Biological Material Shipping. Employees can take either the online or the classroom version.

Additional EHS training may be required depending on your job duties. To determine what training you need to complete and to register, visit <http://www.umaryland.edu/ehs/training/>.

Trainings may include:

Bloodborne Pathogens

Laboratory Chemical Safety

Hazardous Waste

Radiation Safety Training

To view the training schedule visit <http://www.umaryland.edu/ehs/training/classroom-in-person-training-schedule-and-registration/>.

To complete online training you will need to create an account at [MyEHS](#).

For questions about biosafety, blood borne pathogens, recombinant DNA registration, etc., call Melissa Morland at 410-706-7845, or email mmorland@af.umaryland.edu.

For questions about radiation safety training, call Nick Wellnitz at 410-706-7055, email nwellnitz@umaryland.edu.

Suggested Optional Training

- CITI Optional Suggested Courses:
<https://www.citiprogram.org/>
 - Responsible Conduct of Research (RCR)
 - Good Clinical Practice and ICH
 - Conflicts of Interest (COI)
- Office of Research Integrity- *The Research Clinic*
<http://ori.hhs.gov/TheResearchClinic>
 - The Office of Research Integrity (ORI) offers an interactive training video to educate clinical and social researchers on the importance of appropriately protecting research subjects and avoiding research misconduct.
- NIH Protecting Human Research Participants
<https://phrp.nihtraining.com/>