

# Welcome to the CITI Program

## University of Pittsburgh/UPMC LIFE CHANGING MEDICINE

### Introduction

All students, faculty, staff, and physicians must complete specific training that may vary, depending on their discipline and research activities. The University of Pittsburgh and UPMC training draws on resources provided by the Collaborative Institutional Training Institute ([CITI](#)), as well as by the University of Pittsburgh Internet-based Studies in Education & Research ([ISER](#)). This document provides specific requirements for CITI training only. General information on training requirements is available on the Office of Research Protections (ORP) [website](#) (for University of Pittsburgh training requirements), and [UPMC OSPARS Infonet](#) (for industry-initiated and sponsored studies conducted at UPMC).

### Getting Started

Users must log into the specific Pitt Portal, [www.citi.pitt.edu](http://www.citi.pitt.edu), to access CITI training. This portal allows for sharing of training records with offices at both the University and UPMC. All users must have a University of Pittsburgh HSConnect account to login to the Pitt Portal. It is important not to create duplicate accounts and if unsure, contact the HSConnect support team at 412-648-2222 or email us at [orp@pitt.edu](mailto:orp@pitt.edu).

### General Information

Users must obtain a cumulative passing score of 80% on the brief quizzes that are associated with most modules in order to pass the test / become certified. If for some reason, you elect to retake a passed course before the refresher courses are required, the original certification date is maintained and a new certificate will not be issued.

Training records are automatically displayed in the applicable animal research application (ARO), human subject research application (PittPRO), Pitt [HSConnect](#), and other Pitt databases. The completion reports are transferred to Pitt databases nightly but access to the research applications are not immediate and it may take 24-48 hours before the records are updated.

### Re-certification

CITI will notify users via email 120 days before the course expiration date. The notifications will only be sent for those courses displayed under Active Courses. CITI automatically displays the refresher courses in the Course Ready to Begin section for easy access and the status will display Start Now. The refresher courses are not available for completion until this time. Re-certification will generally be required every 4 years but courses such as Good Clinical Practice require re-certification every 3 years.

### Credits from Other Institutions

Individuals who have previously completed CITI modules for another institution's training program may be able to transfer those credits to our site. Similarly, individuals seeking to meet certification for other entities (e.g., VA Medical Centers) may be able to transfer Pitt/UPMC CITI credits to those programs. It is important to remember that course requirements are not standardized across institutions. Each institution determines their own selected modules per course so generally, additional modules must be completed for each course transferred. Users must select their curriculum and start the course to see

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which modules will be transferred. Currently, only courses completed within the past 2 years that were not Refresher courses can be transferred.

### Certificates

CITI provides both a Completion Report and Completion Certificate. The Completion Certificate does not reflect quizzes and may be more suitable for sharing. The documents are displayed in the University of Pittsburgh Courses section under Completion Record: View/Print for the Completion Report with quiz scores and Share for certificate without quiz scores. It is not currently possible to download CITI certificates from HSConnect.

### Continuing Education Credits

CITI offers certified continuing education (CE) credits for many of their courses which can be purchased directly from CITI for professional recertification/re-licensure. Click on the "CEUs" tab on the Main Menu page for more information. There is no charge to complete a course but if you wish to obtain CEUs, they must be purchased directly from CITI.