

How to Enroll in Only GCP Training

STEP BY STEP GUIDE

Step 1 – Enrolling in Courses

- ▶ To enroll in the Good Clinical Practice (GCP) Training, first log in to myLearning
- ▶ Search “Good Clinical Practice” and select it when it appears.
- ▶ Click on “Add to Dev Plan” at the bottom of the screen.

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Jonathon Harris

Good Clinical Practice (CITI)

The Good Clinical Practice (GCP) course is suitable for research teams involved in clinical trials of drugs, biologics, and devices. To earn a certificate of completion, you are required to complete all 13 modules listed below.

Course Title	Certificate Status	Date Started	Completion Date
Refresher Course GCP: GCP Introduction (CITI) *R	Complete	12/30/2021	12/30/2021
Refresher Course GCP: Audits and Inspections in Clinical Trials (CITI) *R	Complete	12/30/2021	12/30/2021
Refresher Course GCP: Conducting Clinical Trials of Medical Devices (CITI) *R	Not Started		
Refresher Course GCP: Conducting Investigator-Initiated Studies According to FDA Regulations and Good Clinical Practices (CITI) *R	Not Started		
Refresher Course GCP: Detection and Evaluation of Adverse Events (CITI) *R	Not Started		
Refresher Course GCP: Informed Consent—An Ongoing Process (CITI) *R	Complete	12/30/2021	12/30/2021
Refresher Course GCP: International Conference on Harmonization - ICH for Investigators (CITI) *R	Complete	11/23/2021	12/30/2021
Refresher Course GCP: International Conference on Harmonization (ICH): GCP Requirements (CITI) *R	Not Started		
Refresher Course GCP: Investigator Obligations in FDA-Regulated Clinical Research (CITI) *R	Not Started		
Refresher Course GCP: Managing Investigational Agents According to GCP Requirements (CITI) *R	Not Started		
Refresher Course GCP: Monitoring of Clinical Trials by Industry Sponsors (CITI) *R	Not Started		
Refresher Course GCP: Overview of New Drug Development (CITI) *R	Not Started		
Refresher Course GCP: Reporting Serious Adverse Events (CITI) *R	Not Started		

NOTE: All course titles displaying a *R must be completed.

Reviews and Ratings

Average: ★★★★★ (234)

Add to Dev Plan

Step 2 – Adding Courses to Your Plan

- ▶ You can view the added courses by going to the “My Plan” screen in myLearning and from there select the 'Self-Enrollments' tab
- ▶ Click on the course name under ‘Course Name’

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HOME QUICK LINKS REPORTS ADMINS HELP

Jonathon Harris

My Plan for Jonathon Harris

Auto-Enrollments 3 Self-Enrollments 22 Outside Learning Activities Pending Course Evaluations

Your learning plan tracks internal and external training.

- **Auto-Enrollments:** Courses in which you have been enrolled by your department or program.
- **Self-Enrollments:** Courses that you enrolled in yourself as well as Optional courses you were enrolled in by others (management).
- **Outside Learning:** Courses, conferences, classes, etc. in which you participated or which you completed that were outside of myLearning.
- **Pending Course Evaluations:** Evaluations for courses you have completed. Please share your feedback.

You can:

- Add courses by searching the [Catalog](#).
- Remove self-enrollments that have a red 'X' in the **Remove** column.
- Add an outside learning activity.
- Complete pending course evaluations.

Self-Enrollments

Course Name	Status	Date Started	Completion Deadline	Remove	Provider
Good Clinical Practice (CITI)	Not Started				JHM IRB Training


Courses will appear here.

Step 3 – Accessing Courses

To access course:

- ▶ Turn off Pop-up blockers
- ▶ Click on any of the 13 modules to open course in CITI.

Good Clinical Practice (CITI)



Delivery Type	Certificates
Duration	
Provider	JHM IRB Training

The Good Clinical Practice (GCP) course is suitable for research teams involved in clinical trials of drugs, certificate of completion, you are required to complete all 13 modules listed below.

