

**Accessing CITI for Protection of Human Subjects Training (Basic or Refresher Course), Good Clinical Practice, and Conflict of Interest Training (if the latter is appropriate)**

**Step 1:** Visit [Research, Ethics, and Compliance Training | CITI Program](#).

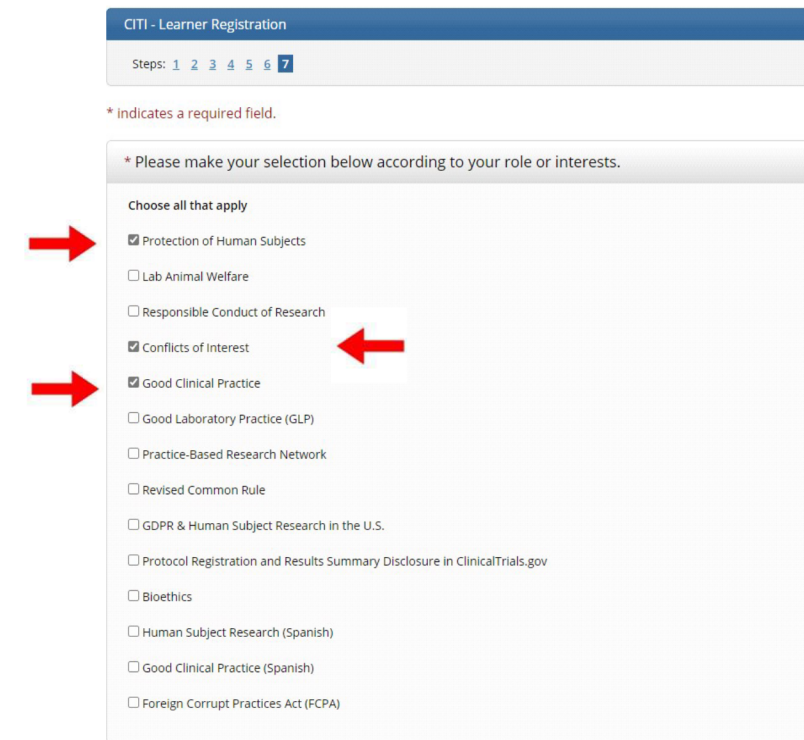
**Step 2:** Log in or register (if you do not have an existing account).

If you do not already have a CITI account, you will need to create one. When creating your account, you **MUST affiliate with the University of Maryland, Baltimore**.

The image shows the CITI - Learner Registration form. The form is titled "CITI - Learner Registration" and has a progress bar with steps 1 through 7. Step 1 is selected. The form is divided into two main sections: "Select Your Organization Affiliation" and "Independent Learner Registration". The "Select Your Organization Affiliation" section includes a text input field for the organization name, which is filled with "University of Maryland Baltimore". Below this, there are checkboxes for agreeing to the Terms of Service and Privacy Policy, and a button to "Continue To Create Your CITI Program Username/Password". The "Independent Learner Registration" section includes a text input field for the organization name and a button to "Continue To SSO Login / Instructions".

**Step 3:** Once you are logged in to your account, select “Add a Course or Update Learner Groups.”

**Step 4: If you have never completed any trainings,** select “Protection of Human Subjects” and “Good Clinical Practice.” If you are engaged in PHS funded research, also select “Conflicts of Interest” training.



The screenshot shows the 'CITI - Learner Registration' interface at Step 7. A progress bar at the top indicates steps 1 through 7, with step 7 being the current step. A red asterisk indicates a required field. The main instruction is: '\* Please make your selection below according to your role or interests.' Below this, a section titled 'Choose all that apply' lists various training options with checkboxes. Red arrows point to the 'Protection of Human Subjects' and 'Conflicts of Interest' checkboxes, which are both checked. Other options include 'Lab Animal Welfare', 'Responsible Conduct of Research', 'Good Clinical Practice', 'Good Laboratory Practice (GLP)', 'Practice-Based Research Network', 'Revised Common Rule', 'GDPR & Human Subject Research in the U.S.', 'Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov', 'Bioethics', 'Human Subject Research (Spanish)', 'Good Clinical Practice (Spanish)', and 'Foreign Corrupt Practices Act (FCPA)'.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

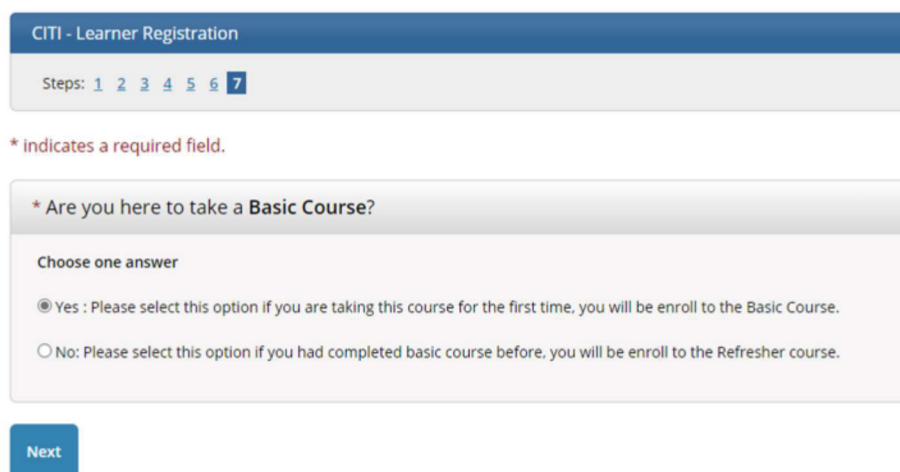
\* Indicates a required field.

