

## CITI Training Course Transfer: Frequently Asked Questions

### **What if I have completed this CITI training course previously?**

Many institutions use the CITI program to administrate required training courses and the same course is often used between different institutions. If you have completed a specific course (or modules within a course) within the past two years then you will automatically receive credit for those portions when enrolling for the same course under the TTUHSC El Paso affiliation in CITI.

### **How do I transfer records of previous CITI course completions to TTUHSC El Paso?**

Simply affiliate your CITI account with TTUHSC El Paso and enroll for the course under our section. Upon enrolling, you will automatically be granted credit for the courses or modules/portions of courses that you have completed in the past two years. Please note that the Course ID must match for credit to be transferred; similar training with different course numbers is not accepted and will not transfer.

### **Why did my CITI course completion from a different institution not transfer to TTUHSC El Paso?**

If you have followed the steps above and credit has not transferred, it may be due to the following reasons:

- The course completed at the other institution is not compatible with the TTUHSC El Paso version. This occurs when an institution opts for a highly customized course with institution-specific content rather than the base course offered by CITI or simply uses a different base course with similar content. You will need to enroll for and complete our required course(s) in their entirety as these have been approved by our institutional bodies to comply with local/state/federal regulations.
- Not all modules required for the course by TTUHSC El Paso have been completed. For some courses, TTUHSC El Paso requires completion of supplementary modules beyond the base course offered by CITI. If you have completed the base course at another institution within the past two years you will receive credit for those portions upon enrollment and need only complete the additional modules. Upon completion of these, you will receive a new certificate for the entire course valid for the full renewal period.
- The course is expired or was completed more than two years ago. Due to the renewal periods set by our institution and federal regulations, training older than two years is not accepted for transfer to TTUHSC El Paso.