

Collaborative Institutional Training Initiative (CITI) Course

Mandatory Requirement for UM Teacher Candidates

The CITI Human Subjects Training is mandatory for all teacher education candidates who will be participating in an internship or a field experience where they will be photographing or videotaping students, or submitting samples of student work as evidence of their teaching. It usually takes approximately 4-5 hours to complete the course. CITI Human Subjects Training is valid for three years, and must be renewed for each additional three-year period. There is no charge to take the CITI Training course.

To enroll in the CITI program go to the CITI Course Website at <https://www.citiprogram.org>. Select Log In button. Choose the **Log In Through My Institution**. Select University of Maryland College Park from the college/university menu. . Provide your UMD credentials to sign in. Select and complete ***the Social & Behavioral Research-Basic/Refresher*** module. You are only need to complete the Required Modules.

***NOTE:** If you do not immediately see the Social & Behavioral Research- Basic/Refresher on your desktop after following the directions listed above. Click the “**Add A Course**” option on the main menu page. Then, under "Question 1" select the "Social and Behavioral Research Investigators" course. This will allow you to take the required CITI training course.

Your test results will be published at the end of the completed course. Even though the system indicates that the University will be automatically notified of your certification, it ***is imperative that you print a copy of your CITI Training certification for your files. You will be required to upload a copy of the CITI Training verification into your LiveText account.*** (LiveText is an electronic portfolio and accreditation/course management system. An active subscription to LiveText is a requirement for key courses within your professional education curriculum. As your internship progresses, several of your course and portfolio assignments will be submitted through LiveText. If you have not yet registered for a LiveText account, the procedures for registering for a LiveText account will be discussed in your field experience/internship course. Until then, keep a copy of the CITI Training verification in your personal file.) **Instructions for uploading the CITI Training verification to your LiveText account will be provided in your field experience/internship class.**

If you have already completed the CITI Human Subjects Training at a different institution (again, Maryland requires the Social & Behavioral Research – Basic/Refresher, Basic Course module), go to your CITI Training website home page at <https://www.citiprogram.org>; find the college/university drop down menu; and change your previous college or university to University

of Maryland College Park. This will prevent you from having to retake the course. Reprint the form and upload it to your LiveText account.

Teacher candidates are encouraged to complete the CITI training *as soon as possible, but no later than September 30, 2020. Also, be sure to print off a copy of the CITI training certification verification form for your personal file so that you can later retrieve it and upload it to your LiveText account when prompted to do so.*