# What training is required for IRB staff and members?

CITI course: IRB Members – Basic/Refresher.

# When does training expire?

Courses expire every 3 years.

# How can I check if my training is still good?

Login at: [https://www.citiprogram.org](https://www.citiprogram.org/)

Under the Main Menu/My Courses, courses will be listed that require your attention. Or you can go under My Records to access course completion data and print completion certificates.

# Where do I go to take the training?

Training is managed through [CITI.](https://www.citiprogram.org/index.cfm?pageID=14&amp;message=64)

Login at: [https://www.citiprogram.org](https://www.citiprogram.org/)

If new to CITI, click Register to create an account.


# Be sure to check “Texas A&M University-Corpus Christi,” not Texas A&M University.

Select the Course you want to take: IRB Members

# What if I don’t see the course in the Main Menu/My Courses that I need to take?

At the bottom of the page you can Add a Course.

A list will be presented of courses based on roles that you can select and have added to your Courses.

Under Question 2, Human Subjects Research, select “IRB Members”.



# Where do I send my completion certificate?

No. There is no need to email or send in the CITI certificate if you are under the TAMU-CC CITI account (see below on how to affiliate with TAMU-CC). We can look up individuals’ training records directly within CITI.

# If I’ve taken the course at another institution, do I have to retake the course?

No. Another option is to affiliate within CITI to Texas A&M University-Corpus Christi. This allows us as admins to verify training directly within CITI.

Click on Affiliate with Another Institution, type in “Texas A&M University-Corpus Christi”, and follow prompts.