

CITI Certification: How To

All individuals involved in Human Subjects Research at UofL are required to take Human Subjects and HIPAA Research Training. UofL utilizes the CITI program for research training and CITI certification is valid for four years once received.

Before beginning your CITI training you will need to complete a profile in the iRIS System. Login to your iRIS profile using your UofL ULINK/Outlook user name and password at the following link: <http://iris.louisville.edu>

Once in iRIS complete the 2 tasks below

1. Uploading you CV
2. Completing the Attestation and Disclosure Form

Once your profile is complete in iRIS you are then ready to complete your CITI training

To complete your CITI training and how to do so please see the following link:

<http://louisville.edu/research/humansubjects/lifecycle/before-you-begin>

See the direct link to the CITI website to register here: <https://www.citiprogram.org/>

Please read the following directions before registering your account.

- If you are a first time CITI user please click the link labeled “[Has never completed the CITI Basic Course](#)” for information on how to do so
- If you are renewing your CITI training please click the link labeled “[Needs to update my CITI training](#)” for information on how to do so

Human Subjects/HIPAA Training:

All individuals involved in human subjects research are required to take Human Subjects and HIPAA Research training. The Human Subjects training course is combined with the HIPAA-Research course. The University of Louisville has chosen to utilize the CITI Program which is a collaborative institutional training initiative located at the University of Miami. The certification period, upon successful training completion is 4 years. Results from CITI will be transferred to iRIS.

Previous HIPAA-Research training expiration dates will be extended to match your Human Subject's Protection expiration date. Upon expiration, you will be required to take the new combined course.

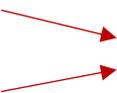
If you are a VA researcher and haven taken the VA human subjects training, you must complete the HIPAA Privacy -VA Researchers - Basic Course. Completion of the course is required if you will submit any projects for IRB review.

Course Registration: <http://www.citiprogram.org>

Course Instructions:

I am a researcher who:

- Has never completed the CITI Basic Course
- Needs to update my CITI training



- Once you are to the CITI website and have selected to complete the “**Human Subjects and HIPAA Research**” course you will then go on to complete the **14 required modules** and then pick **4 of the 22 elective modules**. When finished you should have completed **18 modules in total**.

Reminder: If you are adding participants to sponsored projects there is a disclosure requirement. Any individual receiving any portion of their compensation through an externally funded project and any individual participating in research under the auspice of UofL, regardless of compensation, must complete their annual Attestation and Disclosure Form (ADF) requirement before added to projects.