

GCCP Human Subjects Certification Program
Collaborative Institutional Training Initiative (CITI) Education
Version: 5/2/16

One of the prerequisites for the Genetic Counseling Rotation Course and Genetic Counseling Certificate Program is to complete the Human Subjects Certification Program through Collaborative Institutional Training Initiative (CITI). This course is required by anyone conducting human subject research but since all trainees in the GCCP will be observing counseling sessions, it is a prerequisite.

This course can be completed anywhere you have access to the internet. It does NOT have to be completed in one sitting. The course involves reading though some information and then completing a quiz. There are multiple sections. You must receive a high enough score to move to the next section and finally, to receive the certificate. If you do not do well on a particular quiz, you can retake it.

Once complete, send Dr. Heiman the certificate via email along with any of your other application materials.

Instructions on how to access (READ THESE CAREFULLY):

Go to this webpage: <https://orra.rutgers.edu/citi>

In the middle of the page, you will see a link entitled, “CITI Training Website (citiprogram.org).” Click on it and follow those directions to **CREATE AN ACCOUNT**.

Once you log in to CITI, you need to choose “**Rutgers - The State University of New Jersey (All Campuses)**” – see picture below.



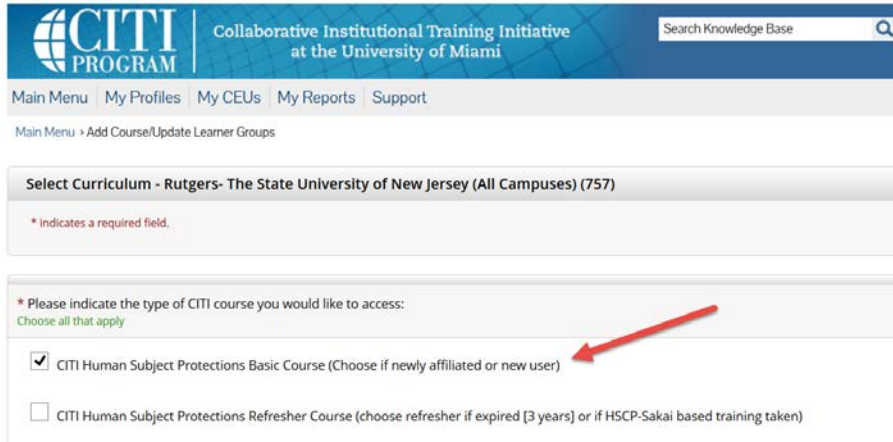
Choose “Add a course or Update Learner Group. This will take you to another page.

On this page, you should choose:

CITI Human Subject Protections Basic Course (Choose if newly affiliated or new user).

Then choose “NEXT”

See picture below

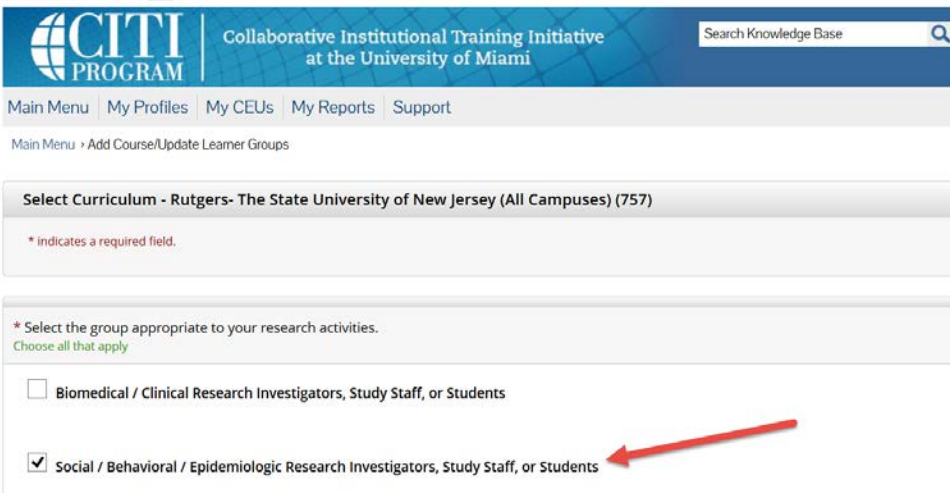


The screenshot shows the CITI Program website header with the logo and navigation links. Below the header, there is a section titled "Select Curriculum - Rutgers- The State University of New Jersey (All Campuses) (757)". A note indicates that an asterisk (*) denotes a required field. The main content area contains a prompt: "* Please indicate the type of CITI course you would like to access: Choose all that apply". There are two radio button options: the first is "CITI Human Subject Protections Basic Course (Choose if newly affiliated or new user)" which is selected with a checked box, and the second is "CITI Human Subject Protections Refresher Course (choose refresher if expired [3 years] or if HSCP-Sakai based training taken)" which is unselected. A red arrow points to the checked box of the first option.

This will take you to a page where you choose the type of course. You can choose the course entitled:

Social / Behavioral / Epidemiologic Research Investigators, Study Staff, or Students

Then choose “NEXT”



The screenshot shows the CITI Program website header and navigation. Below the header, there is a section titled "Select Curriculum - Rutgers- The State University of New Jersey (All Campuses) (757)". A note indicates that an asterisk (*) denotes a required field. The main content area contains a prompt: "* Select the group appropriate to your research activities. Choose all that apply". There are two radio button options: the first is "Biomedical / Clinical Research Investigators, Study Staff, or Students" which is unselected, and the second is "Social / Behavioral / Epidemiologic Research Investigators, Study Staff, or Students" which is selected with a checked box. A red arrow points to the checked box of the second option.

This should start the course. **READ THE MATERIALS CAREFULLY!** If you do not do well on a particular quiz, you can retake.