

Los Angeles County Department of Public Health Institutional Review Board (IRB)
313 N. Figueroa St., Room 127
Los Angeles, CA 90012
Email: IRB@ph.lacounty.gov
Website: <http://publichealth.lacounty.gov/irb/>

CITI Human Subjects Protection Training FAQs

What is CITI Human Subjects Protection training?

The [Collaborative Institutional Training Initiative Program](#) (CITI), a program of the Biomedical Research Alliance of New York (BRANY), provides the training needed to ensure that all investigators and research study personnel who collect, access and analyze data, meet the minimum Federal standards to protect the privacy of patients and protected health information as set forth by the 1996 Health Insurance Portability and Accountability Act (HIPAA) that regulates the use/disclosure of an individual's health information.

Do I need to take CITI Human Subjects Protection training?

Investigators and project personnel doing research involving human subjects must take CITI training before receiving IRB approval and become re-certified at minimum every three years. Alternatively, investigators and project personnel can attend the virtual training offered by the IRB (see upcoming training dates on our [website](#)) or comparable other human subjects and health information privacy training, e.g., NIH, NIMH, UCLA, USC and attach a copy of the certificate to the application.

How do I register for CITI Human Subjects Protection training?

Investigators and key personnel (anyone who analyzes identifiable data, collects, accesses or de-identifies data) can access CITI training by going to their website at: <https://citiprogram.org>

Which CITI Human Subjects Protection courses do I need to take?

Investigators and key project personnel need to take the one following courses as appropriate:

- Social & Behavioral Research Investigators
- Biomedical Research Investigators

Do I need to take the Good Clinical Practice (GCP) course?

No. This is an optional course.

My study is exempt. Do I still need to take CITI Human Subjects Protection training?

Yes. Even if a study is exempt, CITI Human Subjects Protection training (or equivalent, see "Do I need to take CITI training") is required.

What if I have already taken CITI Human Subjects Protection training at another institution?

CITI Human Subjects Protection training completed at another institution can be accepted by our IRB if it was completed within the past three years. When submitting your IRB application, please upload both your training certificate **and** your coursework report (also known as a transcript). Refer to the attached screenshots on page for instructions on how to print *both* your certificate and transcript.

What is the passing score?

A score of 80% is required to pass; module quizzes can be retaken if you did not score 100%.

How long does the training last, and does it need to be taken all at once?

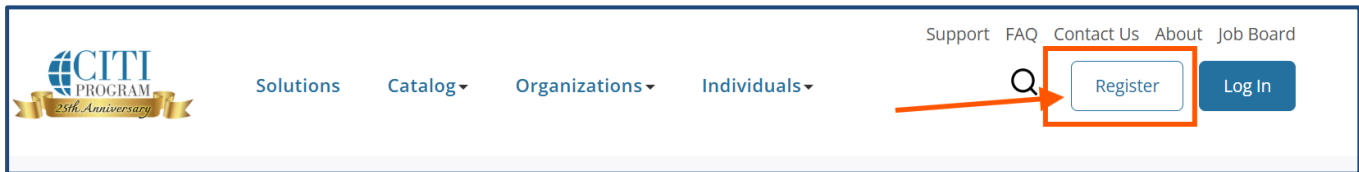
The training will take approximately 1.5-2 hours and can be started or stopped at any time.

Instructions for New and Existing Users

- A. New User (New registration):** If this is your first time creating a CITI account, refer to [page 3](#) (next page).
- B. Existing CITI Users from Institutions other than Los Angeles County Department of Public Health (DPH):** If you already have a CITI account registered with a different institution, refer to [page 13](#).
- C. Existing CITI Users from DPH:** If your CITI account is registered under DPH, refer to [page 15](#).

A. New Users (New Registration)

1. Once you are in the [CITI Program](#) homepage, click “**Register**” located to the upper right-hand side.



2. Click on “**Select Your Organization Affiliation**”

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

3. **Select Your Organization Affiliation:** Type in the search box “Los Angeles”, you will then see the choices populate, select “Los Angeles County Department of Public Health”.

