



VALDOSTA  
STATE  
UNIVERSITY

**Responsible Conduct of Research**

**CITI Program Course Completion Instructions**

Click on the Register Button to create an account with the CITI Program

Go to <https://citiprogram.org/>

The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar. Below the navigation bar, there is a main content area with a large image of a person working on a computer. To the right of the image, there is a login form with fields for "Username" and "Password", and a "Log In" button. Below the login form, there is a "Create an account" section with a "Register" button. A red circle highlights the "Register" button, and a red arrow points from the text box above to it. Below the main content area, there are two columns of links: "CITI Program Announcements" and "Help & Support". At the bottom of the page, there is a footer with various links and the date "9:27 AM 8/15/2013".

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 5.1 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**

- Using the New CITI Program Website (August 2013)
- CITI Program Quarterly Newsletter (July 2013)
- Updated Responsible Conduct of Research Content (June 2013)
- New Human Subjects Research Refresher Courses (April 2013)
- CITI Program Quarterly Newsletter (March 2013)
- New Module for Site Administrators: Using CITI Program Content (February 2013)
- Are You Thinking About Participating in a Research Study? Read CITI's Module for Research Participants (January 2013)
- More...

**Help & Support**

- How do I register?
- Merge duplicate accounts
- I forgot my Username or Password
- More...

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Select Valdosta State University and leave all other fields blank

https://www.citiprogram.org/index.cfm?pageID=154&icat=0

CITI - Collaborative Instituti...

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**CITI - Learner Registration**

Steps: 1 2 3 4 5 6 7

**\* 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

Veterans Affairs

Department of Energy

HIV/AIDS Network Coordination (HANC)

Canadian Institutions

India Participating Institutions

Korea Participating Institutions

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

My institution is not listed as a participating institution. [Click here for information on how to subscribe as a participating institution.](#)

Continue to Step 2

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Click Continue to Step 2

Fill out all required fields

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**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

[Continue to Step 3](#)

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Click continue to Step 3

Fill out all required sections with information that is unique to you, and keep this information private from others

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**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

[Continue to Step 4](#)

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Click continue to Step 4

Fill out the appropriate information pertaining to you. If you rather not disclose the information asked, you may select that option.

at the University of Miami

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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

[Continue to Step 5](#)

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Click continue to Step 5

Select **NO** regarding receiving continuing education unit credit for completing CITI program courses

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**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

**CITI - Learner Registration**

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

\* indicates a required field.

**\* 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

**Continue to Step 6**

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Select the choice that best fits you

Click continue to Step 6

Fill out all required fields with the information asked. Although it is not required for the CITI Program registration, VSU **requires** that your Permanent Mailing Address is listed. This is a **University Requirement**.

The screenshot shows a web browser window displaying the CITI Learner Registration page. The page title is "CITI - Collaborative Institutional Training Initiative at the University of Miami". The navigation menu includes "Home", "About Us", "Courses", "Become a Subscriber", "CE Credits", "News and Events", "Resources", and "Contact Us". The current page is "CITI - Learner Registration", and the progress bar shows "Steps: 1 2 3 4 5 6 7".

The main content area is titled "Please provide the following information requested by Valdosta State University". A note indicates that an asterisk (\*) denotes a required field. The form contains the following fields:

- Language Preference (dropdown menu)
- \* Institutional email address (text input)
- \* Gender (dropdown menu)
- \* Highest degree (dropdown menu)
- Employee Number (text input)
- \* Department (text input)
- \* What is your role in research? (dropdown menu)
- Address Field 1 (text input)
- Address Field 2 (text input)
- Address Field 3 (text input)
- City (text input)
- State (text input)
- Zip/Postal Code (text input)
- Country (text input)
- \* Office Phone (text input)
- Home Phone (text input)

At the bottom of the form is a blue button labeled "Continue to Step 7". Red arrows from the text box above point to the asterisks on the "Institutional email address", "Gender", "Highest degree", "Department", "What is your role in research?", "Address Field 1", and "Office Phone" fields, as well as the "Continue to Step 7" button.

