Completing the 3 Community Engaged Research training modules in CITI

STEP 1 – Select which of the following applies to you and follow the corresponding instructions on the BUMC website:

- <u>I am registering to CITI for the first time</u>
- I am already registered to CITI under Boston University Medical Campus/Boston Medical Center
- <u>I am already registered to CITI under a different institution other than Boston University</u> <u>Medical Campus/Boston Medical Center</u>

STEP 2 – Once you have registered to CITI and completed either the Biomedical Researchers or Sociobehavioral Researchers course <u>and</u> the HIPAA and Research Data Security course, return to your courses in the Boston University Medical Campus/Boston Medical Center institution. Scroll to the bottom of the page where you will see the options below. Select "Add a Course".

Learner Tools for Boston University Medical Campus/Boston Medical Center

- Add a Course
- <u>Remove a Course</u>
- <u>View Previously Completed Coursework</u>
- Update Institution Profile
- <u>View Instructions Page</u>
- <u>Remove Affiliation</u>

STEP 3 – Under Question 1, Human Subjects Protection Training, select "Community-Engaged Research". For the remaining questions, select what applies to your training requirements.



STEP 4 – Navigate to "Courses Ready to Begin" and start the Community-Engaged Research Modules.



STEP 5 – Complete all three modules with an average score of at least 75% on the quizzes. Each module takes about 10-15 minutes to complete.

Post-Course Completion Options Boston University Medical Campus/Boston Medical Center - Community-Engaged Research - Basic Course	
c	Congratulations! You have completed the " Community-Engaged Research - Basic Course" course.
e	Access your Completion Records View, Print, or Share via link your Completion Certificate or Completion Report for this course.
e	Independent Learner Courses Purchase additional training. New offerings include Clinical Research Coordinator (CRC), Disaster Planning for the Research Enterprise (DPRE), Good Laboratory Practice (GLP), and more.

Once completed, you can "Access your Completion Records". Here you will be able to view your Completion Report to view the transcript of the Community-Engaged Research course, including modules and quiz scores, or view your Completion Certificate which reflects completion of the Community-Engaged Research course, but does not show quiz scores of each module.