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Los Angeles Co

Los Angeles Community College District

Los Angeles County Department of Public Health

A. New Users (New Registration), continued

4. Please read and agree to the **Terms of Service** and **Privacy Policy**; affirm you are an affiliate of Los Angeles County Department of Public Health

The screenshot shows the 'CITI - Learner Registration' form at Step 1 of 4. The title is 'Select Your Organization Affiliation'. Below the title, a note states: 'This option is for persons affiliated with a CITI Program subscriber organization. To find your organization, enter its name in the box below, then pick from the list of choices provided.' A search box contains the text 'Los Angeles County Department of Public Health'. Below the search box, a note says: 'Los Angeles County Department of Public Health only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' There are two checkboxes, both of which are checked and highlighted with a red box. The first checkbox is labeled 'I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.' The second checkbox is labeled 'I affirm that I am an affiliate of Los Angeles County Department of Public Health.' Below the checkboxes is a blue button labeled 'Create a CITI Program account', which is pointed to by an orange arrow. At the bottom right, there is a link labeled 'Return to Options'.

5. Fill out your personal information in the blank box accordingly and then click “Continue to Step 3”

The screenshot shows the 'CITI - Learner Registration - Los Angeles County Department of Public Health' form at Step 2 of 4. The title is 'Personal Information'. Below the title, a note states: '* Indicates a required field.' There are four input fields arranged in a 2x2 grid, all of which are highlighted with a red box. The first row contains '* First Name' and '* Last Name'. The second row contains '* Email Address' and '* Verify email address'. Below the input fields, a note says: 'We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.' There are two more input fields, 'Secondary email address' and 'Verify secondary email address', which are also highlighted with a red box. Below these fields is a blue button labeled 'Continue To Step 3', which is pointed to by an orange arrow.

A. New Users (New Registration), continued

- Set up your username and password, choose your preferred security questions from the dropdown menu, and then provide your answers to those questions. In addition, fill out the country and select “Yes” or “No” to receiving info for other courses provided by CITI.

Create your Username and Password

* Indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 12 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd"

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

...

* Security Answer

Continue To Step 4

CITI - Learner Registration - Los Angeles County Department of Public Health

Steps: 1 2 3 4

* Indicates a required field.

Would you like to connect your ORCID® ID to your CITI Program account? ⓘ

id Connect your ORCID ID

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

☐ Yes

☐ No

Continue Registration

A. New Users (New Registration), continued

7. CE Credit Status:

If you select “No” and submit as shown in the below screenshot proceed to page 8 to the “**Affiliate with an Institution**” screen

If you select “Yes”, a set of questions will appear for you to answer (see below).

Your CE Credit Status

What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits. [Learn more about CE credits.](#)

Are you a licensed professional who would like to earn CE credits?

☒ No ☐ Yes

Submit

Purchasing or Claiming your earned CE/CME credits

Follow steps below to purchase or claim CE/CME credits you already earned:

- Click on “Courses” tab at top left of this page and click “View Courses” for your institution.
- Scroll down to “Active Courses” and/or “Completed Courses” section, as applicable.
- Click on the “Apply Now” or “Claim Now” link posted in your course box(es) at top-right corner next to a “CE” badge.

Your CE certificate(s) will be posted on this page after purchasing or claiming them.

What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits. [Learn more about CE credits.](#)

Are you a licensed professional who would like to earn CE credits?

☐ No ☒ Yes

1. Please select the type(s) of CE credit you would like to earn. *

☐ ACCME-IPCE credits
ACCME continuing medical education (CME) credits are available for Athletic Trainers, Dentists, Dietitians, MDs, DOs, PAs, Nurses, Optometrists, Pharmacists, Psychologists, and Social Workers. We also offer *AMA PRA Category 1 Credits™* for other professionals. ACCME-IPCE credits require payment. [Learn more about CITI Program's ACCME CME Credits.](#)

☐ IACET CEUs
IACET continuing education units (CEUs) are available to all learners. [View list of organizations which accept IACET CEUs.](#) IACET credits are free of charge. [Learn more about CITI Program's IACET CEUs.](#)

2. Complete the form below:

First Name	Middle Initial	Last Name
Christina		Sayarath

A. New Users (New Registration), continued

2. Complete the form below:

First Name	Middle Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Credentials *

