

## Accessing Your CITI Certificate

NIH/NCATS requires a copy of your CITI certificate(s) - not the transcript. Instructions for accessing the CITI Certificate(s) are:

Log in to <http://citiprogram.org/>

Enter username and password

Click on Albert Einstein College of Medicine, Inc. Courses

Under "Completion Record" click on "Print-View-Share"

Click on the link to share the **Completion Certificate** (not the Completion Report)

Download Certificate and save as a PDF

You will be asked to upload the PDF with your submission