

## Find your human subjects training completion date

If you have an IRB approved project in IRBNet:

- Go to [www.irbnet.org](http://www.irbnet.org) and log in with your username and password
- Click “User Profile” at the top of the screen



The screenshot shows the IRBNet user interface. At the top right, there are links for "USER PROFILE" and "LOGOUT". The main header area includes the IRBNet logo and a navigation menu with options like "My Projects", "Create New Project", and "My Reminders (167)". The "My Projects" section is active, displaying a search bar and a table of projects. The table has columns for "IRBNet ID", "Project Title", "Principal Investigator", "Submission Type", "Board Action", and "Effective Date".

- Scroll down the page until you see the “Training & Credentials” section. The “Effective Date” is the date you last completed human subjects training.



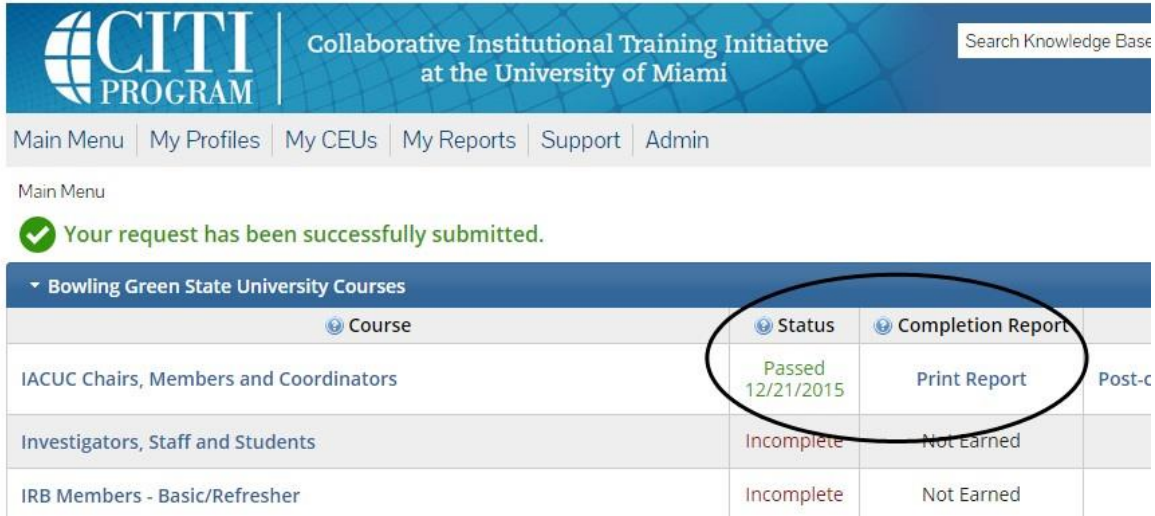
The screenshot shows the "Training & Credentials" section of the IRBNet user profile. The section title is circled. Below the title is a paragraph explaining the feature. A link "Add a New Training & Credentials Record" is visible. Below that is a table with columns: "Doc ID", "Document Type", "Description", "Cr", "Effective Date", "Expiration Date", "Last Modified", and "Status". The "Effective Date" column in the first row is circled.

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status
221667.1	CITI - HSRB Social & Behavioral Research Basic Course			11/16/2015		11/16/2015 10:11 AM	Accepted

- If you haven't completed training in the last 5 years, you need to complete refresher training. See the training instructions for more information.

If you completed training in CITI:

- Go to [www.citiprogram.org](http://www.citiprogram.org) and log in with your username and password.
- You will see the training completion date next to every course you have successfully completed. If you need proof of your training completion, you can print a “Completion Report”.



The screenshot shows the CITI Program website interface. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar is visible on the right. Below the header is a navigation menu with links: Main Menu, My Profiles, My CEUs, My Reports, Support, and Admin. A green checkmark icon and the message "Your request has been successfully submitted." are displayed. Below this is a table titled "Bowling Green State University Courses". The table has columns for Course, Status, Completion Report, and Post-c. The first row, "IACUC Chairs, Members and Coordinators", shows a status of "Passed 12/21/2015" and a "Print Report" link. The other two rows, "Investigators, Staff and Students" and "IRB Members - Basic/Refresher", show a status of "Incomplete" and "Not Earned".

Course	Status	Completion Report	Post-c
IACUC Chairs, Members and Coordinators	Passed 12/21/2015	Print Report	Post-c
Investigators, Staff and Students	Incomplete	Not Earned	
IRB Members - Basic/Refresher	Incomplete	Not Earned	

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