Job Title *	Affiliation/Organization *
<input type="text"/>	<input type="text"/>

Specialty *	Sub-Specialty
<input type="text"/>	<input type="text"/>

Address 1 (200 Character Max) *

Address 2 (200 Character Max)

Address 2 (200 Character Max)

Country *	State/Province/Region *
<input type="text"/>	<input type="text"/>

City *	Zip/Postal Code *
<input type="text"/>	<input type="text"/>

Phone Number (no dashes) *	Fax Number (no dashes)
<input type="text"/>	<input type="text"/>

Email Address *

Submit

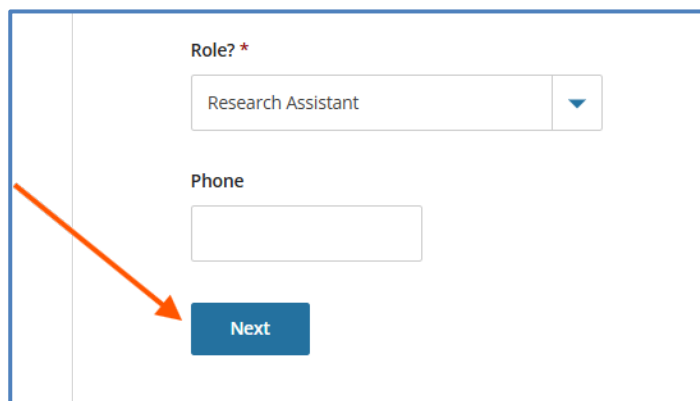
A. New Users (New Registration), continued

8. **Affiliate with an Institution:** Fill out the “Language Preference” and all the fields marked with an asterisk

9. If you're *unsure* how to answer the question "**Role?**", you can scroll down and choose "**Research Assistant**"

A. New Users (New Registration), continued

10. Once you've completed all the required questions, as indicated by the orange squares and asterisks, you can click **"Next"**



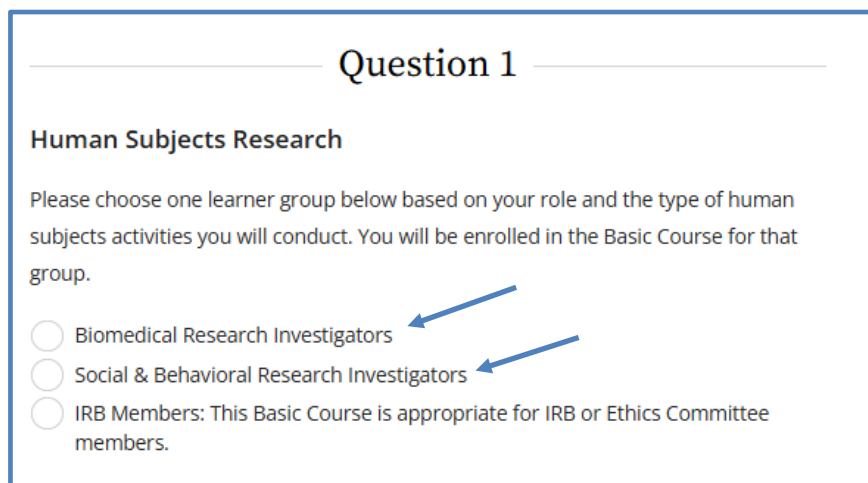
Role? *

Research Assistant ▼

Phone

Next

11. **Choose** either 'Biomedical Research Investigators' OR 'Social & Behavioral Research Investigators' course



Question 1

Human Subjects Research

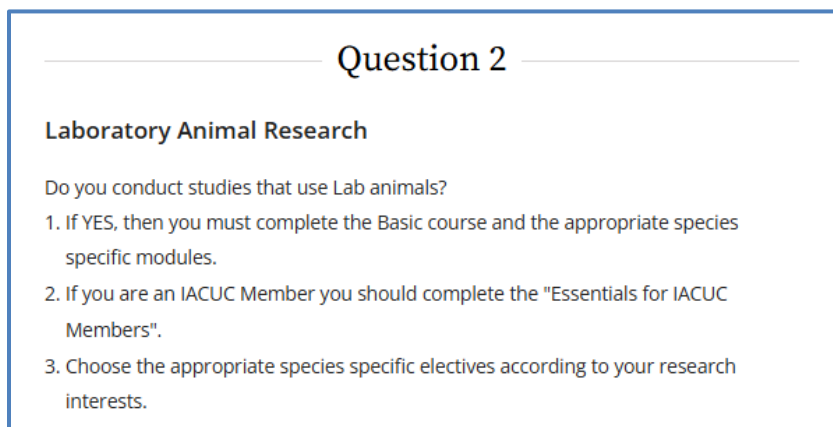
Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

