**HUMAN RESEARCH PROTECTION PROGRAM**

**EDUCATION AND TRAINING PROCEDURE**

**RESEARCH SERVICE**

**VA MEDICAL CENTER 581, Huntington WV**

**Human Research Protection Program (HRPP) Mandatory VA Training:**

1. Collaborative Institutional Training Initiative (CITI): <http://www.citiprogram.org/>

**New User:**

1. Register as a ***New User*** and review ***Welcome page.***
2. Select ***Learner’s Menu***, affiliate with ***Marshall University*** and complete ***Enrollment Questions.***
3. Question 1. Choose ***group 1*** and complete IRB #1 Medical Research (Basic Course) (all modules do not have to be completed in one session)
4. Question 1. Choose ***group 3*** and complete Human Subjects Research and the VA

(all modules do not have to be completed in one session)

**Registered User:**

1. Select ***Learner’s Menu*** and affiliate with ***Marshall University*** (if not already affiliated)
2. Choose [***Add a course or update your learner groups***](https://www.citiprogram.org/members/groups.asp?strKeyID=FCDC3C45-0ABA-4FAD-80ED-3F5F2CCC8CC0-1410766), then ***Groups,*** and [***Update Groups***](https://www.citiprogram.org/dev/members/selectgroups.asp?strKeyID=C6FD8F2C-2246-49DF-9B5C-E5837515D60D-1847356&eq=377&action=begin)
3. Complete ***Enrollment Questions.***
4. Question 2. Choose ***group 1*** and complete refresher course for IRB #1 Medical Research (Basic Course) (all modules do not have to be completed in one session)
5. Question 2. Choose ***group 3*** and complete refresher course for Human Subjects Research and the VA (all modules do not have to be completed in one session)

Note: Marshall University training is required annually. VA training is required biennially (two full calendar years). Training records are maintained in a database with access to both institutions.

**Additional Resources:** [VA Research Intranet](http://vaww.huntington.med.va.gov/services/research/index.aspx)

1. VA Talent Management System (TMS): <https://www.tms.va.gov/learning/user/login.jsp>

**Training required for (but not limited to):**

1. Principal Investigators / Co-investigators
2. Study Coordinators
3. Research Assistants
4. Trainees (house officers and students)
5. Administrative Support Staff (including secretaries and clerks)
6. VA Research Office Personnel
7. Institutional Review Board (IRB) Committee Members
8. Research & Development Committee Members
9. Without Compensations (WOC) Employees
10. Intergovernmental Personnel Agreement (IPA) Employees
11. VA Privacy and Information Security Awareness and Rules of Behavior

(TMS course – VA 10176)

1. VHA Mandatory Training for Trainees (only required for WOC’s)

(TMS course – VA 3185966)

**NOTE: Please print ALL completed training certificates and provide to VA Research Service via one of the options listed below:**

* **E-mail to:** Malana.adkins@va.gov or Thomas.boster@va.gov
* **VA Mail:** Research Service – Routing code 151
* **VA Address:** Huntington VA Medical Center

 Research Service - 151

 1540 Spring Valley Drive

 Huntington, WV 25704

**Revision History:**

Version 1.0 02/02/07

Version 1.1 02/07/08

Version 1.2 11/14/08

Version 1.3 02/15/11

Version 1.4 11/10/11

Version 1.5 11/07/12

Version 1.6 11/15/13