The Collaborative Institutional Training Initiative provides web-based educational courses. This document outlines instructions on selecting refresher courses and accessing completion reports.

**SELECTION OF REFRESHER COURSES**

- Go to [www.citiprogram.org](http://www.citiprogram.org)
- Upon logging into your account select “Add a Course or Update Learner Groups.”
CITI REGISTRATION AND TRAINING INSTRUCTIONS

- Select YES to complete a refresher course.
COMPLETION REPORTS

- To access a report of completed courses, select “View Previously Completed Coursework” from the Main Menu.
The Previously Completed Coursework page shows the complete history of all CITI courses completed.

The Expiration Date indicates when the current training expires.