

CITI Training Instructions (Updated 2/28/2014)

The instructions below contain screen shots of what you should see as you register and enroll in CITI.

Step 1: Go to <http://www.citiprogram.org/default.asp?language=english>.

Step 2: Click on either “Register” or “Create an account.”

The screenshot displays the CITI Program website interface. At the top, there is a navigation bar with a language selector (USA - English), text size options (A A), and links for Log In, Register, and Help. Below this is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar for the Knowledge Base is also present. A main navigation menu includes links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. The main content area features a large image of a computer monitor displaying the CITI PROGRAM logo, with a red arrow pointing to the "Create an account" link. Below the image, text states "Over 5.4 million CITI Program courses have been completed since 2000". To the right of the image is a registration form with fields for Username and Password, a "Log In" button, and a "Register" button. Below the form, a note states: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner." Below the main content area, there are two sections: "CITI Program Announcements" with a list of recent newsletters and courses, and "Help & Support" with a list of common user questions.

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Resources | Contact Us

Over 5.4 million CITI Program courses have been completed since 2000

Username
Password
Log In
Forgot Username or Password?
Create an account
Register
Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

CITI Program Announcements
CITI Program Quarterly Newsletter (November 2013)
New RCR Refresher Course (November 2013)
Working with Zebrafish in Research Settings Course (October 2013)
Public Access Courses Are No Longer Available (October 2013)
Good Clinical Practice Guide Now Available (September 2013)
More...

Help & Support
How do I register?
Merge duplicate accounts
I forgot my Username or Password
More...

Step 3: Select Your Institution. (Tip: If you start to type Appalachian in the box, it should appear in the field.)

*** Select An Institution**

* indicates a required field.

Choose your institution from the appropriate dropdown menu. Choose **only one** institution. If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions

American Medical Systems
American Museum of Natural History
American Public University System
American Sentinel University
American Thrombosis and Hemostasis Network (ATHN)
American University
American University of Beirut
American University of Health Sciences
Amherst College
Amway
Ana G. Mendez University System
Angelo State University
AnMed Health
Anne Arundel Medical Center
Antioch University
Appalachian State University
Arcadia University
Argosy University
Arizona Christian University
Arizona State University
Arizona Western College

I am not affiliated with a participating institution. I would like to register with CITI as an independent learner. (Fees apply.)

Step 4: Enter name and e-mail address. It is recommended that you enter a secondary e-mail. (CITI will *not* send you spam.)

CITI - Learner Registration

Steps: 1 **2** 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name <input type="text"/>	* Last Name <input type="text"/>
* Email Address <input type="text"/>	* Verify email address <input type="text"/>

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 <input type="text"/>	Verify secondary email address <input type="text"/>
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Step 5: Create a username and password. Also, select a security question.

CITI - Learner Registration

Steps: 1 2 **3** 4 5 6 7

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

Step 6: Fill out Demographics Information (only * items need to be completed).

CITI - Learner Registration

Steps: 1 2 3 **4** 5 6 7

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⓘ
Why does CITI Program use these categories? ⓘ
Why does CITI Program ask about your gender? ⓘ

* indicates a required field.

*** Your Gender Is:**

Male
 Female
 I would rather not disclose

*** Your Ethnicity Is: (You may choose only one)**

Hispanic or Latino ⓘ
 Not Hispanic or Latino
 I would rather not disclose

*** Your Race Is: (You may choose more than one)**

American Indian or Alaska Native ⓘ
 Black or African American ⓘ
 Asian ⓘ
 Native Hawaiian or Other Pacific Islander ⓘ
 White ⓘ
 I would rather not disclose

Step 7: The next screen asks for additional member information. Again, only * items need to be completed.

* Role in Research

Address Field 1

Address Field 2

Address Field 3

City

State

Basic Human subjects - Biomedical
Basic Human Subjects - Social & Behavioral Focus
Basic Human Subjects - Biomedical & Social & Behavioral Focus
Biosafety / Biosecurity
Good Clinical Practice
Health Information Privacy and Security (HIPS)
Laboratory Animal Welfare
Responsible Conduct of Research
Refresher Course - Biomedical Research
Refresher Course - Social and Behavioral Research
Other

Home Phone

Select the course that best matches your research.