Click continue to Step 7

Select **NO** for conflicts of Interest. For question Four, Responsible Conduct of Research, select **NOT AT THIS TIME**  
**Research Involving Human Participants: Question 2**, select the first option; **Question 3**, select the third option  
**Use of Animals in Research or Instruction: Question 5**, select “working with IACUC course” and check the correct species specific  
 Modules for the animals that you will be working with **ONLY** if you are going to be working with Animals otherwise leave this blank.  
**NOTE:** If you plan to conduct major survival surgery or non-survival surgeries, you must select that option as well.  
 Additionally, the Human Subject Research training is mandatory, so refer above to register for that training.

The screenshot shows the CITI registration form with the following sections and options:

- Conflicts of Interest:** Question 1: "Would you like to take the Conflicts of Interest course?" Answer:  No
- Human Subjects Research:** Question 2: "Select the group appropriate to your research activities." Answer:  Mandatory IRB Training for VSI Researchers;  IRB Reference Resource;  Spanish Language Biomedical Course.
- Human Subjects Research:** Question 3: "Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects." Answer:  Group 1: This course is suitable for investigators and staff conducting SOCIAL / HUMANISTIC / BEHAVIORAL RESEARCH with human subjects.
- Responsible Conduct of Research:** Question 4: "If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below." Answer:  Not at this time.
- Laboratory Animal Welfare:** Question 5: "Do you conduct studies that use Lab animals?" Answer:  Working with the IACUC Course.

At the bottom of the form, there is a button labeled "Complete Registration".

Click Complete Registration

# Select Finalize Registration

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm?pageID=160&iccat=0>. The page header includes the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". A navigation menu contains links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. The main content area is titled "CITI - Learner Registration" and contains the message: "Your registration with Valdosta State University is complete. You must make a selection below to continue." Below this message are two links: "Affiliate with another institution" and "Finalize registration". A red box at the top left of the image contains the text "Select Finalize Registration" with a red arrow pointing to the "Finalize registration" link. The footer of the page includes links for Conditions of Use, Copyright and Disclaimer, Privacy Notice, Site Accessibility, Site Index, and Contact Us. The Windows taskbar at the bottom shows the time as 10:40 AM on 8/15/2013.

# This is your home page view

English Text size: A Log Out | Help

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

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu

✔ Your request has been successfully submitted.

Valdosta State University Courses

Course	Status	Completion Report	Survey
Humanities Responsible Conduct of Research Course 1	Not Started	Not Earned	
IRB Basic		Print Report	Take Survey

My Learner Tools for Valdosta State University

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Click here to affiliate with another institution

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To complete the course, click on the IRB Basic link

