Please be prepared to turn in your HIPAA & CITI training certificate of completion during New Student Orientation.

HIPAA Training

You will receive your EUID number and Password prior to or the week of new student orientation. **Health Insurance Portability and Accountability Act (**HIPAA) is a privacy act that was created in 1996 by Congress; its sole purpose is to protect individuals and their medical privacy. HIPAA Training will need to be completed during the week of orientation or the first week of classes. This course will provide a brief overview of the Health Insurance Portability and Accountability Act; also known as the Privacy Regulations. The course will define what is protected health information and your responsibilities. You will receive a link to where the training is located once you have been enrolled.

CITI Training

CITI Online Training - All incoming DO, PT, PA & Pharmacy students need to complete online Collaborative Institutional Training Initiative (CITI) Training prior to the first day of class. *This training takes several hours to complete and time spent in the module is monitored.*

The online CITI program may be found at: https://www.citiprogram.org/

Here are the general instructions:
1) Create your own user name and password; be sure to write it down somewhere. You can log in and log out of the site; you do not have to complete the entire program at one sitting.
2) Select the University of North Texas Health Science Center (UNTHSC) in the drop down box that appear on the first screen. You must indicate UNTHSC, in order to receive credit for the training. When you complete the course, the Office of Research Compliance at UNTHSC will be notified.
3) Enter your name, home address and personal e-mail.
4) Leave the institution identification number blank. You do not need one to complete the training.
5) Put your UNTHSC email address in the space when it ask "Institutional Email Address". *If you do not have your UNTHSC email yet, you may use your personal email.*
6) Select Student Researcher: Graduate Level
7) For office phone you may put your contact phone number.
8) Select ***Human Subjects Research*** when asked about your research area. **Do not take the "Refresher Course" or the Good Clinical Practice Course"**
9) When you create a new account with CITI, one of the steps mentions Continuing Education (CE) credits. Unless you would like the CE credit, you need to check "NO" regarding CE. There is a charge for CE credit that you will be responsible for paying if you select "YES". The required CITI Human Subjects Research Training course does not cost anything to students
10) Print off your certificate of completion.

*If you took the CITI Training before you will need to submit a copy of your certificate, which you may bring and turn in at orientation. You will not need to retake CITI training unless it has expired but you will need to submit your certificate to verify this.