

## University of Miami CITI Web-Based Training Instructions

To complete the University of Miami CITI Web-Based Training for the Ethical Conduct of Human Subjects in Research, follow the instructions shown below.

1. Register for the Course at [www.citiprogram.org](http://www.citiprogram.org)
2. Identify Swedish Medical Center as your participating institution.
3. Select the curriculum for “Biomedical Research Investigators and Key Personnel”.
4. Go to the “Learner’s Menu” and then “My Courses” to start your training.
5. Completing the Biomedical Research course may take 3 hours or more.
  - You do not have to complete the entire course in one session. You can bookmark your place in any module to save your place before exiting the course.
  - The course includes reading modules and a quiz after each module.
  - Once you start a quiz, you must finish the quiz before exiting the course. The system will not let you back into a quiz that you exit before finishing. The system will assign an “incomplete” for that quiz.
  - You may download most of the course content for your reference before taking quizzes. You may also retake any or all quizzes.
  - When you complete a quiz the system will inform you when and answer is correct or if an answer is incorrect they system will explain why.
6. When the course is successfully completed, the system will generate a Completion Report for you. The system will also email a copy of your Completion Report to the Swedish Medical Center IRB Office.