☐ Biomedical Research Investigators

☐ Social & Behavioral Research Investigators

☐ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

12. Skip Question 2 (not required to answer)



Question 2

Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.

2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".

3. Choose the appropriate species specific electives according to your research interests.

A. New Users (New Registration), continued

13. **Optional:** For those that would like to take HIPAA (not required to answer).

Question 3

HIPAA

Please select the Health Insurance Portability and Accountability Act (HIPAA) course you would like to review:

☐ HIPAA Basics for Healthcare Professionals

☐ None at this time


14. Skip Question 7 (optional but not required) by selecting 'Not at this time' and click '**Submit**'.

Question 7

Technology, Ethics, and Regulations

Make a selection below to enroll in the Technology, Ethics, and Regulations course.

☐ Technology, Ethics, and Regulations

☐ Not at this time. 

15. After successfully enrolling in either 'Biomedical Research Investigators' OR 'Social & Behavioral Research Investigators' course and completing registration, the screen shown below will appear.



You are now enrolled in the course(s) you selected.



Your registration has been completed successfully.

Show Courses for:

Los Angeles County Department of Public Health



Institution List

Los Angeles County Department of Public Health

A. New Users (New Registration), continued



Show Courses for: Los Angeles County Department of Public Health [Institution List](#)

Los Angeles County Department of Public Health

Active Courses [Learner Tools](#)

You have no active courses for this institution.

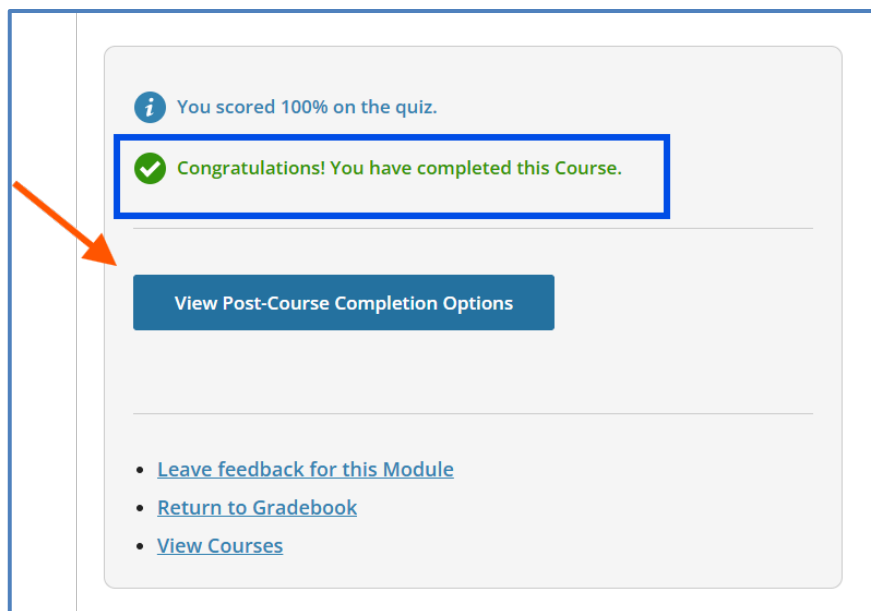
Courses Ready to Begin [Learner Tools](#)

Los Angeles County Department of Public Health
Social & Behavioral Investigators
Stage 1 - Basic Course

0 / 39 modules completed

Start Now

16. **Completion of Course:** After you finish the final module of the course and successfully pass the test quiz, a “View Post-Course Completion Options” button will appear, please make sure to click on it.



i You scored 100% on the quiz.

✓ Congratulations! You have completed this Course.

