

# Instructions for Certification

The curriculum for your course has been defined by your institution according to your role in Human Subjects Research.

## Clinical Research Certification Course Registration:

1. Go to the website [www.citiprogram.org](http://www.citiprogram.org) and select the **New User** option.
2. Using the drop-down menu for Participating Institutions select City of Hope National Medical Center.
3. Create a username and password using the guidelines provided.
4. Enter your name and email address. In the **Preferred Email** section, be sure to enter your COH email address. An additional email can be entered in **Secondary Email**.
5. Complete the required fields in the **Member Information** and click **Submit** (Only fields with an asterisk are required information).

## Selecting Curriculum:

1. You will be presented with a series of questions or options to enable you to enroll into the appropriate curriculum for your role in human subject research.
  - o If you are a new employee at COH or you have never been certified to conduct human subject research at COH select the first option.
  - o If you are certified to conduct human subject research at COH under the previous policy and it has been more than 3 years, click the second option.
2. Select a group appropriate to your research activities at COH. If you are unsure of what **Group** applies to you, please contact Apryl Cato at x60504 or email: [acato@coh.org](mailto:acato@coh.org)
3. Select **No** when asked to affiliate with another institution.
4. You will now be at the **Main Menu**. This page lists the course group assigned to you with respect to your current duties involving human subject research.
  - o Under the header **My Courses** is the **Learner Group** you have been placed in based on the response you entered when selecting your curriculum.
  - o You may now begin the course by clicking on Enter located under the **Status** header.

## What You Need to Know:

1. If the group you selected is not correct, you may **Add a course or update your learner groups**. This link will take you to the enrollment questions and permit you to change your **Learner Group** by providing new responses to the enrollment questions.
  - o Please note that you must complete the course curriculum designed for your level of oversight and role in human subject research. The type and amount of training required by each person is contingent upon each individual's role in human subject research and will be grouped and tracked accordingly. If you do not complete the proper amount of training you may be removed from future studies, or not be allowed to participate in research involving human subjects at COH.
2. Complete the modules and associated quizzes with at least an 85% cumulative score.
3. Modules can be taken in any order. If you want to improve a score on a quiz, you may select **View this Module again** and repeat any quiz in which you didn't score 100 % correct.
4. Once you have fulfilled the required modules in your curriculum, additional materials will become available by selecting **Optional Modules** in the Optional Course Catalog. You may return to the course site at any time to review these optional modules.
5. The **Basic Course** for Clinical Research Certification may require 4-6 hours to complete. You are encouraged to use multiple log-on sessions to fulfill your COH requirement.

## To Complete the Course:

- The minimum "passing" score for the quizzes determined by COH is 85%. A running tally is compiled in the Grade Book.
- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report.

## Questions:

- Questions regarding your requirements should be addressed to the Clinical Research Training Coordinator, Apryl Cato, [acato@coh.org](mailto:acato@coh.org) x60504