Registration Instructions for CITI Training

Go to the Collaborative Institutional Training Initiative (CITI) website. On CITI's home page, click "Register" to create an account for the first time.

Follow Steps 1 through 7 to Register New Account:

Select your Organization Affiliation. Enter **"University of North Alabama"** in the box and select **"I AGREE"** and **"I affirm that I am an affiliate of the University of North Alabama".**

University of North Alabama only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.

☑ I affirm that I am an affiliate of University of North Alabama.

Continue To Create Your CITI Program Username/Password

Enter required information for name and email address.

CITI - Learner Registration - University of North Alabama

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

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 User Name and Password and Security Question.

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

Enter Country of Residence

CITI - Learner Registration - University of North Alabama

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

* indicates a required field.

* 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.

Continue To Step 5

Register for CEUs. **CEUs are optional paid services and do not affect certification requirements for UNA's Human Subjects Research.**

* 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 re-certification 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" dots, 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

Select Curriculum. Answer questions 1 to determine the certification(s) required for the type of research proposed. (Question 2-9 are optional for most users). UNA requires each researcher and IRB member to complete the appropriate *Basic* Course as specified below. Selection(s) in Question 1 will enroll users into the appropriate courses. Users may register for additional courses to meet new research requirements at any time. At a minimum, UNA's Human Subjects Committee requires the following:

Question 1:

Select Biomedical Researchers OR Behavioral Researchers OR IRB Members (for members of the UNA Human Subjects Research Committee).

Users will be enrolled based on their selection in Question 1 as follows:

- Biomedical Researchers: *Biomedical Research Basic Course* (14 required modules)
- Behavioral Researchers: *Social & Behavioral Research Basic Cou*rse (15 required modules)
- IRB Members: *IRB Members Basic Course* (34 required modules)

UNA ONLY REQUIRES AN ANSWER TO QUESTION 1.

Answering other questions will enroll a user into additional modules, which the user may remove later; additional courses are optional. However, the Basic Courses are REQUIRED.

Users are required to complete each of the *required* modules within the Basic Course that corresponds with the Human Subjects Research proposed. Users must complete each module with a minimum score of 80% and then print/save the certificate of completion. Certification is valid for up to 3 years.

Select Curriculum

* 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.

Question 1

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.

○ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.

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

○ Not at this time.

Question 2

Institutional/Signatory Officials & IRB Chair

Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.

Choose all that apply

- ☐ Institutional/Signatory Officials
- ☐ IRB Chair

Question 3

Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

Choose one answer

- ○ GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
- ○ GCP for Clinical Investigations of Devices
- ○ GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)
- ○ GCP – Social and Behavioral Research Best Practices for Clinical Research
- ○ Not at this time.

Question 4

Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

Choose one answer

- ○ IPS for Clinicians
- ○ IPS for Researchers
- ○ IPS for Students and Instructors
- ○ IPS for Fundraisers
- ○ IPS for Marketers
- ○ I am not required to complete the IPS course at this time.

Question 5

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose one answer

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

Question 6

Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

Choose one answer

○ Yes
○ No

Question 7

Laboratory Animal Research

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 should 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 required 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.
☐ IACUC Community Member
☐ Institutional Officials
☐ IACUC Chair
☐ Post-Approval Monitoring (PAM)
☐ 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".

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

- ☐ I work with Frogs, Toads or other Amphibians
- ☐ I work with Mice. Family: Muridae Cricetidae
- ☐ I work with Rats. Genus: Rattus
- ☐ I work with Hamsters. Family: Muridae
- ☐ I work with Gerbils
- ☐ I work with Guinea Pigs
- ☐ Working With Ferrets in Research Settings
- ☐ I work with Rabbits, Family: Leporidae
- ☐ I work with Cats
- ☐ I work with Dogs
- ☐ I work with Swine
- ☐ I work with Horses
- ☐ I work with Cattle
- ☐ I work with Sheep & Goats
- ☐ I work with Non-Human Primates (NHP)
- ☐ I work with Fish
- ☐ I work with Zebrafish
- ☐ Wildlife Research

Question 8

Public Health Research

Please make your selection below if you wish to be enrolled in the Public Health Research course.

Choose one answer

- ○ Public Health Research
- ○ Not at this time.

Question 9

Bioethics

Please make your selection below if you wish to be enrolled in the Bioethics course.

Choose one answer

- ○ Bioethics
- ○ Not at this time.

Complete Registration

✓ **Your registration has been completed successfully.**

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to **add an affiliation**. If you are no longer associated with a listed institution, you may want to **remove an affiliation**.

