CITI Training Registration

Non-Georgia Southern Registration
For IRB Training

Instructions

1. Go to [www.citiprogram.org](http://www.citiprogram.org)

2. Click on “Register.”

3. Fill in the registration information on the following screens.

   - **CITI - Learner Registration**
     - Steps: 1 2 3 4 5 6 7
     - You must make a selection below.

   - **Select Your Organization Affiliation**
     - Search for organization: Enter full or partial name
     - Georgia
     - Georgia College
     - Georgia Gwinnett College
     - Georgia Institute of Technology
     - Georgia Perimeter College (GPC)
     - Georgia Regents University
     - **Georgia Southern University**
     - Georgia State University

   - Use this option if you are paying for your courses. Click the button “Continue as Independent Learner” to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

   - **Continue as Independent Learner (Fees Apply)**
Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address. If you have one, in case messages are blocked or you lose the ability to access the first one, if you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue to Step 3

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive. “A12B34CD” is the same as “a12b34cd”. Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password is case sensitive. “A12B34CD” is not the same as “a12b34cd”.

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

* Security Answer

Continue to Step 4
Country of Residence

Search for country: Enter full or partial name (e.g., “United States”) OR your country’s two or three character abbreviation (e.g., “US”, “USA”), then pick from the list of choices provided.

Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for recertification are available for many CITI courses — with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the “YES” or “NO” box, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

- Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grade book page.

- No

If you picked “YES”, please check below the one type of credit you would like to earn

- MDs, Do’s, PAs - AMA PRA Category 1 Credits TM
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

Can CITI Program contact you at a later date regarding participation in research surveys?

- Yes
- No
- Not sure, Ask me later
4. If you don’t have an Eagle ID, use 900123456.
5. Select the appropriate courses for your research. (Use the Training Determination Chart)

**Select Curriculum**

* indicates a required field.

**CITI Course Enrollment Procedure**

The CITI Program provides courses in Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research. Your organization likely has several requirements and perhaps some options to meet your instructional obligations.

- You will be provided one or more enrollment questions below.
- Your responses will determine the curriculum for the courses you will be taking.
- Please read the questions and responses carefully to make the best choice.

**Laboratory Animal Welfare Course**

If you are planning to use lab animals in your work, you are required to complete the CITI Lab Animal Welfare Course. You should:

- Choose the appropriate courses according to your role in research and the species you use.
- Choose all that apply.
- Contact your IACUC Office if you have questions regarding your requirements.

**CITI Curriculum Selection**

You may enroll in multiple courses. You may complete the courses sequentially or in parallel. You should use multiple login sessions. The available courses in the CITI program are:

- The Lab Animal Welfare Courses
- The Human Subjects Courses
- Good Clinical Practice (GCP)
- Health Information Privacy and Security (HIPPS)
- Responsible Conduct of Research (RCR)

**Changing Your Course Selections Later**

Use the “Add a course or update your Learner Group” link on the “Learner Main Menu” to come back here to change or update your course selections.

*Continue to Question 1 at this time.*

**Question 1**

**Human Subjects Research (IRB)**

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Researchers may submit human subjects training certification from CITI or NIH to fulfill the IRB training requirement.

Choose all that apply:

- **Human Subjects - Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for investigators and staff involved primarily in Social and Behavioral research with human subjects.

- **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

- **FDA-Regulated Research:** This Basic Course is appropriate for everyone who's doing research under the Food and Drugs Administration. This course supplemet the human subject course.

- **Not at this time.**
6. Begin the course by clicking on the course title.

<table>
<thead>
<tr>
<th>Course</th>
<th>Stage</th>
<th>CR #</th>
<th>Status</th>
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<tbody>
<tr>
<td>Human Subjects-Social &amp; Behavioral Research - Basic/Refresher</td>
<td>Basic Course</td>
<td>22168610</td>
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7. To print your certificate, Click on “View Previously Completed Coursework.”

8. Click “View” under “Completion Report” for the appropriate course.
COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)

COURSEWORK REQUIREMENTS REPORT*

*NOTE: Scores on this Requirements Report reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- Name: [Redacted]
- Email: [Redacted]
- Institution Affiliation: Office of Research Services and Sponsored Programs
- Institution Unit: 912-478-5465
- Phone: [Redacted]
- Curriculum Group: Human Subjects-Social & Behavioral Research - Basic/Refresher
- Course Learner Group: Same as Curriculum Group
- Stage: Stage 1 - Basic Course
- Description: Choose this group to satisfy CITI training requirements for Investigators and Staff involved primarily in Social/Behavioral Research with human subjects

- Report ID: 7114439
- Completion Date: 12/05/2011
- Expiration Date: 12/04/2014
- Minimum Passing: 60
- Reported Score: 84

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<tr>
<th>REQUIRED AND ELECTIVE MODULES ONLY</th>
<th>DATE COMPLETED</th>
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<tbody>
<tr>
<td>Belmont Report and CITI Course Introduction (ID: 1127)</td>
<td>12/05/11</td>
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<tr>
<td>Students in Research (ID: 1321)</td>
<td>12/05/11</td>
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<tr>
<td>History and Ethical Principles - SBE (ID: 490)</td>
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<tr>
<td>Defining Research with Human Subjects - SBE (ID: 491)</td>
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<td>The Federal Regulations - SBE (ID: 502)</td>
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<td>Assessing Risk - SBE (ID: 503)</td>
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<td>Informed Consent - SBE (ID: 504)</td>
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<td>Conflicts of Interest in Research Involving Human Subjects (ID: 488)</td>
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<td>Records-Based Research (ID: 5)</td>
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<tr>
<td>Research in Public Elementary and Secondary Schools - SBE (ID: 508)</td>
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<tr>
<td>Internet-Based Research - SBE (ID: 510)</td>
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</tr>
</tbody>
</table>

For this Report to be valid, the learner identified above must have had a valid affiliation with the CITI Program subscribing institution identified above or have been a paid independent Learner.

CITI Program
Email: citisupport@miami.edu
Phone: 305-243-7570
Web: https://www.citiprogram.org