**CITI Training Instructions:**

**How to Add Your Affiliated Institution and Transfer Completed Courses**

To transfer course credit between institutions, you will need to be affiliated with both institutions (i.e., your primary/previous institution and your new institution). Follow the steps below to add Franklin University as an affiliated institution:

1. Sign in to your CITI account - <https://www.citiprogram.org/>.
2. On the homepage, click the ‘Add Affiliation’ button:



1. Select ‘Franklin University’ from the list.
2. Once you are affiliated with both institutions, you can enroll in the course(s) you need. Franklin University requires learners to complete the **Social and Behavioral Research (SBE)** course.
3. Click the ‘Add a Course’ link under the appropriate institution:



1. Note that you will need to enroll in the same stage of the course (Basic / Refresher) for a proper transfer to occur.
2. If you have already completed all required modules in the SBE course, your training is complete and you can download your completion certificate. Your certificate will list Franklin University as the institution of record and Social & Behavioral Research as the course.
3. If there are any missing modules from the SBE course after the transfer, you will need to complete those missing modules as required by Franklin University. Once these modules have been completed, you can download your completion certificate. Your certificate will list Franklin University as the institution of record and Social & Behavioral Research as the course.