Collaborative Institutional Training Initiative (CITI)

Online Training Registration & Course Selection Instructions

FOR INCOMING RIGGS SCHOOL AND SPHS STUDENTS

Keck Graduate Institute (KGI) has contracted with the Collaborative Institutional Training Initiative (CITI) to provide online training which meets our federal and state requirements in various areas.

Instructions

CITI training meeting KGI’s requirements, including certification that training has been successfully completed, can be accomplished by logging onto and registering with the CITI Program website.

- Click on Keck Graduate Institute as your affiliated subscriber organization.
  - Please make sure you select the correct institution!
  - Login using your KGI username and password (your KGI email username and password).

- Once you login, find the box entitled, “My Learner Tools for Keck Graduate Institute.”
  - Select “add a course.”
  - Scroll down to the bottom of that page, select the appropriate course that you are required to take.

- All incoming students are required to take only two courses:
  - Responsible Conduct of Research - Faculty, Staff & Students
  - Human Subjects Research (either “Biomedical” or “Social / Behavioral / Education” depending on your primary educational focus)

You do NOT have to take any other courses, but you are welcome to do so to broaden your knowledge of research compliance regulations.

The CITI program online course modules are self-paced and may be interrupted and resumed. Training time varies depending on your prior preparation and other factors, usually entailing no more than a couple of hours. Completion certificates will automatically be emailed to the KGI program administrator.

For questions, please contact ORSP@kgi.edu.