

**General Instructions:** North Park students, faculty and staff can receive Human Subjects Research (HSR) training, and certificates of completion from the Collaborative Institutional Training Initiative (CITI) site because North Park has a subscription with CITI. Learners will need to create a CITI program user name and password with CITI for access. Once at the CITI site, learners should choose Human Subjects Research, Social-Behavioral-Educational (SBE, Basic or Refresher as appropriate) for most research HSR completed at North Park. The Biomedical HSR training is only required for randomized control trials of investigational drugs, medical devices or biologics. To avoid charges for HSR training, learners should choose the option for persons affiliated with a CITI Program subscription and enter North Park University in the box that requests users to select their organization.

**Specific Directions** for Registering (based on 1/24/19 use of the CITI site):

- Navigate to: <https://about.citiprogram.org/en/series/human-subjects-research-hsr/>
- On the CITI Human Subjects Research Page, scroll down to Basic Courses and choose Social-Behavioral-Educational (Basic or Refresher based on past certification).
- Choose Learners Buy Now.
- Choose Have an Account? Log in to Purchase.
- Choose Register at the top of the page
- At Select your Organization Affiliation, enter North Park University
- Check box indicating you agree to the terms of service
- Check box indicating you are affiliated with North Park University
- Choose Continue to create your CITI Program User Name and Password.