TRAINING FOR EFFORT CERTIFIERS

Overview

- Training for certifiers is mandatory.
- “Certifiers” are faculty, academic staff, and project directors (PDs) with effort on sponsored projects. These individuals certify their own effort. PDs certify for graduate students and university (previously classified) staff who work on their projects.
- **We strongly recommend completing the training before certifying within the Effort Certification Reporting & Technology (ECRT) system.**
- Each certifier must complete the training within ninety (90) days of the first date on which a statement is available for certifying in ECRT.
- Training is available through a web-based course.
- The training materials are available for browsing or print. **However, simply reading the material does not satisfy the training requirement.**

Web-based/on-line training

- The required course is titled **“The Basics of Effort Reporting”**.
- The course is implemented in the CITI system. CITI is a service that offers compliance and ethics education for research institutions. CITI is the same system that provides service for UW-Extension’s “Human Subjects Protection” and “Financial Conflict of Interest” training.
- You can assess the training course at [https://www.citiprogram.org/](https://www.citiprogram.org/).
- If you have previously completed other UW-Extension courses in CITI, log-in using your CITI Username and Password (may be different from your UW-Extension NetID/password).
- If you have never completed any other UW-Extension course in CITI, you will need to click on “Register” under “Create an Account.” Begin typing “University of Wisconsin” and be sure to select “University of Wisconsin-Extension” in the drop down selection bar. It is suggested that you use your UW-Extension NetID/password when you set up your account but it is not required.
- Complete the registration process.
- If “The Basics of Effort Reporting-UW Extension Couse” does not show in your courses once registration is complete, click on “Add a Course or Update Learner Groups.”
- Check the box in front of “The Basics of Effort Reporting.” Mark other courses as “No” or “Not at this time.”
- Scroll down the page and click “Submit.”
- The course should now be available as one of your courses.
- The course will take approximately an hour. You can stop at any time and then resume where you left off. There are ten modules—seven of them have quizzes. Upon successful completion, you can print a “Completion Report” for your records.

**Questions?**
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