Registration Instructions

1. Go to: https://www.citiprogram.org

2. Click “register in the top right corner”
3. Type in the school’s name, click to agree to the terms and conditions and click “continue to step 2”
4. Fill in information at the top of the page and then click “continue to step 3”
5. Fill in your desired user name, password and security question/answer and then click “continue to step 4”
6. Choose “United States” and “Continue to step 5”
7. You must decide if you want to use modules as continuing education credits (a fee may apply). You will also have to choose if you want to be contacted with research surveys. Then “continue to step 6”
Please provide the following information requested by Alabama College of Osteopathic Medicine

* indicates a required field.

**Language Preference**

**Institutional Email Address**

**Gender**

**Highest Degree**

**Employee Number**

**Department**

**Role In Research**

**Address Field 1**

**Address Field 2**

**Address Field 3**

**City**

**State**

**Zip/Postal Code**

**Country**

**Phone**

[Continue To Step 7]
8. Fill out the learner information and “continue to step 7”

CITI - Learner Registration - Alabama College of Osteopathic Medicine

Steps: 1 2 3 4 5 6 7

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.

Click here to review the Alabama College of Osteopathic Medicine instructions page.

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

- Faculty
- Students
- IRB Members
- Research Administration
- Not at this time.

Question 2

Good Clinical Practice (GCP)

Please select the Good Clinical Practice course that you will like to review.

Choose one answer

- Faculty (GCP)
- Students (GCP)
- Research Administration (GCP)
- Not at this time.
<table>
<thead>
<tr>
<th>Question 3</th>
</tr>
</thead>
</table>
| **Responsible Conduct of Research (RCR)**  
Please make your selection below to receive the course in the Responsible Conduct of Research.  
Choose one answer  
- Faculty (RCR)  
- Students (RCR)  
- Research Administration (RCR)  
- Not at this time. |

<table>
<thead>
<tr>
<th>Question 4</th>
</tr>
</thead>
</table>
| **Conflicts of Interest (COI)**  
Would you like to take the Conflicts of Interest course?  
Choose one answer  
- Yes  
- No |

<table>
<thead>
<tr>
<th>Question 5</th>
</tr>
</thead>
</table>
| **Information Privacy Security (IPS)**  
Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.  
Choose one answer  
- Faculty (IPS)  
- Students (IPS)  
- Research Administration (IPS)  
- Not at this time. |

<table>
<thead>
<tr>
<th>Question 6</th>
</tr>
</thead>
</table>
| **Animal Care and Use (ACU)**  
Do you conduct studies that use Lab animals?  
Choose one answer  
- Faculty (ACU)  
- IACUC members (ACU)  
- IACUC community members (ACU)  
- Not at this time. |
Question 7

Institutional/Signatory Official
Select the group appropriate to your research activities.

Choose all that apply
- Institutional Official: Animal Care and Use
- Not at this time.

Question 8

Biosafety/Biosecurity (BSS)
Please make your selection below to receive the courses in the Biosafety/Biosecurity.

Choose one answer
- Faculty (BSS)
- Students (BSS)
- Biosafety Committee/Biosafety Officer (BSS)
- Research Administration (BSS)
- Not at this time.

Question 9

Export Controls
Please make your selection below to enroll into the CITI US Export Control Regulations course.

Choose one answer
- CITI Export Controls
- Not at this time.

Question 10

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

Choose all that apply
- IRB Chairs and Vice-Chairs
- Not at this time.
9. Best choose your role in each of the questions. If you think there is a chance you will be interested in one of the sets of modules go ahead and choose your role, if you are sure you will never be interested in that module choose “not at this time”.

For work in the lab please complete:
- RCR
- BSS
- And ACU (if it applies)

For human subjects research including surveys please complete:
- Human Subjects Research
- RCR
- IPS

For students or faculty trying to take/update their FERPA or HIPPA please choose your correct classification for IPS

In addition, all faculty should take COI and all clinical faculty should take GCP

Then click “Complete Registration”
10. Depending on which modules you choose your welcome page should look something like this:

![Welcome Page Screenshot]

11. When you click on individual set of modules you will need to complete all of the “required modules” in order to have a complete score.
12. When all the required modules are complete in a section you will see this on the welcome page:

<table>
<thead>
<tr>
<th>Required Modules</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITI Conflict of Interest: Course - Introduction (COI Basic) (ID: 15177)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID: 15070)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID: 15072)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplemental Modules</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflicts of Commitment and Conscience (COI-Basic) (ID: 15073)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
</tbody>
</table>

13. YOU WILL NOT BE ABLE TO START ANY COURSE WITHOUT COMPLETING THE INTEGRITY ASSURANCE STATEMENT AT THE TOP OF THE COURSE TITLE.
Please see these additional CITI instructions:

To pass this course you must:

- Complete all 47 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

<table>
<thead>
<tr>
<th>Required Modules</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Working with the IACUC (ID: 1807)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
</tbody>
</table>
To Enroll in a Course:

1. You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your interests or your role in Human Subject Research / Lab-Animal Welfare or other curriculum as decided by your institution.

2. Your institution has prescribed your course curriculum. Your role in research does not affect your curriculum choices. The course(s) you are enrolled in depends only on your answers to the "Select Curriculum" questions.

3. The next page is the **Main Menu**. This page lists the courses you have chosen. The Main Menu also provides a number of **Learner Tools** designed to help you.
   - The **Add a Course or Update Learner Groups** link allows you to go to the enrollment questions and change your "Learner Group" by providing new responses to the enrollment questions.
   - The **View Previously Completed Coursework** link allows you to see your past scores, view expiration, and print completion reports.
   - The **Update Institution Profile** link allows you to update your institution-specific details, such as your institutional ID or employee number, email, department, role in research, etc.
   - The **View Instructions page** link brings you back to this page.
   - The **Remove Affiliation** link allows you to unaffiliate with an institution if you are no longer required to be certified under them and wish to no longer receive email notifications regarding courses under the institution. Please be aware that you will not have access to previous scores or completion reports obtained under the institution unless you remain affiliated.
   - You may affiliate with another institution. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.

4. Click the **Title of the Course** to begin or continue the course.

5. Please **Complete the Integrity Assurance Statement** presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing it.

6. Complete the Required modules and associated quizzes.

7. Complete the required number of elective modules and associated quizzes

8. When you complete all Required Modules in your curriculum and any necessary Elective Modules, you will be shown a list of **Optional Modules**. You may return to the course site at a future time to review these modules.
   Please be aware that Optional Modules do not count towards nor appear on a completion report.

9. When you complete all required modules successfully, you may print your completion report through the link: **Print Report** from your Main Menu or your **Previously Completed Coursework** page.

The **Basic Course** for Humans Subjects Research and the LabAnimal Welfare **Core Courses** will require 4-6 hours to complete depending on the curriculum prescribed by your organization. You are encouraged to use multiple log on sessions.

**To Complete the Course:**

- The minimum "passing" aggregate score for the quizzes has been set by your institution. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn’t score 100% correct. Scores obtained after a completion report has been issued will not be reflected on the completion report.

- Print or download a **Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report. The **My Reports** page will allow you to access any completion reports you have earned.

- Submit a voluntary, anonymous user satisfaction survey.

**Questions:**

- Technical issues should be addressed to support@citiprogram.org or to 888-529-5929.
- Questions regarding your requirements should be addressed to your IRE training coordinator.

[Links: Close This Window to Return, Print for Reference]
To print your completion record:

Click “view/print” next to set of modules you wish to print the record for