CITI Training

EIU utilizes the CITI Program to train Investigators and IRB Committee Members. Training is required in order to be in compliance, and can be taken on-line, and at your own pace.

To Complete CITI Training:

1. Create an ID or log in to CITI   
   If you already have an ID and need help resetting your password, contact the Compliance Coordinator in the Office of Research and Sponsored Programs at 217-581-8576 or [eiuirb@eiu.edu](mailto:eiuirb@eiu.edu) for assistance.   
   To create an ID:
   1. Go to <https://about.citiprogram.org/> and click on the “Register” button in the upper right corner.
   2. Affiliate with EIU by typing “Eastern Illinois” in the “Select Your Organization Affiliation” textbox. Select Eastern Illinois University.
   3. Check the two checkboxes that will appear, agreeing to CITI’s terms and privacy policy, and affirming that you are affiliated with EIU. Click the “Continue to Create…” button.
   4. Complete requested information. You do not need to have an EIU e-mail address in order to register and affiliate with EIU.
2. Add the appropriate required course to your course listing
   1. Click the “View Courses” button. Any courses you may have already taken will appear on the next page.
   2. At the bottom of the page, click “Add a Course” in the “Learner Tools for Eastern Illinois University box.
   3. Scroll down to “CITI Course Enrollment Questions”:
      * If you have never taken EIU’s training for the protection of human subjects before, click “Basic Course – Human Subjects Research” in Question 1.
      * If you have taken EIU’s training for the protection of human subjects before, click   
        “Refresher Course – Human Subjects Research” in Question 2.
   4. Click the “Submit” button.

You may enroll in and complete any additional courses, if you wish.

1. The Course(s) in which you have enrolled will now appear in your course listing under the “Courses Ready to Begin” heading. Click the “Start Now” button to begin training.

Once training is complete, the course will appear in your course listing under the “Completed Courses” heading. Training expires at three years and must be retaken at that time in order to remain in compliance.