Course Title

Modules

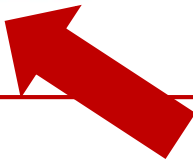
- Refresher Course GCP: GCP Introduction (CITI) *R
- Refresher Course GCP: Audits and Inspections in Clinical Trials (CITI) *R
- Refresher Course GCP: Conducting Clinical Trials of Medical Devices (CITI) *R
- Refresher Course GCP: Conducting Investigator-Initiated Studies According to FDA Regulations and Good Clinical Practices (CITI) *R
- Refresher Course GCP: Detection and Evaluation of Adverse Events (CITI) *R
- Refresher Course GCP: Informed Consent—An Ongoing Process (CITI) *R
- Refresher Course GCP: International Conference on Harmonization - ICH for Investigators (CITI) *R
- Refresher Course GCP: International Conference on Harmonization (ICH): GCP Requirements (CITI) *R
- Refresher Course GCP: Investigator Obligations in FDA-Regulated Clinical Research (CITI) *R
- Refresher Course GCP: Managing Investigational Agents According to GCP Requirements (CITI) *R
- Refresher Course GCP: Monitoring of Clinical Trials by Industry Sponsors (CITI) *R
- Refresher Course GCP: Overview of New Drug Development (CITI) *R
- Refresher Course GCP: Reporting Serious Adverse Events (CITI) *R

NOTE: All course titles displaying a *R must be completed.

Reviews and Ratings

Average: ★★★★★ (234)
My Rating: ☆☆☆☆☆

Enroll Others



Click on any of the 13 modules to open course in CITI

Step 4 – Adding Courses in CITI


- ▶ Once you click on one of the 13 modules in myLearning, you will be directed to <https://about.citiprogram.org/>
- ▶ SOM affiliates should select “Johns Hopkins Medical Institutions” as their institution from the drop down list
- ▶ Select “My Courses” at the top of the page and add a course

The screenshot displays the CITI Program website interface. At the top, the navigation bar includes the CITI PROGRAM logo, a search icon, and a user profile for Jonathon Harris (ID 3454910). The 'My Courses' link is highlighted with a red circle. Below the navigation bar, the user is greeted with 'Welcome, Jonathon' and options to 'Add Institutional Affiliation' or 'Register as Independent Learner'. On the right, two circular statistics show '15 Courses Completed' and '8 Years of Membership'. The main content area features a 'Show Courses for:' dropdown menu with 'Johns Hopkins Medical Institutions - TEST' selected and circled in red. Below this, a message states 'You are not enrolled in any courses for this institution.' with an 'Add a Course' button. At the bottom, there is a section for 'Learner Tools for Johns Hopkins Medical Institutions - TEST' with links for 'Add a Course', 'View Previously Completed Coursework', 'Update Institution Profile', and 'Remove Affiliation'.

Step 5 – Confirming Your Course in CITI

- ▶ Select the third option if **ONLY** Good Clinical Practice (GCP) Training is needed.
- ▶ Select “Next” to view the individual course.

English ▾

CITI PROGRAM My Courses My Records My CE/CMEs Support Admin  Jonathon Harris ID 3454910 ▾

Select Curriculum


Johns Hopkins Medical Institutions - TEST

Question 1

Which training do you need to complete (select only one option)?

This question is required. Choose one answer.

- I need Initial IRB Compliance training only (This selection will add Basic Human Subjects Research and Health Privacy Issues for Research. Conflict of Interest has been automatically added in MyLearning)
- I need Initial IRB Compliance training and Good Clinical Practice (GCP) training (This selection will add Basic Human Subjects Research and Health Privacy Issues for Research. Conflict of Interest has been automatically added in MyLearning)
- I only need Good Clinical Practices training.
- I need to complete Recertification Training (This course includes Good Clinical Practices training and is required for both PI and Study Team recertification)

[Start Over](#) [Next](#) 

SUPPORT 888.529.5929 LEGAL [Accessibility](#)

CITI PROGRAM

Step 6 - GCP Training Only

- ▶ Course will be located under “Courses Ready to Begin”. Select “Start Now” to begin.

Course titles that need to be completed-

- ▶ Good Clinical Practice and ICH
- ▶ The Good Clinical Practice and ICH course consists of 13 individual modules.
- ▶ Once modules are completed, they will appear under “Completed Courses”.
- ▶ Certificates will be available in myLearning approximately after 24 hours after course completion.

Welcome, Jonathon
Add Institutional Affiliation
Register as Independent Learner

15 Courses Completed
8 Years of Membership

✔ You are now enrolled in the course(s) you selected.

Show Courses for: Johns Hopkins Medical Institutions - TEST [Institution List](#)

Johns Hopkins Medical Institutions - TEST

Active Courses [Learner Tools](#)
You have no active courses for this institution.

Courses Ready to Begin [Learner Tools](#)

Johns Hopkins Medical Institutions - TEST
Good Clinical Practice and ICH
Stage 1 - Basic Course
0 / 13 modules completed [Start Now](#)

Completed Courses [Learner Tools](#)
You have not recently completed any courses for this institution. Full records of past completions are available in [Records](#).

Learner Tools for Johns Hopkins Medical Institutions - TEST

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [Remove Affiliation](#)



For questions, contact the JHM IRB Help Desk at
jhmeirb@jhmi.edu