



knowledge changing life

Department of Emergency Medicine

Collaborative Institutional Training Initiative (CITI Training)

A. How to add/change your affiliated institution or transfer completions

If you already created a CITI account, you will need to link your account with the Medical College of Wisconsin. Please follow instructions [here](#)

B. How to register, create my CITI Program account, and select my Learning Group Modules?

MCW requires individuals involved in the design, conduct or review of human subject research to have current Human Subject Research Protections training. MCW utilizes the CITI Program to provide Human Subject Research Protections training for biomedical researchers, social/behavioral researchers and research reviewers.

If you don't have a CITI account, please follow the directions below

Go to www.citiprogram.org and click on the "Register" button located on the right-hand side of the page.

- o Step 1: enter "Medical College of Wisconsin" as your organization and click on "Continue"
- o Step 2: enter your first and last name and email address and click on "Continue". Please list the email address in your eBridge account as the primary email in CITI.
- o Step 3: Choose a username and password for your CITI account following the instructions for each field; you must also select and answer a security question and click on "Continue".
- o Step 4: Provide information regarding gender, ethnicity and race and click on "Continue".
- o Step 5: Provide information regarding CE credits and completion of surveys and click on "Continue". CE credits are available for purchasing by the individual.
- o Step 6: Provide the required information for the Medical College of Wisconsin as identified by the *.

- o Select the Learner Group that most closely matches your research and your role in research; choose from Learner Groups 1-6, or 8 and click on "Next".

More information regarding CITI training can be found [here](#).

C. What modules must I complete?

The required modules depend on the type of research and your role in that research. Please make sure to review the descriptions for each module to see if they relate to your specific project. The most common modules for Emergency Medicine Research are:

- Social/Behavioral Research involves observational and survey research, work with population and/or epidemiological studies. This type of research does not involve any drugs or devices (investigational or marketed).
- Biomedical Research involves any type of clinical research studies, including those that involve investigational drugs and/or devices.

View [MCW's recommendation for learning groups for human subjects research](#).

More information regarding CITI training and modules can be found [here](#).

D. How do I access/complete the CITI modules?

1. Go to www.citiprogram.org.
2. Enter username and password used to register with CITI Program.
3. On the Main Menu page, click on the course title to begin or continue the coursework.
4. Complete the Integrity Assurance Statement.
5. Complete the required modules and associated quizzes.
 - You may re-review the modules and repeat any quizzes to attain the overall passing score of 80%. (Once you have completed all of the required modules in your curriculum you will be shown optional modules which may be completed at a future time).
6. Upon successful completion of the modules and associated quizzes print a copy of your completion report for your records.

E. Register on eBridge

You will need to have an eBridge account to be added to a research team once you've completed the CITI training. eBridge is separate from CITI.

- To register for MCW's eBridge system please go [here](#).
- Complete the information requested and indicate that you will be using eBridge for 'human submissions.'
- Be sure to include your CITI Member ID so that the system will connect your CITI with MCW's profile.