View Post-Course Completion Options

- [Leave feedback for this Module](#)
- [Return to Gradebook](#)
- [View Courses](#)

A. New Users (New Registration), continued

17. **Post-Course Completion Options:** The Post-Course Completion Options screen will appear, click the "Access your Completion Records" link.

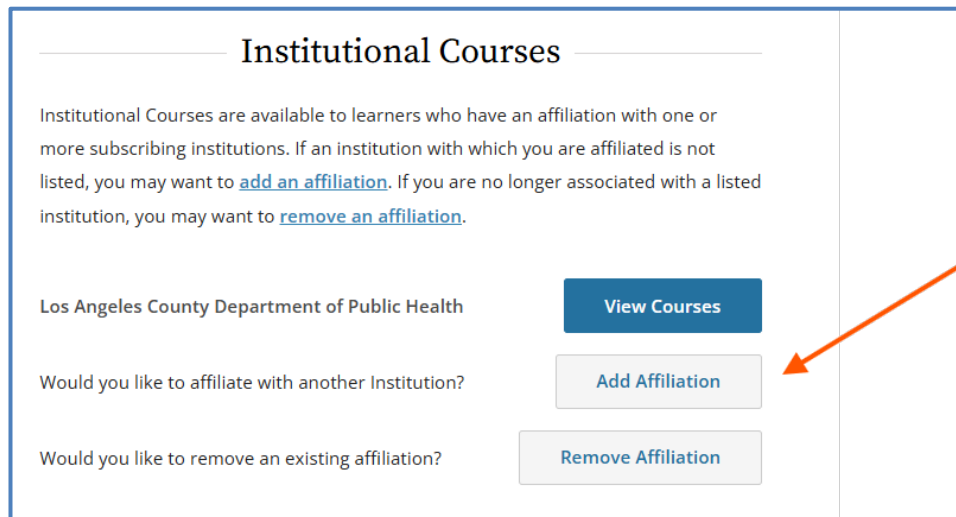


18. **View/Print Completion Report (transcript) and Completion Certificate:** Click the "View/Print" button on the left to access your **transcript** or click the "View/Print" button on the right to access your **certificate**.



B. Existing CITI Users from Institutions other than Los Angeles County Department of Public Health (DPH)

1. Once you log into your CITI account using your username and password, you will be directed to the My Course page, click on the “**Add Affiliation**” button as shown below:



Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Los Angeles County Department of Public Health **View Courses**

Would you like to affiliate with another Institution? **Add Affiliation**

Would you like to remove an existing affiliation? **Remove Affiliation**

2. Enter “Los Angeles” in the search box, and select **Los Angeles County Department of Public Health** for the organization



Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. **i**

If your organization is using Single Sign-On, please find it [here](#).

Los Angeles

- California State University Los Angeles
- Cedars-Sinai Medical Center - Los Angeles, CA
- Children's Hospital Los Angeles (CHLA)
- Los Angeles Community College District
- Los Angeles County Department of Public Health**
- Natural History Museum of Los Angeles County
- University of California, Los Angeles (UCLA)
- VA Greater Los Angeles (includes Sepulveda), CA-691

B. Existing CITI Users from Institutions other than Los Angeles County Department of Public Health (DPH), continued

3. Please read the “Terms of Service”. Once you’ve finished, check the box to indicate your agreement, and check the second box to confirm that you are an affiliate of the Los Angeles County Department of Public Health. Then, click the “Continue” button.

Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

If your organization is using Single Sign-On, please find it [here](#).