University of North Alabama   [View Courses]

Would you like to affiliate with another Institution?   [Add An Affiliation]

Instructions Accessing Courses within CITI Training

Go to the Collaborative Institutional Training Initiative (CITI) website. On CITI's home page, click "Log In" to access an account. Enter User Name and Password. If User Name or Password are lost, click "Forgot?" to recover.

From the Welcome Page, navigate to the course. For first time users, all courses will be shown under "Courses Ready to Begin". A User may complete modules within each course in any order and is not required to complete all modules in one sitting. Courses that are underway but are incomplete will appear under "Active Courses". Courses that are complete appear under "Completed Courses".

University of North Alabama

Active Courses

You have no active courses for this Institution.

Courses Ready to Begin

You have no courses ready to begin for this Institution.

Completed Courses

To Add or Remove a Course, select "Add a Course" or "Remove a Course" from the Learner Tools for University of North Alabama Menu at the bottom:

Learner Tools for University of North Alabama

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- Remove Affiliation

When adding a course, the User will answer the same questions 1-9 as when registering.

From this menu, a User may also view completed Courses and View-Print-Share course certificates for completed courses.

Biomedical Research - Basic/Refresher - Biomedical Research (ID 175606)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	29774731	80%	100%	26-Nov-2018	17-Dec-2018	16-Dec-2021	View	View-Print-Share

Social & Behavioral Research - Basic/Refresher - Social & Behavioral Research (ID 175607)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	29774710	80%	100%	26-Nov-2018	17-Dec-2018	16-Dec-2021	View	View-Print-Share

IRB Members - Basic/Refresher - IRB Members (ID 175608)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	29566438	80%	99%	26-Nov-2018	17-Dec-2018	16-Dec-2021	View	View-Print-Share

A complete list of IRB MEMBER course modules includes:

Belmont Report and Its Principles (ID: 1127)

Avoiding Group Harms - U.S. Research Perspectives (ID: 14080)

Avoiding Group Harms - International Research Perspectives (ID: 14081)

Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID: 14777)

Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)

History and Ethical Principles - SBE (ID: 490)

History and Ethics of Human Subjects Research (ID: 498)

Defining Research with Human Subjects - SBE (ID: 491)

The Federal Regulations - SBE (ID: 502)

Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)

Assessing Risk - SBE (ID: 503)

Informed Consent - SBE (ID: 504)

Informed Consent (ID: 3)

Privacy and Confidentiality - SBE (ID: 505)

Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)

Records-Based Research (ID: 5)

Genetic Research in Human Populations (ID: 6)

Research with Prisoners - SBE (ID: 506)

Research Involving Prisoners (ID: 8)

Research with Children - SBE (ID: 507)

Research Involving Children (ID: 9)

Research in Public Elementary and Secondary Schools - SBE (ID: 508)

Research Involving Pregnant Women, Fetuses, and Neonates (ID: 10)

International Research - SBE (ID: 509)

International Studies (ID: 971)

Internet-Based Research - SBE (ID: 510)

FDA-Regulated Research (ID: 12)

Research and HIPAA Privacy Protections (ID: 14)

Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)

Hot Topics (ID: 487)
Conflicts of Interest in Human Subjects Research (ID: 17464)

The IRB Member Module - 'What Every New IRB Member Needs to Know' (ID: 816)
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)

I Have Agreed to be an IRB Community Member. Now What? (ID: 13018)

A complete list of BIOMEDICAL course modules includes:

Belmont Report and Its Principles (ID: 1127)

Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID: 14777)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)

History and Ethics of Human Subjects Research (ID: 498)

Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)

Informed Consent (ID: 3)

Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)

Records-Based Research (ID: 5)

Genetic Research in Human Populations (ID: 6)

Research Involving Children (ID: 9)

FDA-Regulated Research (ID: 12)

Research and HIPAA Privacy Protections (ID: 14)

Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)

Conflicts of Interest in Human Subjects Research (ID: 17464)

Avoiding Group Harms - International Research Perspectives (ID: 14081)

A complete list of SOCIAL & BEHAVIORAL course modules includes:

Belmont Report and Its Principles (ID: 1127)

Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)

History and Ethical Principles - SBE (ID: 490)

Defining Research with Human Subjects - SBE (ID: 491)

The Federal Regulations - SBE (ID: 502)

Assessing Risk - SBE (ID: 503)

Informed Consent - SBE (ID: 504)

Privacy and Confidentiality - SBE (ID: 505)

Research with Prisoners - SBE (ID: 506)

Research with Children - SBE (ID: 507)

Research in Public Elementary and Secondary Schools - SBE (ID: 508)

International Research - SBE (ID: 509)

Internet-Based Research - SBE (ID: 510)

Conflicts of Interest in Human Subjects Research (ID: 17464)

Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)