



Collaborative Institutional Training Initiative
at the University of Miami

Downloading Your CITI Training Certificate To IRBNet



UNIVERSITY of
DENVER

RESEARCH & SPONSORED PROGRAMS

University of Denver Institutional Review Board (IRB)
Office of Research Integrity & Education

Step 1: Log on to CITI – www.citiprogram.org

Step 2: Click on “*View Previously Completed Coursework*”

University of Denver Courses			
Course	Status	Completion Report	Survey
SBER Research Investigators	Passed 06/26/2015	Print Report	Post-course evaluation

My Learner Tools for University of Denver

- Add a Course or Update Learner Groups
- **View Previously Completed Coursework**
- Update Institution Profile
- View Instructions page
- Remove Affiliation

The next page shows the courses you've completed and the expiration date.

University of Denver Reports

Basic/Refresher Course - Human Subjects Research

SBER Research Investigators

Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
1 - Basic Course	16485509	80%	100%	10/22/2009	06/26/2015	06/25/2019	View	View



Step 3: Click “View” under Completion Report

Step 4: Download and save this completion report to your computer

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM) COURSEWORK REQUIREMENTS REPORT*

* NOTE: Scores on this Requirements Report reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- **Name:** Mary Travis (ID: 1112089)
- **Email:** mary.travis@du.edu
- **Institution Affiliation:** University of Denver (ID: 1294)
- **Institution Unit:** Research Compliance
- **Phone:** 303-871-4049

- **Curriculum Group:** Basic/Refresher Course - Human Subjects Research
- **Course Learner Group:** SBER Research Investigators
- **Stage:** Stage 1 - Basic Course

- **Report ID:** 16485509
- **Completion Date:** 06/26/2015
- **Expiration Date:** 06/25/2019
- **Minimum Passing:** 80
- **Reported Score*:** 100

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Belmont Report and CITI Course Introduction (ID:1127)	06/21/14	3/3 (100%)
History and Ethical Principles - SBE (ID:490)	10/22/09	4/4 (100%)
Defining Research with Human Subjects - SBE (ID:491)	06/21/14	5/5 (100%)
Assessing Risk - SBE (ID:503)	06/21/14	5/5 (100%)
Informed Consent - SBE (ID:504)	06/21/14	5/5 (100%)
Privacy and Confidentiality - SBE (ID:505)	06/21/14	5/5 (100%)
University of Denver (ID:12728)	06/28/15	No Quiz

For this Report to be valid, the learner identified above must have had a valid affiliation with the CITI Program subscribing institution identified above or have been a paid Independent Learner.

CITI Program
Email: citisupport@miami.edu
Phone: 305-243-7970
Web: <https://www.citiprogram.org>

Collaborative Institutional
Training Initiative

Step 5: Log on to IRBNet - www.irbnet.org and click on 'USER PROFILE'



Step 6: Scroll down to 'Training and Credentials' section and click on "Add a New Training & Credentials Record"

(Note: Do not use the 'External Accounts' section)

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once added to your profile, your training and credentials can be easily linked to your projects from the Designer, are accessible by your project teams and can be quickly accessed and tracked by the boards that review your projects. Some boards also permit you to directly submit your training and credentials without requiring you to link these records to specific projects.



▶ [Add a New Training & Credentials Record](#)

Step 7: Select the document type and then press 'Continue'

IRBNet helps you maintain the history of each of your Training & Credentials records as you add new versions. When you add a new version of a record, it is automatically grouped together with the previous versions of your record within the Document History. For example, you can have your updated training certificate automatically grouped together with your previous expired certificates for the same training course so that you can easily see the history of your course certifications. Similarly, you can have your updated resume automatically grouped together with the previous versions of your resume so that you can easily see the history of the resumes you have used over time.

If the record that you are adding is a new version of an existing record please select the existing record to assure your new version is properly organized into the correct Document History:

Select	Document Type	Description	Cr	Effective Date	Expiration Date	
<input type="radio"/>	None of these					



Continue	Cancel
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Step 8: Select the **document type**, put in the **date** you completed the course, select **browse** and **upload the certificate** and select **'Attach'**

Attach a document to this Training & Credentials record by clicking the "Browse..." button to locate your document and then by clicking "Attach".

