

Refresher Requirements:

Rutgers requires that once you have completed a Basic Course in human subjects protection, you must also complete the Rutgers CITI Refresher Course every three (3) years. **Your CITI profile will be electronically notified when you are required to take the Refresher Course ninety (90) days prior to expiration.**

The CITI website is frequently adding new modules that may be viewed at any time. All required and optional CITI modules are available for ongoing use and reference; however, you will receive no continuing education credits toward the Basic or Refresher Courses required by Rutgers. You may, however, request credits directly from the University of Miami Leonard M. Miller School of Medicine at umcme@med.miami.edu

Optional modules:

a. General interest and suggested reading only

You do not receive "extra credit" for completing them. They do not show up on any completion reports. They will be credited in a grade book if you subsequently enroll in a course that includes them.

1. Return to CITI at any time, log in as "**Already Registered**". In "**Main Menu**", select the topic of your choice by clicking "**Optional Modules**"

b. Good Clinical Practice Course / Responsible Conduct of Research

1. Go to <http://www.citiprogram.org> and select "**Already Registered**".
2. Select "**Add a course or update your learner groups for Rutgers - The State University of New Jersey (All Campuses)**". You will be taken to the "**Select Curriculum**" page
3. Question 1, select "**CITI Human Subject Protections Basic Course**".
4. Question 2, If you wish to upload the optional module "**Reference Resource**" make that selection. If not, select the course you previously completed.
5. Question 3: Select the course you previously completed.
6. Skip Question 4, unless you are also adding the Laboratory Animal Welfare research course
7. Questions 5 and 6 – Select all courses which are of interest to you and click "**Continue**".
8. Enter the course from "Main Menu" under "My Courses". You will see the "**Status**" column, click "**Enter**". This will permit access to the required modules and associated quizzes.

A record of all modules you completed is maintained in the database. You can locate your previously completed modules at "**Main Menu**" – "**Click here to see your previously completed coursework for Rutgers - The State University of New Jersey (All Campuses)**"

Questions:

You may contact the Rutgers CITI Administrator @ (973) 972-9595 or your Campus IRB office for assistance.