Los Angeles County Department of Public Health

☒ I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

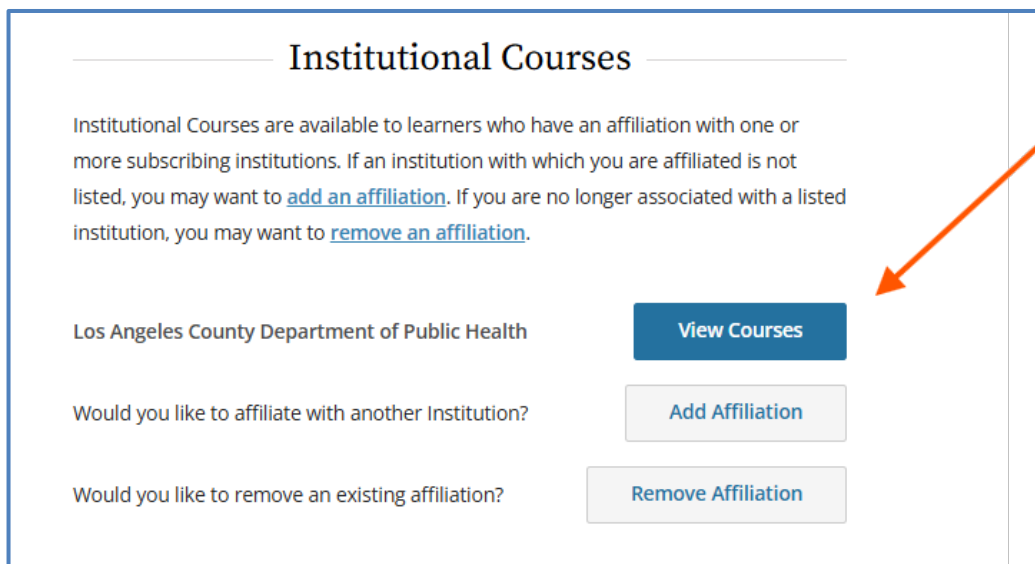
☒ I affirm that I am an affiliate of Los Angeles County Department of Public Health. ⓘ

[Continue](#)

4. Please refer to [pages 11-14](#) for the remaining instructions.

C. Existing CITI Users from DPH

1. Once you log into your CITI account using your username and password, you will be directed to the **My Course** page. On this page, click the “**View Courses**” button.



2. Go to your **Completed Courses section** and find the Human Subjects Protection training you completed, which will be listed as either the “Biomedical Investigator” course or the “Social & Behavioral Investigator” course.

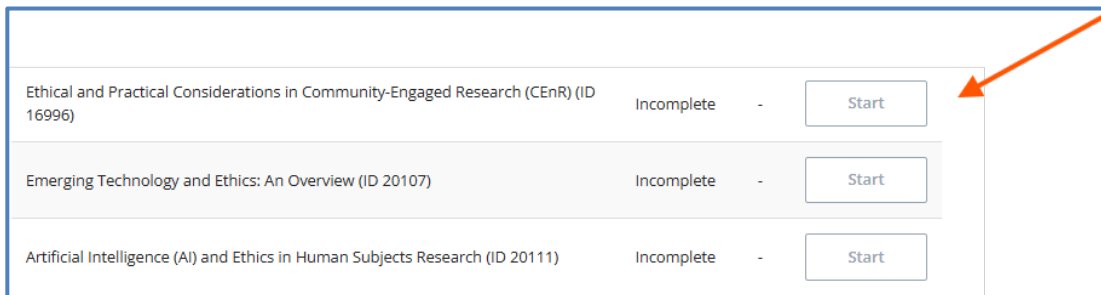
Click on the “**Review Course**” button.



C. Existing CITI Users from DPH, continued

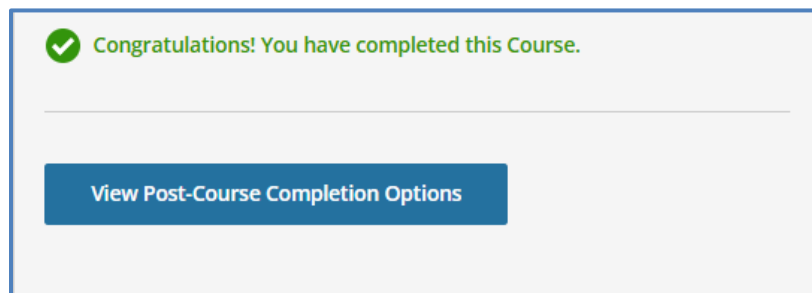
- Under the “**Required Modules**” section, find the three modules in the screenshot below: Emerging Technology and Ethics: An Overview, Artificial Intelligence (AI) and Ethics in Human Subjects Research, and Regulatory Approaches to Artificial Intelligence (AI) in Human Subjects Research.

Start by selecting the one you'd like to complete first and click the “**Start**” button. Once you've finished that module, you can proceed to the next one.