If you are working with human subjects (IRB), select either:

- Refresher Course Biomedical
- Refresher Course Social and Behavioral

If you are working with animals (IACUC), select:

- Laboratory Animal Welfare

If you are working with Biohazardous materials or recombinant DNA, select:

- Biosafety/Biosecurity

If you are on an NSF or NIH funded project and your PI said you must take "RCR training," select:

- Responsible Conduct of Research

Step 8: In order to enroll in any course, you must first answer question 1, Human Subjects Research, regardless what module you plan to take.

The arrows below will guide you to the correct response.

Select Curriculum - Appalachian State University

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. Click [here](#) to review the Appalachian State University instructions page.

*** Question 1**

For Laboratory Animal Welfare training, skip to question 5

Human Subjects Research

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.

Choose one answer

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with 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. ←for IRB members
- I have completed the Basic Course. ←for Human Subjects Refresher
Please go to Question 2.
- Not at this time. ←for any course other than Human Subjects

If you are signing up for IRB training, you must answer question 2. Select either Biomedical or Social & Behavioral Research. The Refresher course takes approximately 2 hours to complete.

*** Question 2**

If you have completed the Basic Course portion, 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 Refresher Course for that group.

Choose one answer

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with 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.
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- I have not completed the Basic Course.
Please go to Question 1.

If you are taking other modules, please scroll down and select the appropriate course.

Question 5

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you must complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- "Working with the IACUC Course" is the required Basic Course if you plan to use lab animals in your work.
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

Choose the appropriate species specific electives depending on your work or interests.

- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".
- Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on **aseptic surgery** is a must.

Species Specific Modules

- I work with Mice. Family: Muridae Cricetidae
- I work with Frogs, Toads or other Amphibians
- I work with Rats. Genus: Rattus
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- I work with Rabbits. Family: Leporidae

If you are taking animal research courses, the "Working with the IACUC Course" is the required training. Your PI may also require you to add species specific training.

If you are taking Responsible Conduct of Research (RCR), select the module that best fits the area of your research. You must select "Not at this time" if you aren't taking an RCR course.

Question 6

Responsible Conduct of Research

If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Not at this time.

Question 7

Biosafety/Biosecurity

Please select the course/s that you need to complete.

Choose all that apply

- Biosafety Officer Initial Training Series
- Institutional Biosafety Committee Member Course
- Basic Introduction to Biosafety
- Training for Investigators, Staff and Students Handling Biohazards.
- Biosafety Refresher Course
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training

[Complete Registration](#)

If you are required to take Biosafety/Biosecurity, the required training is “Training for Investigators, Staff and Students Handling Biohazards” and “NIH Recombinant DNA (rDNA) Guidelines.”

If you are a new member to the Institutional Biosafety Council (IBC), it is suggested you take the “Institutional Biosafety Committee Member Course.”

After you have selected all relevant courses, scroll to bottom of the page and choose “Complete Registration.” You will be taken to the main menu page, which is what you will see each time you log into CITI.

Step 9: The courses you have selected will now appear in your main menu. These courses will be visible each time you log in to CITI until they are completed.

✔ Your request has been successfully submitted.

Appalachian State University Courses			
Course	Status	Completion Report	Survey
Basic Introduction to Biosafety	Not Started	Not Earned	
Biosafety Refresher Course	Not Started	Not Earned	
Institutional Biosafety Committee Member Course	Not Started	Not Earned	
Investigators, Staff and Students			
OSHA Bloodborne Pathogens			
Reducing Pain and Distress in Laboratory Mice and Rats			
Social and Behavioral Responsible Conduct of Research Course 1.	Not Started	Not Earned	
Social/Behavioral Research Course	Not Started	Not Earned	
Training for Investigators, Staff and Students Handling Biohazards.	Not Started	Not Earned	
Working with Mice in Research	Not Started	Not Earned	
Working with Rats in Research Settings	Not Started	Not Earned	

← If you selected “Working With the IACUC” course for animal research, note that it is listed as “Investigators, Staff and Students.”

My Learner Tools for Appalachian State University

- ➊ Add a Course or Update Learner Groups
- ➋ View Previously Completed Coursework
- ➌ Update Institution Profile
- ➍ View Instructions page
- ➎ Remove Affiliation

To start a course, click on the course and proceed. You do not need to complete the entire course in one sitting. CITI will record your progress so long as you complete the quiz at the end of a section.

When you complete a course, CITI will send you a Completion Report and copy the Office of Research Protections.