

CITI Training Directions

Downloading a Training Certificate

Instructions

1. Log into your CITI account
 - a. [Georgia Southern CITI Log In](#)
 - b. [Non-GS CITI Log In](#)
2. Towards the bottom of the My Courses screen, click on “View Previously Completed Coursework.”



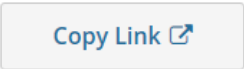
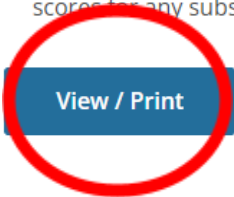
3. Find the course you want to download a training certificate for.
4. Click “View-Print-Share” under “Completion Report” for the appropriate course.
 - a. Make sure to select the most recent training and that the expiration date is current.

Human Subjects-Social & Behavioral Research - Basic/Refresher										
Stage	Completion Report #	Start Date	Required Modules	Elective Modules	Member's Score	Passing Score	Date Passed	Expiration Date	Gradebook	Completion Record
Stage 1 : Basic Course (ID: [REDACTED])	[REDACTED]	07-Sep-2020	Completed	Completed	92%	80%	07-Sep-2020	07-Sep-2023	View	View-Print-Share
Stage 2 : Refresher Course (ID: [REDACTED])	[REDACTED]	20-Sep-2023	Completed	Completed	94%	80%	20-Sep-2023	20-Sep-2026	View	View-Print-Share

5. You can download either the Completion Report OR the Completion Certificate and save as a PDF.

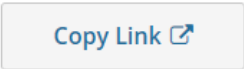
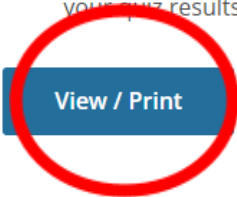
Completion Report

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.



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.



Completion Report SAMPLE

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:** [REDACTED]
• **Institution Affiliation:** Georgia Southern University (ID: 1063)
• **Institution Email:** [REDACTED]
• **Institution Unit:** Office of Research Services and Sponsored Programs
• **Phone:** 912-478-5465

• **Curriculum Group:** Human Subjects-Social & Behavioral Research - Basic/Refresher
• **Course Learner Group:** Same as Curriculum Group
• **Stage:** Stage 1 - Basic Course
• **Description:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social/Behavioral Research with human subjects.

• **Record ID:** [REDACTED]
• **Completion Date:** 05-Dec-2011
• **Expiration Date:** 04-Dec-2014
• **Minimum Passing:** 80
• **Reported Score*:** 84

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Belmont Report and Its Principles (ID: 1127)	05-Dec-2011	2/3 (67%)
Students in Research (ID: 1321)	05-Dec-2011	6/10 (60%)
History and Ethical Principles - SBE (ID: 490)	05-Dec-2011	4/4 (100%)
Defining Research with Human Subjects - SBE (ID: 491)	05-Dec-2011	5/5 (100%)
The Federal Regulations - SBE (ID: 502)	05-Dec-2011	5/5 (100%)
Assessing Risk - SBE (ID: 503)	05-Dec-2011	4/5 (80%)
Informed Consent - SBE (ID: 504)	05-Dec-2011	5/5 (100%)
Privacy and Confidentiality - SBE (ID: 505)	05-Dec-2011	4/5 (80%)
Conflicts of Interest in Research Involving Human Subjects (ID: 489)	05-Dec-2011	4/5 (80%)
Records-Based Research (ID: 5)	05-Dec-2011	1/2 (50%)
Research with Children - SBE (ID: 507)	05-Dec-2011	3/4 (75%)
Research in Public Elementary and Secondary Schools - SBE (ID: 508)	05-Dec-2011	4/4 (100%)
Internet-Based Research - SBE (ID: 510)	05-Dec-2011	4/4 (100%)

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 05-Jul-2024. Verify at:

Collaborative Institutional Training Initiative (CITI Program)
1000 E. 3rd Avenue
Room 320
Lauderdale, FL 33301 US

Email: support@citiipprogram.org
Phone: 888-529-5929
Web: <https://www.citiipprogram.org>



Completion Date 08-Oct-2009
Expiration Date 07-Oct-2012
Record ID [REDACTED]

This is to certify that:

[REDACTED]

Has completed the following CITI Program course:

Working with the IACUC
(Curriculum Group)
Animal Researcher's Course - Working with the IACUC
(Course Learner Group)
1 - Basic Course
(Stage)

Not valid for renewal of
certification through CME.

Under requirements set by:

Georgia Southern University

CITI
Collaborative Institutional Training Initiative

101 NE 3rd Avenue, Suite 320
Fort Lauderdale, FL 33301 US
www.citiprogram.org

Generated on 09-Jul-2024. Verify at [REDACTED]