

## Accessing the CITI Good Clinical Practice and ICH (GCP) Basic Course

Please follow these directions. If you encounter problems or have questions, please call the Dartmouth Clinical Trials Office at 653-3411.

There are two sets of directions that follow:

- 1) You do not have a CITI account
- 2) You do have a CITI account

### How to access the CITI GCP course if you do not already have a CITI account

1. Go to the CITI homepage at [www.citiprogram.org](http://www.citiprogram.org)
2. Select “register here”
3. Answer each of the 8 questions:
  - a. Select your institution or organization: *select the drop down for “participating institutions” and choose “Dartmouth College”*
  - b. Create your username and password
  - c. Security question and answer
  - d. Enter your name
  - e. Enter your email address
  - f. Gender, ethnicity and race
  - g. CME/CEU credits: *CME/CEU credits are available for purchase; you are responsible for costs associated with this purchase*
  - h. *Course survey*
4. Select “submit”
5. Complete your profile information. The required fields include:
  - a. Gender
  - b. Highest degree
  - c. Department
  - d. What is your role in research
  - e. Office phone
6. Select “submit”
7. Select your curriculum based on your role. There are five questions that must be answered:
  - a. Select the group appropriate to your research activities: *Answer this question based on your most likely role. Select only one of the following:*
    - i. Good Clinical Practice for MOST categories of key personnel (for example, investigators, research nurses, research coordinators, regulatory coordinators, data managers) Required by the Dartmouth Clinical Trials Office
    - ii. Good Clinical Practice for OTHER categories of key personnel (for example, personnel providing laboratory, statistical, or other support to the project) Required by the Dartmouth Clinical Trials Office

- b. Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects: *Choose the most appropriate response*
  - c. If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below: *RCR is not required for GCP training. No selection is required for this question*
  - d. Would you like to take the Conflict of Interest (COI) mini-course: *COI is not required for GCP training. Select "no"*
  - e. Do you conduct studies that use Lab animals: *Do not respond to this question*
8. Select "submit"
  9. You will be asked to confirm Dartmouth College as your institution and to affiliate with other institutions as applicable. Follow these directions and select either "yes" or "no"
  10. When you arrive at the main menu, you will see you are enrolled in the course "Good Clinical Practice and ICH (GCP), Basic Course" for Dartmouth College. Select "Enter" to begin the course modules
  11. After you complete the course, print your completion certificate so you have it for your records. A copy of your certificate should also be included in your study-specific regulatory binder or your centralized study files. You can access your completion certificate at any time by logging into the CITI web site

### **How to access the CITI GCP course if you already have a CITI account**

1. Go to the CITI homepage at [www.citiprogram.org](http://www.citiprogram.org)
2. Enter your username and password
3. Select "submit"
4. If you are already affiliated with Dartmouth College, select "add a course or update your learner groups for Dartmouth College" and go to #5. If you are not affiliated with Dartmouth College, select "affiliate with another institution" and continue with the following steps
  - a. Select your institution or organization: *select the drop down for "participating institutions" and choose "Dartmouth College"*
  - b. Select "submit"
  - c. Complete your profile information. The required fields include:
    - i. Gender
    - ii. Highest degree
    - iii. Department
    - iv. What is your role in research
    - v. Office phone
  - d. Select "submit"
5. Select your curriculum based on your role. There are five questions that must be answered:
  - a. Select the group appropriate to your research activities: *Answer this question based on your most likely role. Select only one of the following:*

- i. Good Clinical Practice for MOST categories of key personnel (for example, investigators, research nurses, research coordinators, regulatory coordinators, data managers) Required by the Dartmouth Clinical Trials Office
    - ii. Good Clinical Practice for OTHER categories of key personnel (for example, personnel providing laboratory, statistical, or other support to the project) Required by the Dartmouth Clinical Trials Office
  - b. Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects: *Choose the most appropriate response.*
  - c. If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below: *RCR is not required for GCP training. No selection is required for this question*
  - d. Would you like to take the Conflict of Interest (COI) mini-course: *COI is not required for GCP training. Select "no"*
  - e. Do you conduct studies that use Lab animals: *Do not respond to this question*
6. Select "submit"
7. You will be asked to confirm Dartmouth College as your institution and to affiliate with other institutions as applicable. Follow these directions and select either "yes" or "no"
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