

Training Instructions: How to Retrieve Completion Certificate

1. Log into your CITI account from <https://access.caltech.edu/> You will find the link under "Research Services," "Select Research Ethics Education (CITI)"

Research Services

✓ Biosketch and Other Support	?	★
Access data to create Biosketch and Other Support (BSOS)		
✓ Controlled Substance Tracking	?	★
Manage and track controlled substances used in research		
✓ IACUC Protocol Application System	?	★
Submit protocols for animal research for review by Caltech's Institutional Animal Care and Use Committee (IACUC).		
✓ IRB Protocol Application System	?	★
Submit protocols for human subject research for review by Caltech's Institutional Review Board (IRB)		
✓ iThenticate	?	★
Document similarity checking service		
✓ LabArchives	?	★
Electronic lab notebook		
✓ OLAR Billing	?	★
View and manage billing of OLAR services		
✓ PHS/NIH Travel Expense Form Disclosure	?	★
Direct access to the PHS/NIH Travel Expense Form Disclosure		
✓ Research Ethics Education (CITI)	?	★
Provides training in various areas of research compliance		



2. If you already have a CITI account, please proceed to the next step.

If you do not have a CITI account, you will need to create one before going to the next step. Simply, click on "I don't have a CITI Program account and I need to create one," and it will take you to the SSO screen so that you may proceed to step 3.



[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

Associate your SSO account with a CITI Program account

Please choose an option:

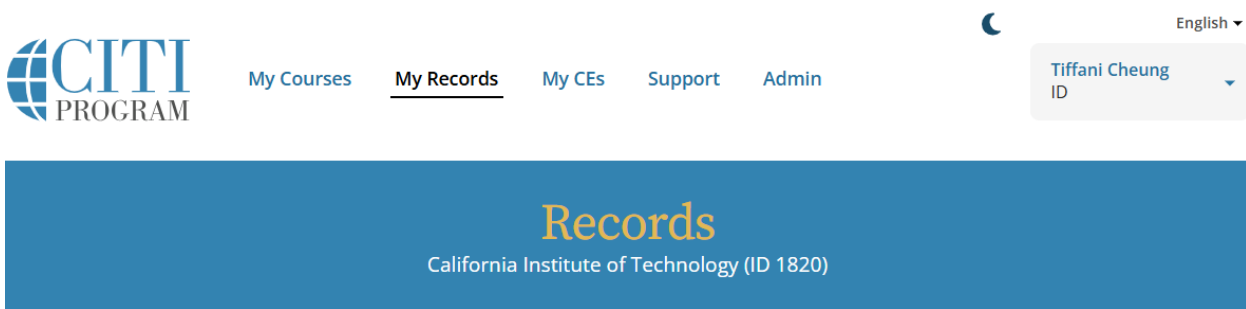
- ☐ I already have a CITI Program account.
- ☐ I don't have a CITI Program account and I need to create one.



- Use your Caltech credentials to log into CITI. Once in your CITI account, click on “My Records” at the top of the screen.



- Once in the records screen, you will see a list of courses in your account. For the courses that are completed, you will find a link under “Completion Record.” Click on the link “View-Print-Share.”



Show Records for:

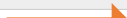
California Institute of Technology

▼

Show All

California Institute of Technology Records (ID 1820)

Required RCR Training for Students and Postdocs - RCR Refresher (ID 289019)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Refresher	57442218	80%	96%	21-Jul-2026	21-Jul-2026	-		View-Print-Share

5. To obtain a copy of your completion certificate, please click on “View/Print” under Completion Certificate.

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores “frozen” at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#)[Copy Link](#)

Completion Certificate

Completion Certificates are “diplomas” that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#)[Copy Link](#)