UNT | HEALTH
SCIENCE CENTER

Please be prepared to turn in your CITI training certificate of completion during New Student Orientation.

CITI Training

CITI Online Training – Collaborative Institutional Training Initiative (CITI) Training must be completed prior to the first day of class. ***This training takes several hour to complete and time spent in the module is monitored.***

The online CITI program may be found at: https://citiprogram.org/

Here are the general instructions:

1. Create your own user name and password (click Register at the top of the page); be sure to write it down somewhere. You can log in and log out of the site; you do not have to complete the entire program at one sitting.
2. Type the University of North Texas Health Science Center for the organization. You must indicate UNTHSC in order to receive credit for the training. When you complete the course, the Office of Research Compliance at UNTHSC will be notified.
3. Enter your name, home address, and personal email.
4. Leave the institution identification number blank. You do not need one to complete the training.
5. Put your UNTHSC email address in the space when it asks "Institutional Email Address". *If you do not have your UNTHSC email yet, you may use your personal email.*
6. Select Student Researcher: Graduate Level
7. For office phone you may put your contact phone number.
8. Select ***Human Subjects Research*** when asked about your research area. **Please complete the Human Subjects Research course only. You do not need to take any other courses within the training module.**
9. When you create a new account with CITI, one of the steps mentions Continuing Education (CE) credits. Unless you would like the CE credit, you need to check "NO" regarding CE. There is a charge for CE credit that you will be responsible for paying if you select "YES". The required CITI Human Subjects Research Training course does not cost anything to students.
10. Print off your certificate of completion.

*If you took the CITI training before you will need to submit a copy of your certificate, which you may bring and turn in at orientation. You will not need to retake CITI training unless it has expired but you will need to submit your certificate to verify this.