



# Meeting the USF IRB's Human Subjects Protection Education Requirement Through CITI Program



Human Subject Protection Education is required for all faculty, staff, and students directly involved in the conduct of clinical or social and behavioral research according to USF IRB Policy and Procedure Manual Section 7.2. Please refer to [Human Subject Protection Education](#) for the most up to date information and a list of valid courses. CITI Program offers many courses and only courses identified on the site above will meet the IRB's HSPE requirement.

## Registering for a course at CITIProgram.org

1: Navigate to [www.citiprogram.org](http://www.citiprogram.org) using a standard web-browser.

2: Select Register and continue to Step 3.

A rectangular button with a light blue border and the word "Register" in a small, blue, sans-serif font.

3: Enter "University of South Florida" (without the quotation marks) as the Organization Affiliation; check the box agreeing to the Terms of Service; and click Continue to Step 2.

*Note: Do not select Independent Learner Registration or you will be charged for each course and neither USF nor the IRB will reimburse you.*

4: Enter the requested information on the Personal Information page and click Continue to Step 3.

*Note: Using the organizational email address affiliated with your ARC account will ensure automatic updates of your HSPE courses.*

5: Enter the requested information on the Username and Password page and click Continue to Step 4.

6: Enter the requested information on the Country of Residence page and click Continue to Step 5.

7: Continue the registration process by selecting "No" to the Continuing Education Unit (CEU) question.

*Note: Do not select "Yes" to the CEU question or you will be charged for each course and neither USF nor the IRB will reimburse you.*

8: Answer the remaining questions on the page and click Continue to Step 6.

9: Complete the registration process by answering the questions on this page and clicking Continue to Step 7 to advance to the course selection page.

10: There are 9 Questions on this page that outline all the courses that CITI Program offers to USF Affiliated Personnel. Questions 1, 2, and 4 deal with the courses accepted by the IRB. The other courses are available and in some cases required by Sponsors or Faculty, but do not meet the IRB's requirement for HSPE. Answer all the required questions, selecting the desired courses and click Complete Registration.

Congratulations! You have registered for your CITI Program course. You will find the courses on the Main Menu and will complete each module by clicking on the course name and then the module.

Contact the CITI Help Desk, Mon-Fri, 8:30 am – 7:30 p.m. for assistance at 1-888-529-5929 or [support@citiprogram.org](mailto:support@citiprogram.org) or the ARC Help Desk, Mon-Fri, 8:00 am – 5:00 pm, at 1-813-974-2880 or [RSCH-ARC@usf.edu](mailto:RSCH-ARC@usf.edu).