



## Registering for CITI Training: WSU Required Modules Required for All Key Personnel

### Key Personnel

Key personnel are defined as any persons engaged in the collection of data or persons who will have access to data through intervention or interaction with participants, including the consent process, or, in any capacity, have access to participant identifiable private information. All key personnel are required to complete relevant Collaborative Institutional Training Initiative (CITI) online modules and the Basic Course in Human Subjects Research must be renewed every three years.

### Registration

- CITI website, [www.citiprogram.org](http://www.citiprogram.org)
- Select "Register" located in top right hand corner of the page.
- Select Organization Affiliation –Wayne State University – Detroit, MI
- Personal Information – Complete all fields with an asterisk.
- Create your Username and Password with Security Question and Security Answer
- Gender, Ethnicity and Race (disclosure is not required)
- Answer questions about CEU credits
- Complete information requested by WSU –
  - Any email address can be used but an institutional email address is preferred
  - Employee number and campus address are not required.

### Select Curriculum

WSU requires three sets of modules for all key personnel.

**Q #1 - Basic Course in Human Subjects Research is required,**

Choose a learner group, as applicable.

**Q #2 - Good Clinical Practice is not required, choose "Not at this time".**

**Q #3 - Health Information Privacy and Security (HIPS) Course is required.**

Choose the Information for Investigators learner group.

**Q #4 - Responsible Conduct of Research (RCR) Course is required.**

Choose a learner group, as applicable.

**Q #5 - Conflicts of Interest Course is not required unless instructed to complete.**

**Q #6 - Laboratory Animal Welfare course is not required by the IRB.**

**Q #s 7 – 12 are not required courses unless instructed to complete.**

### About CITI Required Training

- The main menu status must show "Passed" for each course in order to satisfy requirements.
- Once registered, modules can be completed at a later time by logging back into CITI.
- The three required modules will take 3-5 hours on average to complete. This time will vary based on how much time an individual spends reading the training material.
- Other "optional" modules may be required based on your research design.
- If taking CITI modules for a WSU course, your instructor may have different requirements than the IRB.