



**University of La Verne Institutional Review Board
Policy and Procedure on Human Subjects Training
Approved October 13, 2017**

All students, faculty, staff, and administration who work with human subjects in their research are required to complete human subjects training. The La Verne IRB will accept the Social, Behavioral, and Education Research (SBER) Basic/Refresher training (or biomedical equivalent if more appropriate) from the Collaborative Institution Training Initiative (CITI) and will make exceptions for accepting National Institute of Health (NIH) training.

1. Expiration

Human subjects training certificates will be considered valid for a period of five (5) years from the date of completion.

Procedures for Completing CITI Training

The steps to access the CITI training are:

1. Log into <https://myportal.laverne.edu>
2. Then click on the "QuickLinks" tab on the left
3. Then click on the "CITI Training" link
4. You will be directed to the CITI website
5. If you already have a CITI Program account, you select that option and log in. Otherwise, please create a new CITI Program account

Procedures for Providing Evidence of Training and Processing Evidence by La Verne IRB Administration

1. The applicant and/or Chair/Mentor/Advisor will either complete the Basics or Refresher (if Basics was completed in the past) training for the type of research they are conducting (SBER or Biomedical).
2. The Chair/Mentor/Advisor will email irb@laverne.edu to ensure the certificate is processed so that it will count for all student applications they supervise.
 - a. The Analyst will verify the expiration date populated in IRBManager and if it has not, instruct the Chair/Mentor/Advisor on further steps necessary to process the training.
3. The applicant will attach a copy of their human subjects training certificate to the application.
4. The IRB Analyst will verify the type of training and date of completion during the pre-review of the application.
5. The Analyst will enter the expiration date into the Contact in IRBManager.

2. Training Expiration Reminders

Ninety (90) calendar days prior to the expiration of a human subjects training certificate IRBManager will automatically generate and send an email reminding the applicant that their certificate will expire in 90 days and they should take the refresher course in their area of research (SBER or Biomedical).

Expiration During Application Review or Period of IRB Approval

If a training certificate is presented that will expire during the application review period (i.e., while an application is being reviewed by the La Verne IRB) or within a year of the approval date of the study, a new certificate will be requested by the Analyst prior to approval. If a training certificate expires and the applicant does not take the training at the prompting of the IRBManager email, the Analyst will collect a new certificate at the time a new application is submitted by the applicant.