

INSTRUCTIONS FOR CITI TRAINING

STEP 1: Open your internet program and go the CITI website at www.citiprogram.org.

STEP 2: Create an account by clicking on the Register button.

- If you have an existing CITI account you can affiliate with HPH. Refer to instructions on page 3.



Research Ethics and Compliance Training

GDPR for Research and Higher Ed NEW

In-depth review of GDPR, including when and how it may apply, with a detailed framework for compliance with essential parts of the regulation.



[View Course](#)

COVID-19: Back to Campus (Fall 2020) NEW

Complimentary course to train staff, students, and faculty on COVID-19 safety for their return to campus.



[View Course](#)

FDA Inspections: From Site Preparation to Response NEW

Learn about regulatory inspections of clinical investigators and sites, including mock inspections, 482s, 483s, warning letters, communication, and CAPA plans.



[View Course](#)

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STEP 3: Type in Hawai'i Pacific Health Research Institute when asked to Select Your Organization Affiliation

English

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Hawaii Pacific Health Research Institute

Hawaii Pacific Health Research Institute only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Hawaii Pacific Health Research Institute.

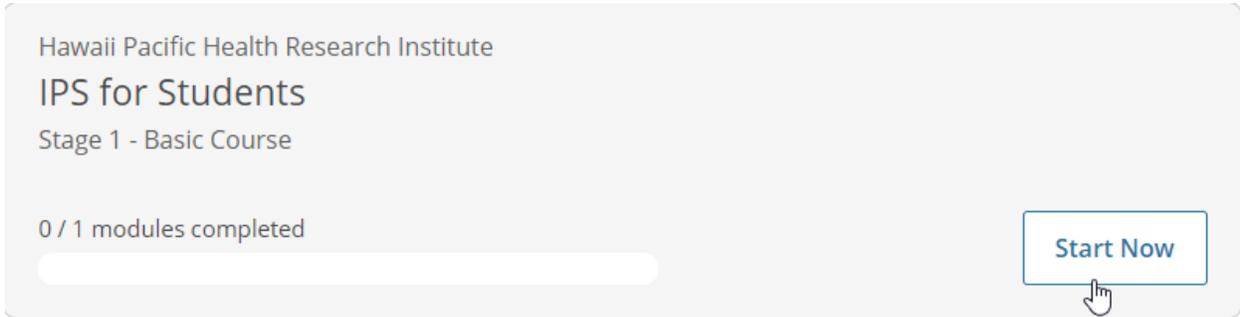
[Continue To Create Your CITI Program Username/Password](#)

STEP 4: Create your user name and password and complete account setup.

- CE Credit is available for purchase. HPH does not pay for CE credits.

STEP 5: Once you have completed your account setup, you will see the courses you need to complete. Click on the Start Now button to begin the training.

- Some course have Supplemental modules available. You are not required to complete these modules.

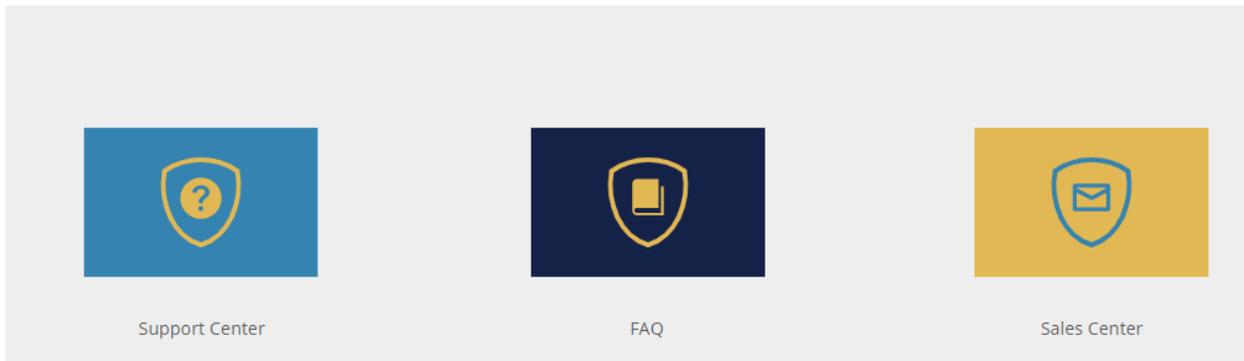


Good Clinical Practice training takes approximately 4-6 hours to complete, Human Subject Research (Biomedical) training takes approximately 4-5 hours to complete, and IPS training takes approximately 1 hour to complete depending on your familiarity with the material.

Once you have completed your training a certificate of completion will automatically be sent to the Hawai'i Pacific Health Research Institute.

Training expires 3 years from your date of completion.

The CITI website contains answers to many commonly asked questions.



If you have any other questions or concerns regarding CITI training contact Andrea Siu at 808-535-7169 or andrea.siu@hawaiipacifichealth.org.

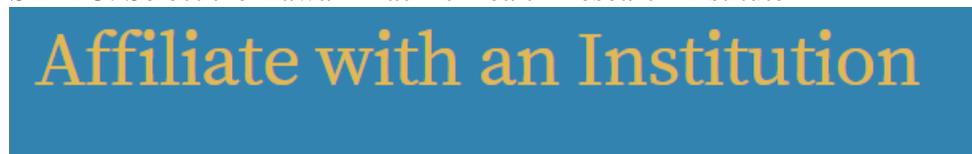
[Affiliate with HPHRI](#)

STEP 1: Login to your existing CITI account.

STEP 2: Select the link to Add Institutional Affiliation.



STEP 3: Select the Hawai'i Pacific Health Research Institute



[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. [i](#)

<input type="text" value="hawaii"/>
Brigham Young University-Hawaii
Hawaii Pacific Health Research Institute
Hawaii Pacific University
University of Hawaii

STEP 4: Provide the requested information.

STEP 5: When you start a course you will need to complete any modules listed as Incomplete. The additional modules to complete will vary based on the courses you have previously done. You will not be able to complete the Hawai'i Pacific Health Research module until you have completed all other incomplete modules.

Once you have completed the additional modules a completion certificate will automatically be sent to the Hawai'i Pacific Health Research Institute.