Affiliating CITI Program accounts

Institutions set their own course curriculum and course modules have a unique ID Number. Individuals may receive credit for completed CITI modules or courses through other institutions using CITI Program based on those matching ID numbers. This allows the individual to receive credit for completed basic courses or modules matching MU curriculum or be required to complete modules to match course curriculum through either a basic or refresher course. The affiliation process must be completed to receive this credit.

Use the following instructions

1. Go to any browser and type citiprogram.org; you will need to into your current CITI account. **FYI: Do not create a new account**
2. Under Institutional Courses click on “Add Affiliation”
3. Enter University of Missouri into the box and pick Columbia
4. Mark Agreement to Terms of Service and Affiliate statements then click Continue.
5. Fill in only the boxes with asterisks, be sure to set up your account with an institutional email address not a personal one.
6. Under the Human Subjects Research Courses:
   a. Choose a Learner Group matching previously completed coursework or applicable, click Submit at the bottom of the page:
      - Biomedical
      - Social Behavioral
      - Biomedical/Social Behavioral
      - Biomedical Refresher
      - Social Behavioral Refresher
      - Biomedical/Social Behavioral Refresher
7. If you completed a refresher under your current CITI account, you must choose an applicable refresher course in order for that credit to show. If you only completed a basic course choose the appropriate basic course.
8. At the new University of Missouri Columbia portal under Courses Ready to Begin, you will see either a course with a passing grade or a required Refresher course with Start Now listed.
9. Click Start Now and follow screen instructions to complete 4 modules of your choice from the list. **IRB will receive training updates on the next business day after affiliation or completed course.**

For more information see

- CITI Program Course FAQs
- Please contact the IRB Office at 573-882-3181 or email us at muresearchirb@missouri.edu for assistance.