

Instructions for Accessing Fred Hutch's CITI Courses

Please choose the instructions that apply to you:

- A. [You are a new CITI user](#)
- B. [You are an existing CITI user](#)

A. New User – CITI – Learner Registration

Step 1:

- a) Go to the [CITI Learner Registration](#) page.
- b) Search for Fred Hutch in the Select Your Organization Affiliation list and select "Fred Hutch Cancer Center". This will ensure the Fred Hutch IRO receives your training records.
- c) Review the Terms of Service and check "I agree".
- d) Check "I affirm that I am an affiliate".
- e) Click the "Create a CITI Program Account" button. (Do not register as an independent learner.)

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Fred Hutch Cancer Center

Fred Hutch Cancer Center only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

☒ I affirm that I am an affiliate of Fred Hutch Cancer Center.

Create a CITI Program account

Step 2:

- a) Enter your full name and email address. Providing a secondary email address is optional.
- b) Select your country of residence.
- c) Click "Continue".

Please note that accurate representation of identity is required under CITI Program's [Terms of Service](#).

Fields marked with an asterisk (*) are required.

First Name *

Last Name *

Update Password

*Your password should consist of 12 to 50 characters.
Your password IS case sensitive; "A12B34CD" is not
the same as "a12b34cd".*

Please verify your password

Security Question *

What color was your first car?	▼
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Security Answer *

Your preferred email address *

Please verify your preferred email address *

Your secondary email address

Please verify your secondary email address

Country of Residence

Step 3:

- a) If you would like to receive other professional Continuing Education Unit (CEU) credit for completed courses, select “Yes” and choose the type of credit you want to receive. By selecting CEU, you will need to pay for the course credit. Paying for CEU is not required to receive training credit from Fred Hutch.
- b) If you do not need CEU credit, select “No”.
- c) Indicate your preference for CITI to contact you for participation in research surveys.
- d) Click “Submit”.

Your CE Credit Status

What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits.

[Learn more about CE credits.](#)

Are you a licensed professional who would like to earn CE credits?

☒ No ☐ Yes  To avoid fees, select "No"

Submit

 Purchasing or Claiming your earned CE/CME credits

Step 4:

- a) Provide your Fred Hutch information so that we can identify your training records. **Enter your Fred Hutch employee number in both “Employee Number” and “FHCRC ID Number”.** If you do not have a Fred Hutch employee number (such as network investigators), please enter 99999.
- b) Click “Continue”.

Please provide the following information
requested by: **Fred Hutch Cancer Center**

Fields marked with an asterisk (*) are required.

Language Preference

Institutional email address *

*We recommend providing an email address issued by
Fred Hutch Cancer Center or an approved affiliate,
rather than a personal one like @gmail, @hotmail,
etc. This will help Fred Hutch Cancer Center officials
identify your learning records in reports.*

Verify Institutional email address *

Highest degree *

Employee Number

Department *

Role? *

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Office Phone

FHCRC ID Number *

Home Phone

Step 5:

Course selection.

- a) Question 1: Select the option(s) that apply to you. If you plan on taking a refresher course, IRO staff may contact you for documentation of your Basic course completion
- b) Question 2: Select the option(s) that apply to you. If you plan on taking a refresher course, IRO staff may contact you for documentation of your Basic course completion
- c) Answer Questions 3 – 10, if appropriate.
- d) Click “Submit”.

Question 1

Human Subjects Protection (HSP)

Please make the appropriate selection if you are required to complete HSP course.

- ☐ **Basic course for Human Subjects Protection (HSP) training.** For staff primarily involved in treatment intervention trials (e.g., drug, biologic, or device), who have NOT previously completed an institutionally approved course in HSP training.
- ☐ **Refresher course for Human Subjects Protection (HSP) training.** For staff primarily involved in treatment intervention trials (e.g., drug, biologic, or device), who HAVE previously completed an institutionally approved course in HSP training.
- ☐ **Basic course for Social and Behavioral Human Subjects Protection training** For staff primarily involved in non-treatment intervention trials (e.g., observational), who have NOT previously completed an institutionally approved course in HSP training.
- ☐ **Refresher course for Social and Behavioral Human Subjects Protection training** For staff primarily involved in non-treatment intervention trials (e.g., observational), who HAVE previously completed an institutionally approved course in HSP training.

Question 2

Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

- ☐ **Basic course for GCP for Clinical Trials with Investigational Drugs and Biologics Training (ICH Focus).** For staff who have NOT previously completed an institutionally approved course in GCP.
- ☐ **Refresher course for GCP for Clinical Trials with Investigational Drugs and Biologics Training (ICH Focus).** For staff who HAVE previously completed an institutionally approved course in GCP.
- ☐ **Basic course for GCP for Clinical Trials with Investigational Drugs and Medical Devices Training (U.S. FDA Focus).** For staff who have NOT previously completed an institutionally approved course in GCP.
- ☐ **Refresher course for GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus).** For staff who HAVE previously completed an institutionally approved course in GCP.

