

Effective 09-25-2018, the following CITI HSP training will replace the NIH training

Collaborative Institutional Training Initiative (CITI) Human Subjects Protection (HSP) Certification

KPSC IRB policy requires principal investigators and co-investigators to obtain a **one-time** certification of Human Subjects Protection training prior to conducting research. This CITI HSP certification is required for investigators, who do have a valid HSP training on file with the IRB. This training is required for investigators conducting non-clinical trial research such as data only and prospective studies.

Please use the CITI HSP “Biomedical Human Subjects Protection–Basic” online course to obtain your IRB required certification by following the next steps:

To access the training visit the CITI website at:
<https://about.citiprogram.org/en/homepage/>

- I. Complete the CITI HSP “Biomedical Human Subjects Protection–Basic” online course, which will take you approximately 3 hours to complete.

For NEW Users: [Click Here](#)

- 1) Find **Kaiser Permanente** under the “Select Your Organization Affiliation”.
 - a. Check “I AGREE... ..” and “I affirm... ..”.
 - b. Click on “Continue To Create Your CITI Program Username/Password”

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. ⓘ

Kaiser Permanente 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 Kaiser Permanente.

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

- 2) Enter your Personal Information
 - a. Name and Email address [USE YOUR KP EMAIL ADDRESS WHENEVER POSSIBLE]
 - b. Click on “Continue To Step 3”

- 3) Create your Username and Password
 - a. Type in a username [MUST BE YOUR KP NUID] and password (create your own)
 - b. Select your Security Question and Security Answer
 - c. Click on “Continue To Step 4”

- 4) Enter Country of Residence
 - a. Click on “Continue To Step 5”

- 5) Answer the questions:
 - a. “Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?”
 - i. It is optional to request CEU credit. Costs of credits range from \$70.00 to \$90.00 depending on your profession.
 - b. “Can CITI Program contact you at a later date regarding participation in research surveys?”
 - c. Can CITI Program contact you at a later date with marketing information?
 - d. Click on “Continue To Step 6”

- 6) Provide the following information requested by Kaiser Permanente [QUESTION(S) WITH "*" NEXT TO THEM ARE REQUIRED FIELDS]
 - a. Institutional email address [MUST TYPE IN YOUR KP EMAIL ADDRESS WHEN AVAILIABLE]
 - b. KP Regional Code – [MUST SELECT “SCAL” FROM THE DROP-DOWN LIST]
 - c. Type in your Department
 - d. Select your Role in Research from the drop-down list
 - e. Click on “Continue To Step 7”

- 7) Select Curriculum
 - a. Answer Question 1: Conflict of Interest by selecting “Not at this time.”

* Question 1

Conflict of Interest

Please choose one learner group below based on your role.

Choose one answer

Conflict of Interest for Federally Funded Research (3 Modules)

Conflict of Interest for Research that is not Federally Funded (1 Module)

Not at this time.

- b. Skip to Question 5 and check-off “Biomedical Human Subjects Protection-Basic” course

Question 5

Human Subjects Protection Basic

If your region requires you to take the Human Subjects Protection – Basic Course, select either the Biomedical or the Social-Behavioral-Educational Basic Course according to the type of research you will conduct. You will be enrolled in that Basic Course.

Choose all that apply

Biomedical Human Subjects Protection – Basic

Social-Behavioral-Educational Human Subjects Protection – Basic

- c. Click “Complete Registration”

8) Click “Finalize Registration”

- a. Click on the course name “Biomedical Human Subjects Protection-Basic”.
- b. Complete “The Integrity Assurance Statement” before beginning the course.

II. Once you complete the “Biomedical Human Subjects Protection – Basic” on-line course, please ensure that you:

- a. Print your certificate and retain a copy for your records. (You can also opt to save a PDF version, to email to the IRB).
- b. Ensure you have an active iRIS account. (Check by logging on to the following link: <http://iris.kp-scalresearch.org>.)
 - If you are a new iRIS user, and do not currently have an iRIS account, please submit a help ticket at [iRIS Help Desk](#) to request an iRIS account.
- c. Once you have an account, email a copy of your completion report / certificate as a PDF file to KPSC.IRB@kp.org and include your KP NUID#, KP Site and Department information in the email content.

Please contact Jim Knell at 626-405-3692 (tie line: 8/335) or email Jim.X.Knell@kp.org if you have any questions regarding the above instructions or need assistance creating a PDF of your training certificate for IRB submission.