**TU QA/QI AND CLASSROOM PROJECTS TRAINING INSTRUCTIONS**

[www.citiprogram.org](http://www.citiprogram.org)

* Under “Individuals” drop down menu, select “Organizational Learners”
* Go to “Take Courses Assigned by Your Organization” and Select “register now”
* Under “Select Your Organization Affiliation” type **“The University of Tulsa”** (without underline). Check the box to Agree to Terms of Service and Affirm that you are an affiliate of The University of Tulsa.
* Enter First and Last Name and e-mail address
* Complete registration screens
* Member Information – (you do not need to use your personal information here) use the TU mail address (800 S. Tucker Drive, Tulsa, OK 74104) and a TU phone number.

On the **Main Menu** page, click on “**View Courses** for The University of Tulsa” and then click on, “**Learner Tools”** and then click on **‘Add a Course”**.

Go to **Question 1**: **Human Subjects Research** Courses

**Choose the appropriate course that describes your role and the type of human subject activities you will conduct:**

* **For QA/QI or Classroom Projects** select: “**Students Conducting No More Than Minimal Risk Research”**

\*Once you select your course, scroll down to the bottom (don’t answer any other questions) and click on “**SUBMIT**”\*

Return to the main menu, where you can click on your chosen course: **“Students – Class Projects”** and start your training.

You do not have to complete an entire course in one sitting. Each module that you complete will be saved, and you may go back and continue your training as your schedule permits.

Once your required courses have been completed with a cumulative passing grade of at least 80%, you may print off a completion certificate for your records. The Office of Compliance will be automatically notified when you’ve completed your required training, so there is no need to send us a copy of your completion certificate.

If you have any questions or want to confirm that you added the correct course, please contact the Office of Compliance at 918-631-3310 or via email: [researchcompliance@utulsa.edu](mailto:researchcompliance@utulsa.edu)