

Human Research Protections Initial Certification Directions

1

- Navigate to SpartaLearn.case.edu.
- LOGIN with your institutional SSO credentials using ONE the buttons on the Login page.



2

Update your personal info

Please fill in the mandatory fields below. If you do not fill them in, you will be logged out.

Details

First name (required)

Luke

Last name (required)

Wieszczyk

Email

luke.wieszczyk@case.edu

Additional fields

Human Research Protection Certification (required)

Yes

IBC

No

Responsible Conduct of Research Certification (required)

No

Research Security and Other Support Pages Certifi... (required)

Yes

Department - If you are a researcher enter the department y...

Research Compliance

19 / 255

SIGN OUT

UPDATE

- Select "Yes" for Human Research Protections Certification to be automatically enrolled.
- Complete the additional fields page, select "Yes" for any other certifications you need to obtain.

3

- Active courses ready to take can be found on the left hand side below you name.

- Within the Human Research Protections certification, choose one course to complete.
- ****NOTE:** If you have started the course in CITI either with CWRU or another institution make sure you choose the same course for the modules to transfer**

4

Human Research Protections Certification

Learning plan

SHARE

Learning plan description

Please complete one of the courses in order to obtain your initial Human Research Certification. This certification is valid for three years as of the completion date. Upon completion, you will be added to a group where you can find the directions for maintaining this certification.

Courses in the Learning plan

2 E-learning

Not started

CITI Group 1 Biomedical Research Faculty, Staff, and Students

Mandatory | EN | E-learning

0 of 2 lessons completed

PLAY

Not started

CITI Group 2 Social & Behavioral Research Faculty, Staff, and Students

Mandatory | EN | E-learning

0 of 2 lessons completed

PLAY

Learning plan progress

Not started

Mandatory courses

0 of 2 completed | 0h 0m of 0h 0m

Courses required to complete the learning plan

Optional courses

0 of 0 completed | 0h 0m of 0h 0m

Keep learning from

Not started

CITI Group 1 Biomedical Research Faculty, Staff, and Students

EN | E-learning

START LEARNING NOW

5

- Click the button that corresponds with your institution to complete the training.
- **If you do not have a CITI Program account** one will be created for you.
- **If you have an existing CITI Program account** but have not signed in with SSO yet or you have an account at another institution you would like to affiliate to merge completions, please click I already have an account. You will need you current user name and password to link the accounts.

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6

Case Western Reserve University CREC Program
Group 2 Social & Behavioral Research Faculty, Staff, and Students
Stage 1 - Basic Course

0 / 21 modules completed

Start Now

Case Western Reserve University CREC Program
Physical Science Responsible Conduct of Research Course
Stage 1 - RCR

0 / 7 modules completed

Start Now

- The course you chose to complete will appear as the first choice to complete.
- Complete the course and copy the certificate link at the end to submit in SpartaLearn.
- Completions will be verified with CITI within 48 hrs

7

- Upon completion of the course in CITI, please copy the URL to the completion certificate or save the certificate as a PDF. You will be able to upload the certificate in SpartaLearn for your records.
- Your HRP Initial certification will be active for 3 years from the completion of this course.

Assignment details

Assignment name (required)

Description

Upload options (required)

You have three upload options for this assignment.



Upload a file

Select a file from your device or drag and drop it.

The maximum file size is 40MB.



Record your screen

Make a screen recording and submit it as your assignment

Functionality provided by ScreenPal

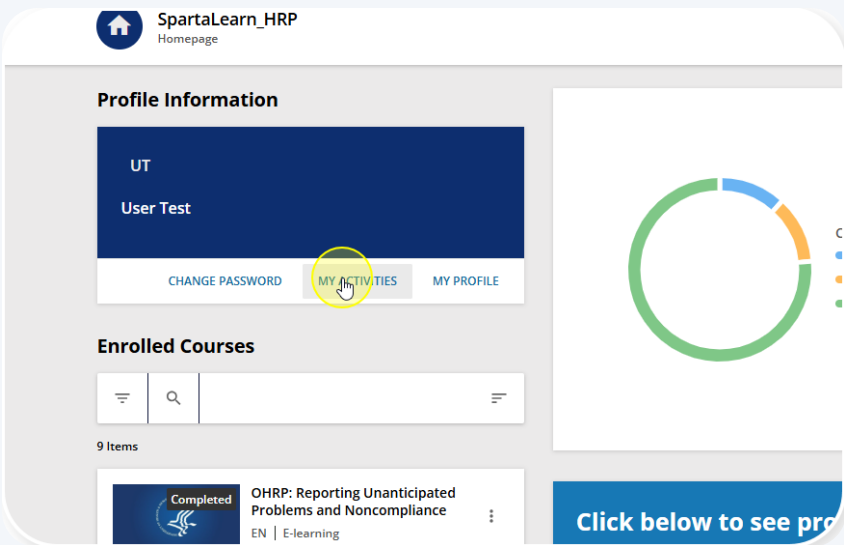


Add a link

Link the URL of your assignment. You can add only one link.

8

- Click the “My Activities” button on the homepage to view your records and certificates



9

Certifications and retraining						
☒ Also show expired certifications						
TITLE	CODE	DESCRIPTION	ISSUED ON	EXPIRATION	TO RENEW IN	
Responsible Conduct of Research	RCR	Please complete the RCR learning plan to update your certification every 3 years.	8/21/2024	Every 3 years Next exp: 8/21/2027	675 days	RENEW NOW
This is not a certification- It allows you to take the same course again for certifications.			9/8/2025	Never	-	
Human Research Protections Re-Certification	HRP_CERT		8/31/2025	Every 3 years Next exp: 8/31/2028	1051 days	RENEW NOW

- The “Certification” tab will show all of your certificates and their corresponding expiration dates.
- You will now be enrolled in the HRP Recertification Plan which you will need to complete and submit before your expiration date to keep your certification active.
- **REMINDER:** You should only click “Renew Now” if you have no progress towards recertification.

10

- The “Learning Plans” tab will have the copies of your certificates.
- By clicking the certificate button, highlighted here, you can download a copy for your offline records.

Learning plans				
CODE	NAME	NUMBER OF MANDATORY COURSES	ENROLLMENT STATUS	PROGRESS
HRP_RT_LP	Human Research Protections Re-Certification	5	Completed	100%
HRP_INITIAL	Human Research Protections Certification	2	Completed	100%
RCR	Responsible Conduct of Research	1	Completed	100%
Total: 3				