

**Please be prepared to turn in your CITI training certificate of completion during
New Student Orientation to Dr. David Farmer of the GET-IT program.**

HIPAA Training

HIPAA Training should be completed during the week of orientation or the first week of classes. Instructions on completing this training will be available soon.

CITI Training

The URL for the CITI program and other information about it are in the paragraph below. You must complete this training for Clinical Medicine, a required course in both semesters of Year 1 and Year 2.

CITI Online Training - All incoming DO 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 for the Protection of Human Subjects 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, please use your personal email.***
6. Select Student Researcher: Graduate Level
7. For office phone you may put your contact phone number.
8. Select ***Biomedical Clinical*** when asked about your research area. Please take the Basic Course. Do not take the "Refresher Course" or the Good Clinical Practice Course"
9. Print off your certificate of completion.