

CITI Training: Complete Required Course

Login

1. Go to <https://citiprogram.org/>. and login with your credentials. If you do not remember your credentials, contact [CITI support](#) or the IRB Office at irbadmin@colorado.edu.

Verify and Complete Course

2. After you have logged in, you will be on the Main Menu screen. Verify that the listed course is either the **Biomedical Research Investigators and Key Personnel** course or the **Social Behavioral Research Investigators and Key Personnel** course – whichever is appropriate for your type for research.

These are the ONLY courses that are accepted for IRB approval. NONE of the Responsible Conduct of Research courses will be accepted.

If the course is not the correct course, see the [CITI Training: Change Listed Course tutorial](#).

3. If the course is the correct course, click the “**Enter**” link under the Status column to complete the modules.

University of Colorado at Boulder		 View University of Colorado at Boulder instructions page		
You have enrolled for the following courses:				
 My Courses	Status	Completion Reports	CME/CEU Credits	 Voluntary Satisfaction Survey
Social Behavioral Research Investigators and Key Personnel, Basic Course	Not Started - Enter 	Not Earned	N/A	Not Available

NOTE: if you have already started this course, the status will read “Incomplete - Re-Enter” instead of “Not Started - Enter”.

Print Completion Report

4. Once you have successfully completed all of the modules, return to the Main Menu screen. In the table, you will now see a “**Print**” link under Completion Reports column. Click on the link to print a copy of your Completion Report for your records.

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You have enrolled for the following courses:				
 My Courses	Status	Completion Reports	CME/CEU Credits	 Voluntary Satisfaction Survey
Social Behavioral Research Investigators and Key Personnel, Basic Course	Passed - 12/02/11	Print 	CME/CEU Credits	Please Complete Now