Step 6:

When you have completed the survey, you will have completed your registration. Your courses will be available on the Main Menu.

Show Courses for: Fred Hutch Cancer Center ▼

[Institution List](#)

Fred Hutch Cancer Center

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

[Learner Tools](#)

Courses Ready to Begin

[Learner Tools](#)

Fred Hutch Cancer Center

Group 1. Human Subjects Protection (HSP)

Stage 2 - Refresher Course

0 / 15 modules completed

[Start Now](#)

Completed Courses

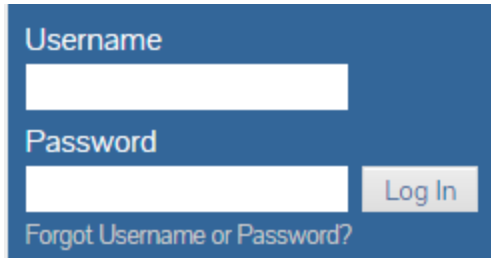
[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

B. Adding a course for Existing users

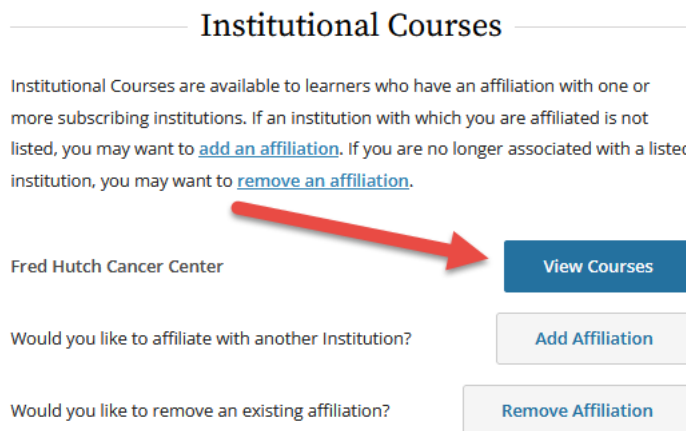
Step 1:

Log into CITI with your Username and Password.

A blue login form with two white input fields labeled 'Username' and 'Password'. To the right of the password field is a 'Log In' button. Below the fields is a link that says 'Forgot Username or Password?'.

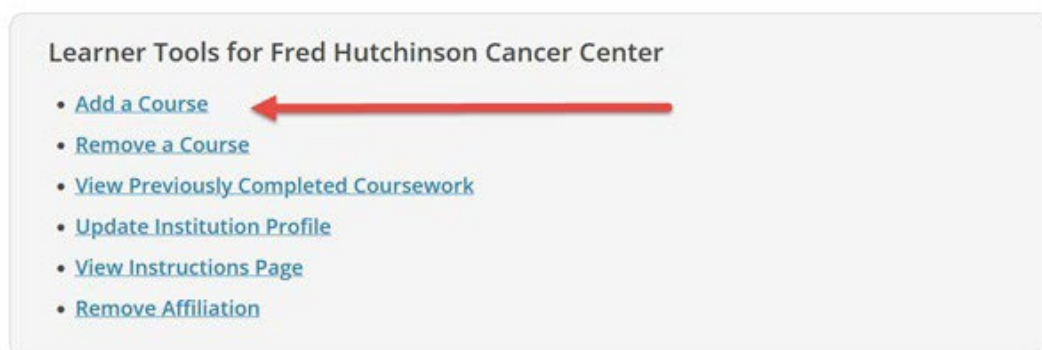
Step 2:

Affiliate with Fred Hutch Cancer Center to ensure that Fred Hutch IRO receives your training records. If you choose to take a CITI course under another institution's affiliation, please email a copy of all CITI Completion Reports to iro@fredhutch.org.

A page titled 'Institutional Courses'. It contains a paragraph of text explaining that institutional courses are available to learners with an affiliation. Below the text, there is a list of institutions with a 'View Courses' button next to 'Fred Hutch Cancer Center'. A red arrow points from the 'View Courses' button to the 'Add Affiliation' button. Below the list, there are two questions: 'Would you like to affiliate with another Institution?' with an 'Add Affiliation' button, and 'Would you like to remove an existing affiliation?' with a 'Remove Affiliation' button.

Step 3:

a) Click "Add a Course".

A grey box titled 'Learner Tools for Fred Hutchinson Cancer Center'. It contains a list of links: 'Add a Course', 'Remove a Course', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions Page', and 'Remove Affiliation'. A red arrow points from the 'Add a Course' link to the right.

Step 4:

- a) Question 1: Select the option(s) that apply to you. If you plan on taking a refresher course, IRO staff may contact you for documentation of your Basic course completion
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Step 5:

After you Submit, your courses will be available on the Main Menu.

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Institution List

Fred Hutch Cancer Center

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Courses Ready to Begin

[Learner Tools](#)

Fred Hutch Cancer Center

Group 1. Human Subjects Protection (HSP)

Stage 2 - Refresher Course

0 / 15 modules completed

[Start Now](#)

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