The screenshot shows a form with the following elements:

- Document Type:** * CITI: SBER Research Investigators - Basic Course (dropdown menu)
- Description:** (text input field)
- Credits/Credit Hours (if applicable):** (text input field)
- Effective Date:** * (calendar icon)
- Expiration Date:** (calendar icon)
- Browse...** (button) No file selected.
- Attach** (button)
- Cancel** (button)

* required fields






Step 9: Scroll down to 'Training & Credentials' section and select 'Submit'

Training & Credentials

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[▶ Add a New Training & Credentials Record](#)

[| Show all Versions |](#)


Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
154716.1	CITI: SBER Research Investigators - Basic Course	SBER- Basic Course		09/24/2014		09/26/2014 03:32 PM	Not Submitted	    Submit 

Step 10: Select 'University of Denver (DU) IRB, Denver, CO' and press 'Continue'.

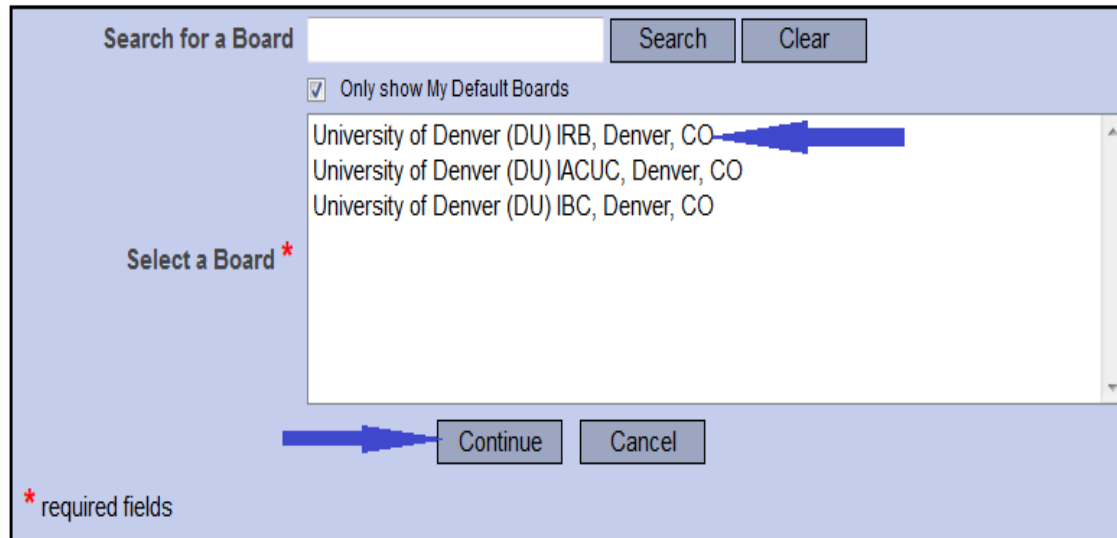
Step 1: Select a Board

Certain Boards allow you to directly submit your Training & Credentials. (Alternately, you may link your Training & Credentials to any package on the Designer and then submit the entire package.)

You are submitting the following record:

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	
154716.1	CITI: SBER Research Investigators - Basic Course	SBER- Basic Course		09/24/2014		09/26/2014 03:32 PM	

Please select a Board:



Select a Board *

Only show My Default Boards

- University of Denver (DU) IRB, Denver, CO
- University of Denver (DU) IACUC, Denver, CO
- University of Denver (DU) IBC, Denver, CO

* required fields

Step 11: Final step, click 'Submit'

Step 2: Confirm and Submit


Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	
154716.1	CITI: SBER Research Investigators - Basic Course	SBER- Basic Course		09/24/2014		09/26/2014 03:32 PM	

You are submitting this record to the following Board:

University of Denver (DU) IRB, Denver, CO

You may also send an optional message to the Board along with this submission:

Subject:	<input type="text" value="New Training & Credentials Submission"/>
Your Message:	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>



Final Comments:

- Your DU CITI training is valid for 4 years
- If you transfer to another institution that utilizes CITI training, you can transfer and apply your completed training through the CITI affiliation process.

If you have any questions or experience any problems downloading your CITI training please contact the DU Office of Research Integrity & Education at 303-871-2121.

