

Information about what to do when your CITI training course expiration date is coming up

[HRPP Policy 103, Education Program](#), implemented in June 2019, describes the training courses to be completed by investigators conducting exempt or non-exempt human subjects research (HSR) on protocols submitted to the NIH IRB. The policy also defines HSR training required for OHSRP and ORSC staff, and IRB members. Individuals subject to the policy were required to have completed a basic CITI course (CITI Biomedical 101 or the CITI Social & Behavioral Educational Modules) after 1/21/2019 and prior to the 9/1/2019 compliance date. Investigators subject to the policy who conduct non-exempt human subjects research were also required to have completed a GCP course.

All investigators on protocols overseen by the NIH IRB, who are covered by the NIH FWA, must have up to date HSR training as required in Policy 103, documented in iRIS. (Note: non-NIH investigators who are not covered by the NIH FWA must continue to follow the requirements of their home institution per Policy 103.) If any investigator on the protocol is not up to date on training, NIH IRB analysts will not process the action and will return the submission to the PI with a notice indicating that an investigator on the protocol does not have current HSR training.

The CITI basic courses (Biomedical 101 and the Social Behavioral Modules) and the CITI GCP (US FDA focus) course expire three years after the completion date, and investigators, IRB members, OHSRP and ORSC staff then need to take the relevant CITI refresher course. This means that individuals who took their CITI training in 2019 need to complete refresher courses this year prior to the expiration date. Please note that individuals who completed the NIAID GCP course prior to 6/1/2019 and not the CITI GCP (US FDA focus) course will need to take the CITI GCP course when their NIAID GCP course expires.

CITI will send email reminders of pending CITI course expiration starting 90 days in advance, and individuals can then sign in via the NIH CITI portal to complete the applicable refresher course(s) before the expiration date. To access the CITI site via the NIH portal, please click on the green box that says "CITI Training" on [this page of the OHSRP website](#) and sign in **using your Smart Card (PIV) log-on** as noted in the 1st screenshot on the next page and not your user name and password. When the CITI landing page opens, click on the blue box next to National Institutes of Health labeled "View Courses."

Anyone who has an active iRIS account can check the status of their training to see when their training expires. To do so, log into iRIS, click on "My Profile" and then select "My Account" from the dropdown menu. Then select "Training History" in the column on the left. See these steps in the 2nd screenshot on the next page. If your CITI training information is not found, check your CITI account profile to be sure that your NED AD email is listed as your preferred email. Your NED AD email can be found by using [the NIH Enterprise Directory](#). (See the 3rd screenshot on page 3.)

Screenshot 1

Sign in

Smart Card Login

Insert your PIV card into your smart card reader or sign in using your mobile PIV-D credentials. [Need help?](#)

Sign in

Authenticator App

Use your account credentials and check your phone for a one-time code or push notification. [Need help?](#)

Username

Password

[Forgot Password?](#)

Sign in

[Trouble signing in?](#)

Screenshot 2

iRIS by iMedRIS
Integrated Research Information System

Account: [Redacted]
Branch: [Redacted]
Path: Home

Help | My Profile | **Return to your account**

My Workspaces | My Profile | **My Account** - [Redacted]

SETTINGS
My Account **2**

RESOURCES
Help
Completed Tasks

COMMUNICATIONS
Announcements
View Correspondence

MISCELLANEOUS
Custom Links

Profile	Training Group - Course	Course Date	Course Expiration
Biosketch, CV, Pubs	Biomedical 101 - Basic Course	05/22/2019	05/22/2022
Training History 3	Good Clinical Practice Course (US FDA focus) - Basic Course	09/24/2021	09/23/2024
Medical Licenses	NIAID GCP - Basic Course	05/21/2019	05/21/2022
Signature			
Disclosures			
Signoff Availability			
Notes			

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Screenshot 3

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HHS ID:	2
Legal Name:	A
Preferred Name:	A
E-mail:	
Location:	E
	6
	E
Mail Stop:	
Phone:	3
Fax:	
IC:	C
Organization:	C
Classification:	E
Emergency Tier Designation:	T
IPD:	C
Organizational Title:	E
Mobile Phone:	
Pager:	
TTY:	
Delivery Address:	6
	4
	E
Postal Address:	E
	6
	E
Web Site URL:	
NIH Login Username:	S
NIH AD Email:	
ID Badge:	Y

Your NED AD email will be listed in the NIH directory on the line that says NIH AD email on the right