\* Please make your selection below according to your role or interests.

Choose all that apply

- ☒ Protection of Human Subjects
- ☐ Lab Animal Welfare
- ☐ Responsible Conduct of Research
- ☒ Conflicts of Interest
- ☒ Good Clinical Practice
- ☐ Good Laboratory Practice (GLP)
- ☐ Practice-Based Research Network
- ☐ Revised Common Rule
- ☐ GDPR & Human Subject Research in the U.S.
- ☐ Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov
- ☐ Bioethics
- ☐ Human Subject Research (Spanish)
- ☐ Good Clinical Practice (Spanish)
- ☐ Foreign Corrupt Practices Act (FCPA)

**Step 5:** If you have never completed CITI human subjects basic training, you will need to be enrolled in the Basic Course. To enroll in the Basic Course, select “Yes.” If you have taken the CITI basic training (through UMB) previously and need to take the refresher course, select “No.”



The screenshot shows the 'CITI - Learner Registration' interface at Step 7. A progress bar at the top indicates steps 1 through 7, with step 7 being the current step. A red asterisk indicates a required field. The main instruction is: '\* Are you here to take a Basic Course?'. Below this, a section titled 'Choose one answer' lists two options with radio buttons. The first option is 'Yes : Please select this option if you are taking this course for the first time, you will be enroll to the Basic Course.' and the second option is 'No: Please select this option if you had completed basic course before, you will be enroll to the Refresher course.' A blue 'Next' button is located at the bottom left.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* Indicates a required field.

\* Are you here to take a Basic Course?

Choose one answer

- ☒ Yes : Please select this option if you are taking this course for the first time, you will be enroll to the Basic Course.
- ☐ No: Please select this option if you had completed basic course before, you will be enroll to the Refresher course.

Next

**Step 6:** Select either the Group 1: Biomedical or Group 2: Social/Behavioral group. Most UMSON faculty, staff, and students should select Group 2.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

Please select the group appropriate to your research activities.

Choose one answer

☐ Group 1: Biomedical Research Investigators and Key Personnel.

☒ Group 2: Social / Behavioral Research Investigators and Key Personnel

☐ Group 3: IRB Member Module - ONLY

☐ Clinical Research Coordinator (CRC)

☐ Lab Animal Welfare: Select this response to bypass the Human Subjects Course [Go to Question 3](#) for the Lab Animal Course and select the appropriate response.

Next

**Step 7:** You can select “Not at this time.” Some individuals may choose to complete additional trainings, such as Responsible Conduct of Research. Completing additional trainings is encouraged but not required.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* Please select appropriately if you wish to enroll in the courses below.

Choose all that apply

☐ IRB Administration

☐ Institutional Official: Human Subjects

☒ Not at this time.

Next

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* If you want to take the Responsible Conduct of Research (RCR) course, please make your selection below.

Choose one answer

☐ Biomedical Responsible Conduct of Research Course

☐ Social and Behavioral Responsible Conduct of Research Course

☐ Physical Science Responsible Conduct of Research Course

☐ Humanities Responsible Conduct of Research Course

☐ Responsible Conduct of Research for Engineers

☐ Responsible Conduct of Research for Administrators

☒ Not at this time, thank you.

Next

**Step 8:** If you have never taken the GCP course, select “Please Show me the **Basic** GCP courses.” If you have taken a previous GCP through CITI, select “Please show me the **Refresher** GCP courses.”

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\*

Good Clinical Practice (GCP)

Would you like to enroll in the **Basic** stage of the GCP or the **Refresher** stage? (Only select refresher if you have completed the basic previously)

Choose one answer

☐ Please show me the **Basic** GCP courses

☐ Please show me the **Refresher** GCP courses

Next

**Step 9:** All UMSON staff, faculty, and students engaged in human subjects research should select “GCP - Social and Behavioral Research Best Practices for Clinical Research.”

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

Basic - Good Clinical Practice (GCP)

Make your selection below to be enrolled in the **basic stage** of the following GCP courses:

Choose all that apply

☐ Good Clinical Practice and ICH

☐ Good Clinical Practice Course (US FDA focus)

☒ GCP - Social and Behavioral Research Best Practices for Clinical Research

Next

**Step 10:** You can now finalize your registration.

CITI - Learner Registration

Welcome to the CITI Program. Your registration with **University of Maryland Baltimore** is complete.

Finalize Registration

**Step 10: You will now be at your “home” screen.** On this screen you will see active courses (those in progress), courses ready to begin (those you need to take), and completed courses.

University of Maryland Baltimore

Active Courses

[Learner Tools](#)

You have no active courses for this institution.

Courses Ready to Begin

[Learner Tools](#)

University of Maryland Baltimore

GCP – Social and Behavioral Research Best Practices for Clinical Research

Stage 1 - Basic Course

0 / 9 modules completed

Start Now

University of Maryland Baltimore

Group 2.Social / Behavioral Research Investigators and Key Personnel

Stage 1 - Basic Course

0 / 17 modules completed

Start Now