CITI training Instructions: How to transfer completions?

If you would like to receive credit for modules previously taken, there are several requirements that must be met.

1. ==To transfer course credit between institutions, you will need to be affiliated with both institutions (your previous institution and your new institution).== Follow the "Click here to affiliate with another institution" link on your Main Menu to add an affiliation.
2. ==When you are affiliated with both institutions, enroll in the courses that need to be transferred under both institutions, via the "Add a Course" link under the appropriate institution if necessary.== You will need to enroll in the same stage of the course (Basic / Refresher) for a proper transfer to occur.

3. Once you are enrolled in the courses, any modules that are shared between the courses between institutions will have their credit transferred automatically. The transfer is based on each module's unique ID number. If the courses do not match exactly, not all credit will transfer and you may need complete the difference in modules at your new institution to get full credit for a Completion Report.

Each institution determines the period in which modules are transferable. This period can span any time between 1 and 10 years. Some institutions opt out of this option and do not allow modules to transfer.