

The Colorado Department of Education expects that all staff engaged in program evaluation and/or research activities adhere to the highest ethical and professional standards. Moreover, under federal law and in compliance with Colorado Department of Education Federal-wide Assurance (FWA) registration, anyone engaged in human subject research is required to complete adequate training regarding the responsible conduct of research. To this end, the CDE is requiring all employees that self-identify as being involved in evaluation and/or research activities to complete the “National Institute of Health, Office of Extramural Research, *Protecting Human Research Participants*” training. Supervisors may also require other staff to participate. In addition, external researchers are expected to complete this training (or equivalent) prior to using and/or obtaining any staff- or student-level data from the Colorado Department of Education. This free web-based training consists of seven modules, four of which are followed by quizzes. The entire course will take approximately one to three hours to complete.

CDE staff should not engage in research/evaluation activities without completing this training or approved equivalent. Similarly, the CDE Institutional Review Board will not approve any research project without receiving a copy of a computer-printed NIH certificate of completion or equivalent (e.g. CITI training) with the application. This policy applies to the Principal Investigators, Co-Principal Investigator(s) and the faculty supervising the project.

Certification expires at the end of a two year period and will need to be renewed. Notifications will be sent regarding the upcoming expiration status one month prior to required completion. Certificates will be made available for public inspection.

The URL to access the training is: <http://phrp.nihtraining.com/users/login.php>

Following completion of training, please download and forward your certification of completion to Dan Jorgensen, Ph.D. at e-mail: Jorgensen_d@cde.state.co.us. Feel free to contact Dan with any questions you may have at: 303-866-6763.