**CITI Human Subject Protection (HSP) Training and Good Clinical Practice (GCP) Training**

To access the CITI training modules:

**If you are a new CITI User**
- Log on to www.citiprogram.org
- Select "Register" to create an account (remember to save your Username and Password)
- Affiliate with WMed by searching for "Western Michigan University Homer Stryker M.D. School of Medicine" from the Participating Institutions drop-down menu.
- Follow the prompts to determine your requirements.
- Your required courses will be listed at the Main Menu page.  Select the applicable curriculum associated with:
  - **Question 1 Human Subjects Research**
  - **Question 3 Good Clinical Practice (GCP), and**
  - **Question 4 Responsible Conduct of  Research**

**If you are an Existing or Current CITI User with another Institution**
- Log on to www.citiprogram.org
- Enter your existing Username and Password
- At the Main Menu page, choose "Click here to affiliate with another institution"
- Affiliate with Western Michigan University Homer Stryker M.D. School of Medicine from the Participating Institutions drop-down menu.
- Your required courses will be listed at the Main Menu page.  Select the applicable curriculum associated with:
  - **Question 1 Human Subjects Research**
  - **Question 3 Good Clinical Practice (GCP), and**
  - **Question 4 Responsible Conduct of Research**

If you are a user who works with both Biomedical and Social Behavioral studies, both of these categories may be marked; however, the system may initially reflect duplicate training modules that will need to be completed.  Once a module has been completed, all subsequent duplicates of that module will be removed by the system.  You do not have to complete a module more than once as the system will identify duplicate modules and adjust the documentation accordingly.

It is not necessary to complete all the modules in one sitting – you can return to the website anytime and pick up where you left off.  **However, don't log off in the middle of an exam or you will lose it!**  A minimum "passing" aggregate score of 80% is required for each module.  A grade book is provided to help you track your progress.  You may repeat any module quiz to improve your score.

When you have finished a course, you may want to print or download a Course Certificate Report for your records.  However, WMed IRB will have access to CITI training records.  Completion of the following required courses will be required every 4 years from the date of completion listed on the previous CITI Certificate documentation of training.  A reminder from CITI will be emailed to you 30 days prior to expiration of your course certificate.

**Further Information**

For frequently asked questions and general support inquiries
please visit the CITI Program Support Center - Knowledge Base at:
http://citiprogram.desk.com
or contact:
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