**Instructions to Renew CITI HSP Recertification for Duke Medicine**

CITI modules must be renewed every 2 years for Duke Medicine in order to be certified in Human Subjects Protection (HSP) training.

When your current CITI modules expire, you will receive an e-mail reminder from the CITI system at 30 days, 7 days, and 1 day before your modules expire. You may follow the instructions in the e-mail. They are also listed below.

- Go to [www.citiprogram.org](http://www.citiprogram.org) and login to CITI. Do **not** create a new account in CITI because the previous modules you completed will not be linked to your new account.
- Click the Log In via SSO button
  - Click on ‘Duke Medicine Courses’
  - Click on ‘Biomedical Research – Basic/Refresher’ course title

Depending on what stage of refresher you fall in, will depend on which modules display. You will either see a list of (4) required modules or a list of modules to select any 2 to complete.

Score of 80% is needed to be successful. (Quizzes may be retaken)

- Completion reports are uploaded to the Duke Systems the following morning. (May take up to 48 hours to process though all systems).
➢ To print your completion report: From the Main Menu, Click on ‘Duke Medicine Courses’ then click on Print Report.

Any questions regarding this process can be directed to the DOCR at DOCR-Training@dm.duke.edu or 681-6665.