CITI TRAINING USER'S GUIDE

FOR IRB MEMBERS

Log on to www.citiprogram.org

Click on "**Register**" to create username

Step 1 - Select **Texas A & M International University** from the drop-down menu

Step 2 - Enter your name & email address

CITI - Learner Registration

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

Personal Information

* indicates a required field.

* First Name	* Last Name

* Email Address	* Verify email address

If you have a secondary email address that can be used in case your preferred email address changes, enter it below.
If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary email address	Verify secondary email address

Step 3 – create your username and password

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

What color was your first car?

* Security Answer

gray

Step 4 – gender, ethnicity and race questions

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 5 – Continuing Education Unit (CEU) credit and surveys

Most IRB Members should select "**no**". Some fields of study such as nursing and psychology require annual CEU credits to maintain certifications and this course can partially satisfy requirements. Select an answer to the research survey question.

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

If you answer "yes", you will be provided with information **before** you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, and you will be **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

○ Yes
○ No
○ Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

☐ AMA PRA Category 1 Credits
☐ Nurses (CNE Credits)
☐ Other
☐ Psychologists (CEP Credits)

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

○ Yes
○ No
○ Not sure. Ask me later

Step 6 – Fill in information with asterisks next to it.
Institutional email address is your email address.
For "role in human subjects research" - select **"IRB Member"**

Please provide the following information requested by Texas A&M International University

* indicates a required field.

Language Preference

* Institutional email address

* Gender

* Highest degree

non-PhD
If you are a non-PhD person list your faculty mentor.

Employee Number

Department

* Role in human subjects research

Select one of the "Basics Human Subjects" courses–most select "Social & Behavioral Focus"

* Which course do you plan to take?

Basic Human subjects - Biomedical Basic Human subjects - Biomedica
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

You should now be sent a validation email and there is a link in that email that you need to click on to validate it. After you click on the link, you should see this:

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

✔ Thank you. Your email has been validated and your registration complete. Click **here** to log into your CITI account.

Step 7 – Select Curriculum

Log into your account and then select "IRB Member" as an answer for Question 1.

Skip Question 2.

QUESTION 1

If this is your first time taking a CITI course at Texas A&M International University, 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.

○ Students conducting no more than minimal risk research

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

○ I work with the LabAnimal.
Please go to question 2.

Select an answer for question #3, either select the "Responsible Conduct of Research course" that is appropriate for your field of study or "not at this time".

Responsible Conduct of Research

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

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

○ Responsible Conduct of Research for Engineers

○ Responsible Conduct of Research for Administrators

○ Not at this time, Thank you.

Then click on Main Menu tab – you should now see the course(s) you registered for

If you don't see a course you need to take, click on **"Add a Course"** and follow instructions as described above.

Step 8 – Beginning the course - Click on the course name to complete the courses (can complete in multiple sessions - doesn't have to be all at once). IRB training is good for 1 year, IACUC training for 2 years, and Responsible Conduct of Research Training for 4 years. The CITI program will email you a reminder when you are due to take refresher training.

Click on "Integrity Assurance Statement" and answer that question

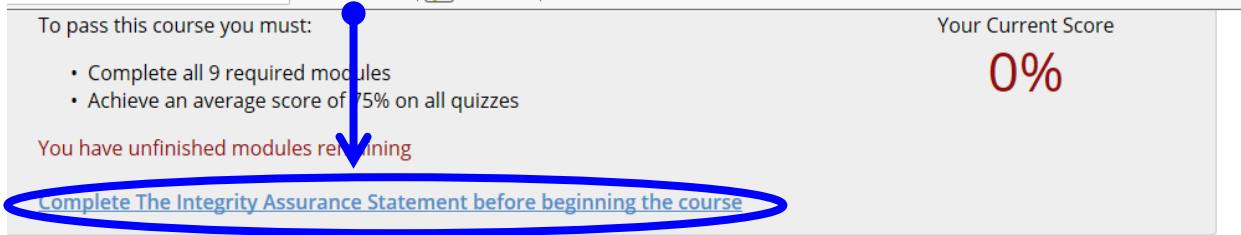To pass this course you must: Your Current Score

- Complete all 9 required modules   0%
- Achieve an average score of 75% on all quizzes

You have unfinished modules remaining
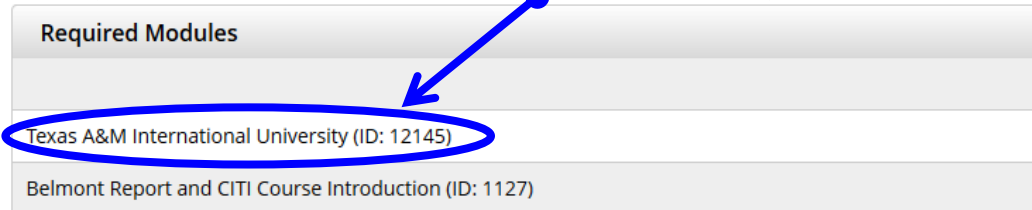
Complete The Integrity Assurance Statement before beginning the course

Then you can click on first training module and begin work on the course.

Required Modules

Texas A&M International University (ID: 12145)

Belmont Report and CITI Course Introduction (ID: 1127)

**If you have any problems getting set up to do the courses or forget your username/password
please contact grants@tamiu.edu for assistance.**