Getting Started and Registration

Go to www.citiprogram.org to create a CITI account and click on Create an Account.

Complete the Registration Steps:

Step 1. Select your Organization Affiliation	Type into the search box "California State University, Stanislaus" Agree to terms of service and affirm affiliation.
Step 2. Personal Information	Complete your name, email address, and provide a secondary email address
Step 3. Create your Username and Password	Choose a username, create a password and provide a security question and answer
Step 4. Demographic Information	Complete your demographic information
Step 5. Continuing Education Unit (CEU) credit for completed CITI Courses	Most will choose "no." CITI offers CE credits and units for purchase for qualifying courses. Please select whether you want the option to purchase CE credits. <u>Please note:</u> CE credits are not required for the completion of your CITI training – they are optional and **the cost associated with CE credits is not covered by the University.**
Step 6. CSU Stanislaus required information	Institutional email address, department, and role in research are required fields on this page. All other information is optional.
Step 7. Coursework Profile questions	You will be asked a series of questions to enable the CITI program to assign the correct courses to you.

Register for Courses

Question 1

To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

This question is required. Choose all that apply.

- [ ] **Yes,** I conduct research with **live human beings, human samples or with data** derived from human beings.
- [ ] **Yes,** I conduct research or teaching activities that utilizes **live, animal subjects** or tissues derived from live animal subjects.
- [ ] **Yes,** I need/want to take the course on **Responsible Conduct of Research (RCR).**
- [ ] **Yes,** I need/want to take the course on **Financial Conflicts of Interest.**

[Start Over] [Next]

Continue with the following questions:

Question 2

In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Protection of Human Research Subjects.

This question is required. Choose one answer.

- ( ) **NO, I have NOT completed the Basic Course** in the Protection of Human Research Subjects in the past.
  This is the first time using the CITI Program at this institution. I need to complete the Basic Course.
- ( ) **Yes.** I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.
  Note: Before you choose this Refresher Course make sure that this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course , the IRB will require that you to come back the the course site and complete the Basic Course. If you have questions, contact your IRB office or the CITI help desk (305 243-7970).

[Start Over] [Next]

Choose the most appropriate learner group based on your research or assignment (choose Social & Behavioral Research).

Question 3

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

This question is required. 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.

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

○ **IRB Chair**

○ **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** - Class projects

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

○ **Institutional/Signatory Officials**

○ **Revised Common Rule**

| Start Over | Next |

(note: there is no Question 4)

Select whether you wish to take the Good Clinical Practice module. (not required)

Question 5

If you want to take Good Clinical Practice (GCP) please make your selection below.

This question is required. Choose one answer.

○ **Good Clinical Practice (GCP)**

○ Not at this time, Thank you.

| Start Over | Next |

Once you have completed the course profile section your assigned courses will appear on your main page.

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**.

CITI Program	View Courses
PRIM&R MEMBER	View Courses
University of Miami Jackson Health System	View Courses

CITI Program

Active Courses

You have no active courses for this Institution.

Courses Ready to Begin

CITI Program
Human Subjects Research – Social-Behavioral-Educational Basic
Stage 1 - Independent Learner

0 / 9 modules completed

Start Now

Please contact Joyce Bell in ORSP (209-667-3784 or jbell6@csustan.edu) if you encounter any problems while registering or if you have any questions.