

How to Add “Good Clinical Practice” to Your List of CITI Courses

1. Go to <https://www.citiprogram.org>.
2. If registering for a new account, be sure to affiliate with the University of Tennessee College of Medicine Chattanooga (not the University of Tennessee at Chattanooga).
3. On the Main Menu, choose “Add a Course or Update Learner Groups” (outlined in red below).

The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below this is a search bar labeled "Search Knowledge Base". A main menu is displayed with options: Main Menu, My Profiles, CE Credit Status, My Reports, Support, and Admin. Under the "Main Menu" section, there is a dropdown menu for "University of Tennessee College of Medicine Chattanooga Courses". This dropdown contains a table with the following data:

Course	Status	Completion Report	Survey
Conflicts of Interest	Passed 02/20/2013	Print Report	Completed
Group 1 Research Administrators, IRB Chairs and OHSP Staff	Passed 02/21/2013	Print Report	Completed
Group 1 Research Administrators, IRB Chairs and OHSP Staff (GCP)	Passed 12/09/2013	Print Report	Completed

Below the table, there is a section titled "My Learner Tools for University of Tennessee College of Medicine Chattanooga". The first item, "Add a Course or Update Learner Groups", is highlighted with a red box. Other items include "View Previously Completed Coursework", "Update Institution Profile", and "View Instructions page".

4. On the next page, scroll to Question 4. Select your learner group and click “Submit.”

The screenshot shows the "Question 4" section of the CITI Program website. The question is titled "Good Clinical Practice (GCP)" and asks the user to "Please select the Good Clinical Practice course that you will like to review." Below the question, there is a note that says "Choose all that apply". There are four radio button options:

- Group 1 Research Administrators, IRB Chairs and OHSP Staff (GCP)
- Group 2 IRB Members and Department Chairs (GCP)
- Group 3 Investigators and key Study Personnel (GCP)
- Group 4 Fellows, Residents and Students (GCP)

At the bottom of the question section, there is a blue "Submit" button. The footer of the page contains links for "Conditions of Use", "Copyright and Disclaimer", "Privacy Notice", "Site Accessibility", "Site Index", and "Contact Us".