

OUSD(P&R) Training Requirements for Authorization of Eligibility to Engage in Human Research Protection Program (HRPP) Activities

Please note: CITI automatically sends the HRPP notification when you complete training through their web-based program; however, if you choose other training options, you need to send documentation of attendance, contact information (name, email address) and affiliation (USUHS or other P&R institution) to the HRPP office at humansubjects@deploymenthealth.osd.mil. **If you are completing the CITI course, please see the instructions on page 3 below.**

The training requirements vary according to each individual's role in the HRPP.

A. Initial Training for Investigators, Research Staff, and Students (Choose One).

1. CITI online "Course in the Protection of Human Research Subjects,"
www.citiprogram.org
Institution ID: **Office** of the Under Secretary of Defense (Personnel and Readiness)
or
Institution ID: Uniformed Services University of the Health Sciences (for USUHS faculty and students)
2. "Investigator 101" offered by the Applied Research Ethics National Association (ARENA). For more information, visit www.primr.org

B. Initial Training for Institutional Review Board (IRB) Members.

1. CITI online "Course for the Protection of Human Subjects (**IRB member version**),"
www.citiprogram.org
Institution ID: **Office** of the Under Secretary of Defense (Personnel and Readiness)
or
Institution ID: Uniformed Services University of the Health Sciences
2. "IRB 101" offered by the Applied Research Ethics National Association (ARENA). For more information, visit www.primr.org

C. Initial Training for Institutional Officials (IOs) and Executives.

Institutional Officials should receive a personal briefing approved by the Component Designated Oversight Office (CDOO).

D. Initial Training for IRB Administrators, IRB Chairs and Exemption Determination Officials (EDOs).

Participation in one activity from list B and list C.

E. Annual Refresher Training (Choose One).

1. CITI online "Refresher Course in the Protection of Human Research Subjects."
Institution ID: **Office** of the Under Secretary of Defense (Personnel and Readiness)
or
Institution ID: Uniformed Services University of the Health Sciences

2. Attendance at the Public Responsibility in Medicine and Research (PRIM&R) Annual Conference (www.primr.org)
3. Attendance at an OHRP sponsored regional conference (www.hhs.gov/ohrp).
4. Participation in any initial training activity listed in A or B above.
5. Participation in programs sponsored by USUHS IRB, Oversight Office, or other DoD offices with approval by the CDO.

F. Certified IRB Professionals (CIP):

Individuals who are certified by the Council for Certification of IRB Professionals are not required to complete additional training as long as they remain certified. For more information, visit www.primr.org/certification/overview.html

If you are completing the CITI course for the first time:

- Register for a CITI account at www.citiprogram.org.
- Click the red “**Grade book link**”.
- Complete all required modules and their associated quizzes.
- Once you have completed the course, return to the Learner’s Menu and click the bright red “**View course completion history for [name of institution] and print completion certificates**” link.
- Click “**Print Completion Report**” in the last box to the right (Your print que should open automatically)
- Print the completion report for your records (your institution will automatically be notified of your completion)

If you completed the CITI basic course and you need to take the refresher course, please do the following:

- Log into your CITI account at www.citiprogram.org.
- On the “Learner’s Menu” click the green “**Review Completed and Optional Modules**” link.
- Complete the refresher course modules and their associated quizzes.
- Once you have completed the refresher course, return to the Learner’s Menu and click the bright red “**View course completion history for [name of institution] and print completion certificates**” link.
- Click “**Print Completion Report**” in the last box to the right (Your print que should open automatically)
- Print the completion report for your records (your institution will automatically be notified of your completion)