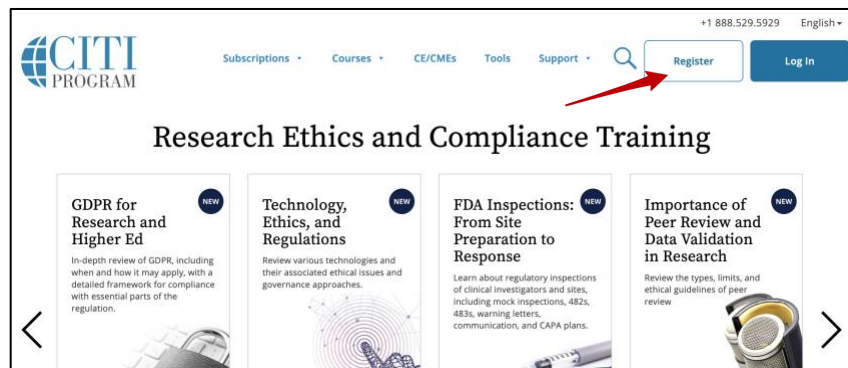# Collaborative Institutional Training Initiative (CITI) Training Module Instructions

For your Embark requirement – you must affiliate and complete the Beaumont Institution's CITI course/module requirement.

- Please complete Beaumont's basic CITI training
  - When you are working on your Embark project in the future, the OU IRB may require you to do additional specialized modules that are specific to your project (ex. Internet research). You don't need to worry about these for your Embark 1 course requirement.
  - If you have recently completed CITI training for Beaumont or another institution, please reach out to the Embark 1 course directors for further instructions.
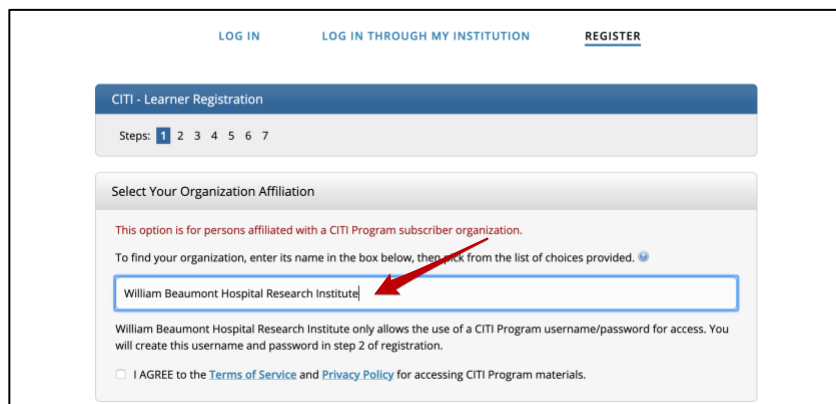
Once you have completed the training courses – we will need you to print your Completion Reports to PDF and attach them to the assignment link in Moodle (Instructions for printing reports are below, and you will need these reports once you are ready to submit your IRB applications.)

1) **Go to the CITI training website** (https://www.citiprogram.org) and Create an Account/register. If you have a pre-existing CITI account, you can skip to step 2.
   a) **If you have a pre-existing account with an old email, you can update your email in your profile**

2) **Select your organization affiliation & complete registration steps**
   a) If you have previously affiliated with a different institution you will need to simply add an affiliation with William Beaumont Hospital Research Institute to your profile. (Any courses/modules you have preciously completed will populate into the Beaumont learner groups). **Do not delete previous affiliations!**
   b) Please use your oakland.edu email address, and list your department as "Medical School". You can choose "Student Researcher – Graduate" as your title.

3) Complete the "Select Curriculum" steps

    a) Proceed to Question #1 Course in the Protection of Human Subjects and select MANDATORY – "Biomedical Research Investigators and Key Personnel Course".

    b) You can answer "No" to questions #2 and #3, leave #4 and #5 blank, "Not at this time" to #7, and "No" to #8. Then click on Submit.

4) Begin Courses

    a) Your coursework should now populate. Any modules you may have previously completed at a different institution will show as already complete in your curriculum list if they have not expired.

    b) Please work through each module. The modules must be taken in order and a minimum score of 80% is needed to pass each module. But, you can break this up into different work sessions – just make sure to finish a module's quiz before leaving the program. You may retake the quizzes in order to receiving a passing grade as necessary.

    c) Once you have completed all of your course modules, you will be able to print your "Completion Report". This is needed for the Embark 1 course, and is also required for any future IRB applications you might submit for your project.

        i) Your completion report can always be accessed by clicking on "Reports" at the top of the page, and then "View-Print-Share".