Yours will read Not Started

## This is your module view

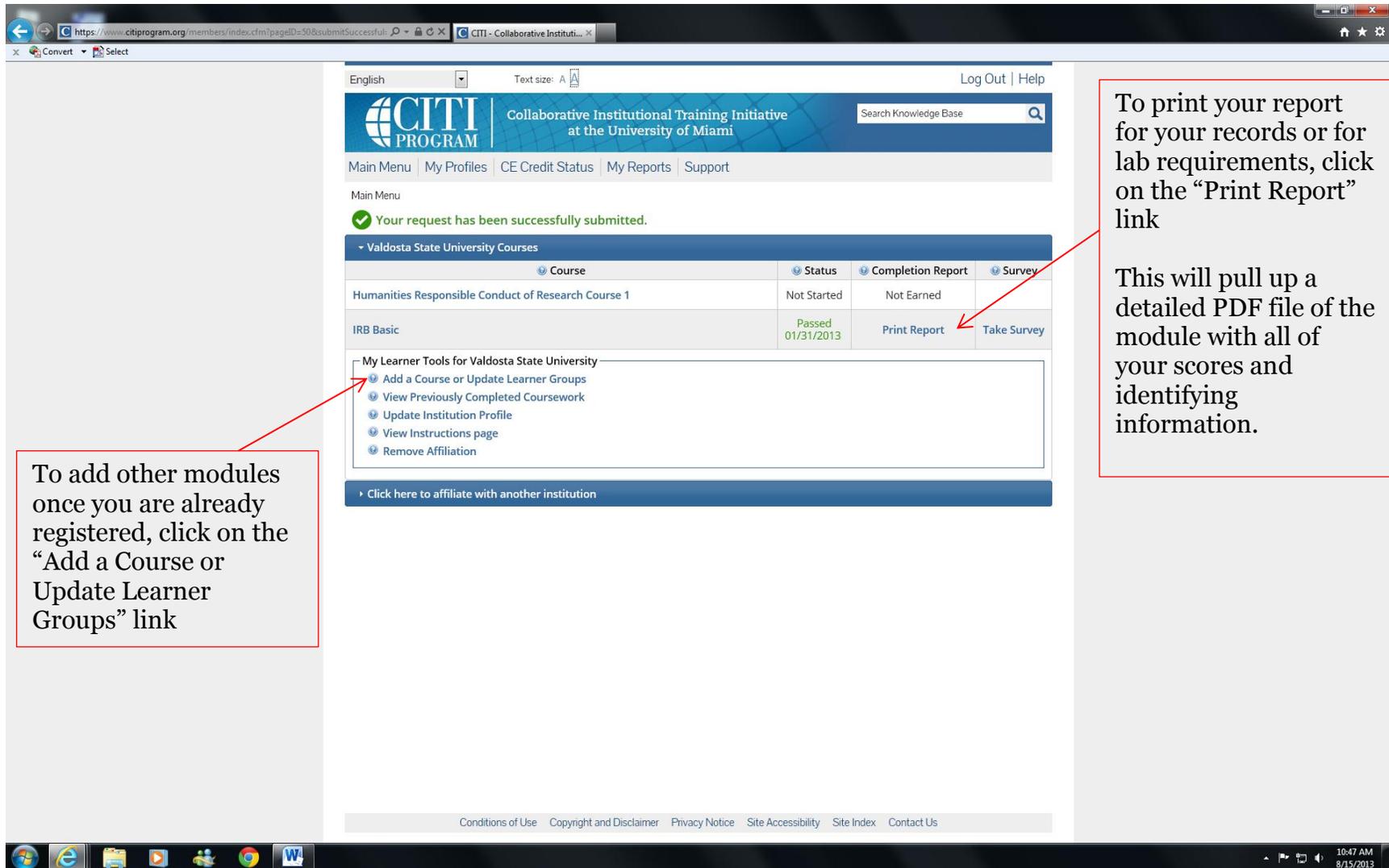
Click on the module to begin working through the individual courses.

Once you begin and take the quizzes, your scores will post here

Modules	Already Taken?	Score
<a href="#">Introduction (ID: 757)</a>	01/31/13	--
History and Ethical Principles - SBE (ID: 490)	01/31/13	--
Defining Research with Human Subjects - SBE (ID: 491)	01/31/13	--
The Regulations - SBE (ID: 502)	01/31/13	--
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	01/31/13	--
Assessing Risk - SBE (ID: 503)	01/31/13	--
Informed Consent - SBE (ID: 504)	01/31/13	--
Privacy and Confidentiality - SBE (ID: 505)	01/31/13	--
Research with Prisoners - SBE (ID: 506)	Optional	--
Research with Children - SBE (ID: 507)	Optional	--
Research in Public Elementary and Secondary Schools - SBE (ID: 508)	Optional	--
International Research - SBE (ID: 509)	Optional	--
Internet Research - SBE (ID: 510)	Optional	--
Group Harms: Research With Culturally or Medically Vulnerable Groups (ID: 11)	Optional	--
Research and HIPAA Privacy Protections (ID: 14)	Optional	--
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)	Optional	--
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Optional	--
Valdosta State University (ID: 746)	01/31/13	--

Please note that Valdosta State University requires a minimum score of **80%** on the quiz for each module within the unit you are completing. If you have not attained this score, please review the module again and retake the quiz until you have scored at least an **80%**

Once you have completed the required IRB module, complete the other modules that you may have selected.



To add other modules once you are already registered, click on the "Add a Course or Update Learner Groups" link

To print your report for your records or for lab requirements, click on the "Print Report" link

This will pull up a detailed PDF file of the module with all of your scores and identifying information.