E R I

Olive View-UCLA Education & Research Institute
14445 Olive View Drive – Research Administration Office
Sylmar, CA 91342-1495
Telephone (747) 210-3434 Fax (747) 210-3465
Website www.ovuclaeri.com

Human Subject / HIPAA Training / Conflict of Interest Training

Who must complete the training?

- All investigators listed on the informed consent form and any key personnel involved with the study must complete a human subject training and HIPAA course.
- All investigators who are engaged in any research funded by PH agencies (including NIH) and sponsors who have adopted the PHS rules must complete Conflict of Interest training.

How is the training offered?
This training is offered through the CITI website at www.citiprogram.org. At this page, you will be required to register selecting a user name and password. Following are the steps for registering and completing the training:

1. Make sure when selecting an institution for affiliation, select ***Olive View-UCLA Education & Research*** Institute. If you have completed the training through another institution, you need to log into your account and select the ERI as an additional institution. You do not need to complete the training again.
2. You will be asked to select a learner group. It is possible that you may belong to more than one learner group. If so, you will need to complete training for the learner group in which the majority of your research is based. Contact the ERI if you are unsure of which learner group you belong to. If you have already completed training and are adding a new course (learner group), then select "Add course or update your learner groups." The learner groups are organized as follows:

   Question 1
   Biomedical Research Investigators
   Social & Behavioral Research Investigators
   IRB Members
   Research with data or laboratory specimens ONLY
   Question 2
   Refresher Course for learner groups identified in Question 1.
   Question 3
   Good Clinical Practice (GCP) – REQUIRED IF YOUR RESEARCH IS A SPONSORED CLINICAL OR DEVICE TRIAL.
   Question 4
   Conflict of Interest – REQUIRED IF YOU AN INVESTIGATOR / KEY PERSONNEL ENGAGING IN RESEARCH FUNDED BY PHS (INCLUDING NIH)
   Question 5
   Complete if you require biosafety/biosecurity training (typically limited to Clinical Research Coordinators).
   Question 6
   Required if you are a research coordinator engaging in clinical research.

3. Once registered, follow the site instructions to complete the training for the learner group(s) you have selected.
4. If you have completed the CITI Training Program at another institution, this is acceptable towards ERI training. See #1 above regarding instruction on affiliating your completed training with the ERI.

Once the training is complete, ERI will receive notification from CITI. If you have any questions, please contact the ERI.