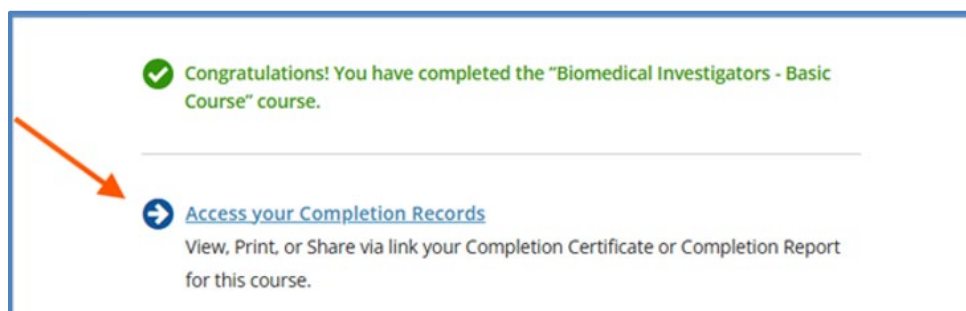


Ethical and Practical Considerations in Community-Engaged Research (CEnR) (ID 16996)	Incomplete	-	Start
Emerging Technology and Ethics: An Overview (ID 20107)	Incomplete	-	Start
Artificial Intelligence (AI) and Ethics in Human Subjects Research (ID 20111)	Incomplete	-	Start

- Completion of Course:** After you finish the final module of the course and successfully pass the test quiz, a “View Post-Course Completion Options” button will appear, please make sure to click on it.



- Post-Course Completion Options:** The Post-Course Completion Options screen will appear, click the “Access your Completion Records” link.



C. Existing CITI Users from DPH, continued

6. **View/Print Completion Report (transcript) and Completion Certificate:** Click the "View/Print" button on the left to access your **transcript**.

Los Angeles County Department of Public Health
ID 2569

Biomedical Investigators

Name

Stage

Completion Date

Expiration Date

Record ID

1 - Basic Course

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

View / Print

Copy Link

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

View / Print

Copy Link

7. The modules should be visible on the transcript, as shown in the example below. Please download and save the HRP transcript, then upload it to your IRB application.

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)
COMPLETION REPORT - PART 1 OF 2
COURSEWORK REQUIREMENTS*

* Scores on this [Requirements Report](#) (Part 1) reflect quiz completions at the time all requirements for the course were met. The Transcript Report (Part 2) lists more recent quiz scores, including those on optional (supplemental) course elements.

• Name:

• Institution Affiliation:

• Institution Email:

• Phone:

• Curriculum Group:

• Course Learner Group:

• Stage:

• Description:

• Record ID:

• Completion Date:

• Expiration Date:

• Minimum Passing:

• Reported Score*:

Social & Behavioral Research - Basic/Refresher

Social & Behavioral Investigators

Stage 1 - Basic Course

Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social/Behavioral Research with human subjects.

66019628

28-Oct-2024

28-Oct-2027

80

90

REQUIRED AND ELECTIVE MODULES ONLY

	DATE COMPLETED	SCORE
Records-Based Research (ID: 5)	26-Oct-2024	3/4 (75%)
SBE Refresher 1 – History and Ethical Principles (ID: 936)	26-Oct-2024	2/2 (100%)
SBE Refresher 1 – Informed Consent (ID: 938)	26-Oct-2024	4/4 (100%)
Los Angeles County Department of Public Health Institutional Review Board (IRB) (ID: 16586)	27-Oct-2024	3/4 (75%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	28-Oct-2024	5/5 (100%)
Ethical and Practical Considerations in Community-Engaged Research (CEnR) (ID: 16996)	28-Oct-2024	5/5 (100%)
Human Subjects Considerations and Big Data Research (ID: 19126)	28-Oct-2024	4/5 (80%)

For this Report to be valid, the learner identified above must have had a valid affiliation with the CITI Program subscribing institution identified above or have been a paid Independent Learner.

This document was generated on 15-Oct-2025. Verify at:
www.citiprogram.org/verify/7k9959927c-acbb-441d-a0f1-1787f83a159e-66019628

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Phone: 888-529-5929
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