

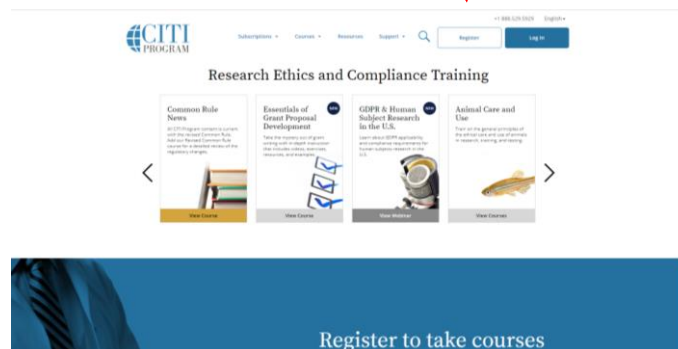


Instructions to Complete the Educational Training in Human Subject Research Protection

Per the Code of Federal Regulations, Title 45, Public Welfare, Department of Health and Human Services Part 46, PNWU's educational training in human subject research protection is provided by the Collaborative Institutional Training Initiative (CITI) Program (citiprogram.org) for social & behavioral and biomedical research. Formal educational training in human subject research protection certifications are **valid for four years from date of certification.**

NEW USER ACCOUNT REGISTRATION:

Go to <https://www.citiprogram.org> and Click on the "Register" button located at the top on the login page.



1. In the Select Your Organization Affiliation. Start typing Pacific and choose "Pacific Northwest University of Health Sciences" institution from the search box. Click the I AGREE to the terms of Service Box and "I AFFIRM that I am an affiliate of Pacific Northwest University of Health Sciences. Click: Continue to Create Your CITI Program Username/Password.
2. Enter your personal information (first and last name) along with your **PNWU** email address (OR an alternate email address if you do not have a PNWU email address). **Note:** Type your name here as you would like it to appear on your completion certificate.
3. Secondary email address is not required; however, it is encouraged. Click: Continue to Step 3.
4. Choose a username, password, and security question. **Note:** Passwords are case sensitive. Click: Continue to Step 4.
5. The demographic information requested is strictly voluntary. Click: Continue to Step 5.
6. **Optional** if you wish to receive CEU credits, you will need to fill out the information in this section. **If you are part of the HRSA MPF Grant, you may submit your receipt to Jordan Kramer for reimbursement. Otherwise any cost associated with the CEU Credits is your responsibility.** Click: Continue to Step 6
7. Fill in the institutional demographic information. Click: Continue to Step 7



8. Please read each question in this section carefully to ensure you are enrolled in the correct course. Your answers will determine your training modules.
9. Your registration is complete. Click on Finalize Registration.

PNWU COURSE SELECTION:

1. Click on Pacific Northwest University of Health Sciences Courses.

2. Please complete "The Integrity Assurance Statement" presented at the top. Click and submit. Training Modules will not be available until this is completed and submitted.

3. Click on "Add a Course". This will allow you to complete training for two different learner groups based on the type of research you are conducting.

4. Click on Group 2: Social-Behavioral-Educational Researchers Module

- a. ****Attention All NEW Incoming PNWU Students: You should complete the Social, Behavioral, Educational Research Training (Group 2).**
- b. **Please upload your course completion report to E-Value (instructions below).**

5. Complete all required modules. You must score 80% to be successful. (Quizzes may be retaken). ****You do not have to complete all modules at one sitting – you can return and finish them at a later time.****

The screenshot shows the CITI PROGRAM interface. At the top, there is a navigation bar with 'Main Menu', 'My Profiles', 'My CEUs', 'My Reports', 'Support', and 'Admin'. Below this is a table of courses. The table has columns for Course, Status, Completion Report, CE Credits, and Survey. The courses listed are:

Course	Status	Completion Report	CE Credits	Survey
GCP Course for Clinical Trials Involving Investigational Medical Devices (international focus)	Not Started	Not Earned	Not Earned	
GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)	Not Started	Not Earned	Not Earned	
Group 1: All Investigators	Incomplete	Not Earned	Not Earned	
Group 1: Biomedical Researchers	Incomplete	Not Earned	Not Earned	
Group 2: Social-Behavioral-Educational Researchers	Incomplete	Not Earned	Not Earned	
Group 3: Research Admin	Incomplete	Not Earned	Not Earned	
Group 4: IRB Members	Incomplete	Not Earned	Not Earned	
Institutional/Signatory Official: Human Subject Research	Passed 12/21/2016	View/Print Share	Not Available	Post-course evaluation

Below the table is a section titled 'My Learner Tools for Pacific Northwest University of Health Sciences' with the following options:

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation



PRINTING YOUR COURSE COMPLETION REPORT/CERTIFICATE:

1. Go to Main Menu
2. Click on My Reports on the gray bar at the top of the home page.
3. Click on "view" under Completed Modules column
4. Print your report in a pdf or hard copy

CITI PROGRAM Collaborative Institutional Training Initiative

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

NOTE: The My Reports section now provides access to course completion data for both your current active affiliations and for past affiliations that are no longer active.

Pacific Northwest University of Health Sciences Reports

Group 1: Biomedical Researchers

Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Basic Course	21570491	80%	97%	10/06/2013	N/A	N/A	View	N/A

Group 2: Social-Behavioral-Educational Researchers

Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Basic Course	21479586	80%	96%	10/06/2013	N/A	N/A	View	N/A

UPLOADING YOUR COMPLETION REPORT/CERTIFICATE TO E-VALUE:

1. Visit <https://www.e-value.net/login.cfm> and log in to E*Value
 - a. Enter your username and password
 - b. Leave the institution Code blank
2. On the Home tab, click on Other Tasks in the blue header bar
3. Select Manage Personal Records
4. Under the **Other** heading, find IRB Certificate
5. Enter your certification date
6. Click Add attachment
7. Click Choose File to browse for your completion certificate
8. Click the green Add button to submit your certificate

E*VALUE a mehub product

Pacific Northwest University
College of Osteopathic Medicine
Program ID:6167

Home | Schedules | Evaluations | Case Logs | Learning Modules | Reports

Home Page | [Other Tasks](#)

Other Tasks

Tasks

[Calendar](#)

[Change Password](#)

[Manage Personal Records](#)

[Portfolio](#)

IRB Certificate

Attachment

Choose File | IRB Certification.pdf

Ongoing *status* Add



**Pacific Northwest
University** of Health Sciences

Office of Scholarly Activity

For questions or issues regarding CITI or
Scholarly activity, please contact:

osa@pnwu.edu

For questions or issues regarding E*Value,
please contact: <mailto:jhunsaker@pnwu.edu>