CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

CITI REGISTRATION

Step-by-step tutorial

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About CITI

The Collaborative Institutional Training Initiative (CITI Program) at the University of Miami is a leading provider of research education content. Their web-based training materials serve millions of learners at academic institutions, government agencies, and commercial organizations in the U.S. and around the world. CITI Program was established in 2000 to provide training content in areas such as: Animal Care and Use (ACU), Biosafety and Biosecurity (BSS), Export Control (EC), Good Clinical Practice (GCP), Human Subjects Research (HSR), Information Privacy and Security (IPS), and Responsible Conduct of Research (RCR) including the Conflicts of Interest (COI) course.

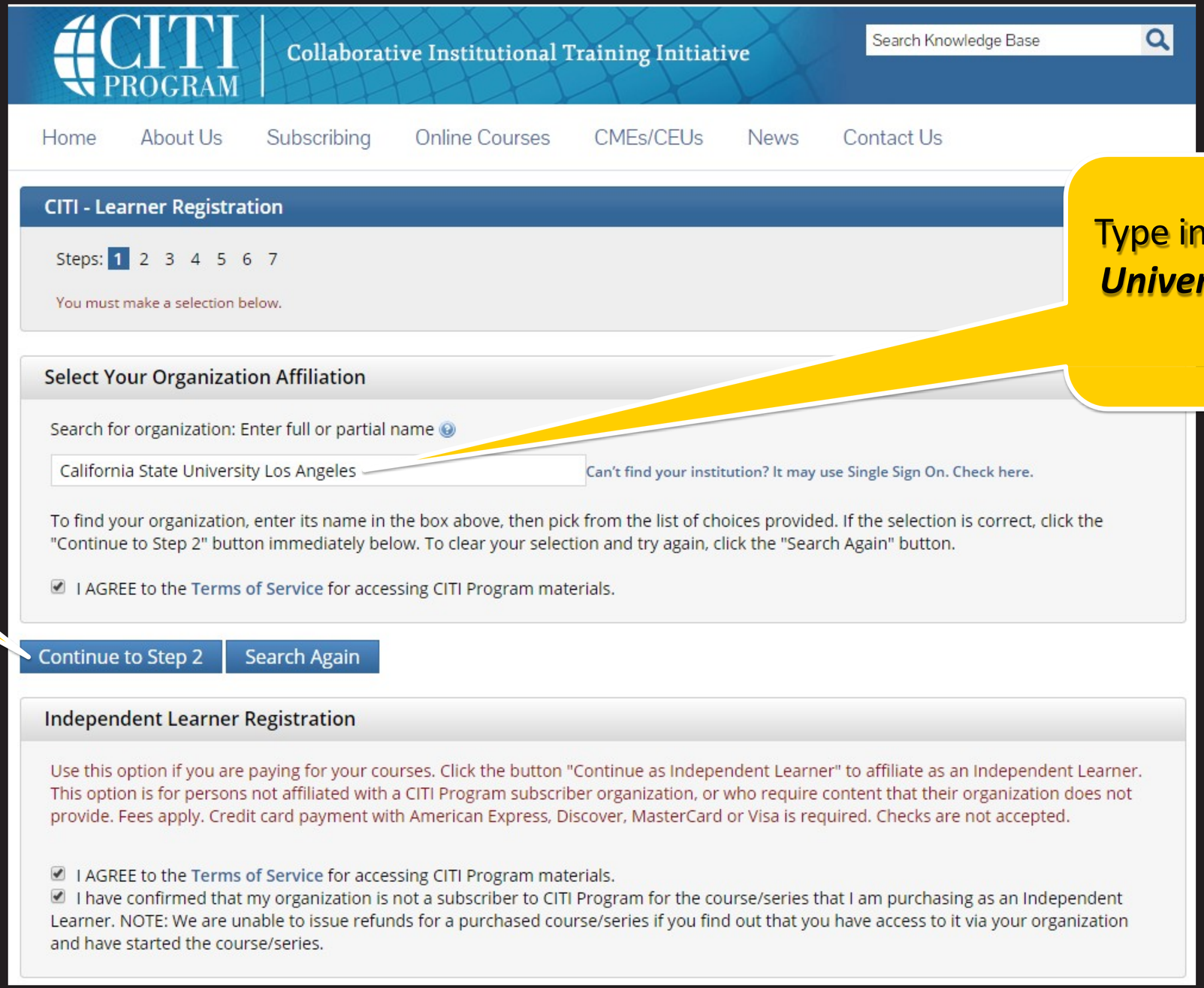
This presentation is intended to provide helpful information which will allow you to register for CITI training with ease as a member of the Cal State LA research communities and ethics communities.

Upon completion, a transcript is sent to you. You may need this transcript later for classes, research, grant applications, etc., so please make sure to save it.

CITI Registration

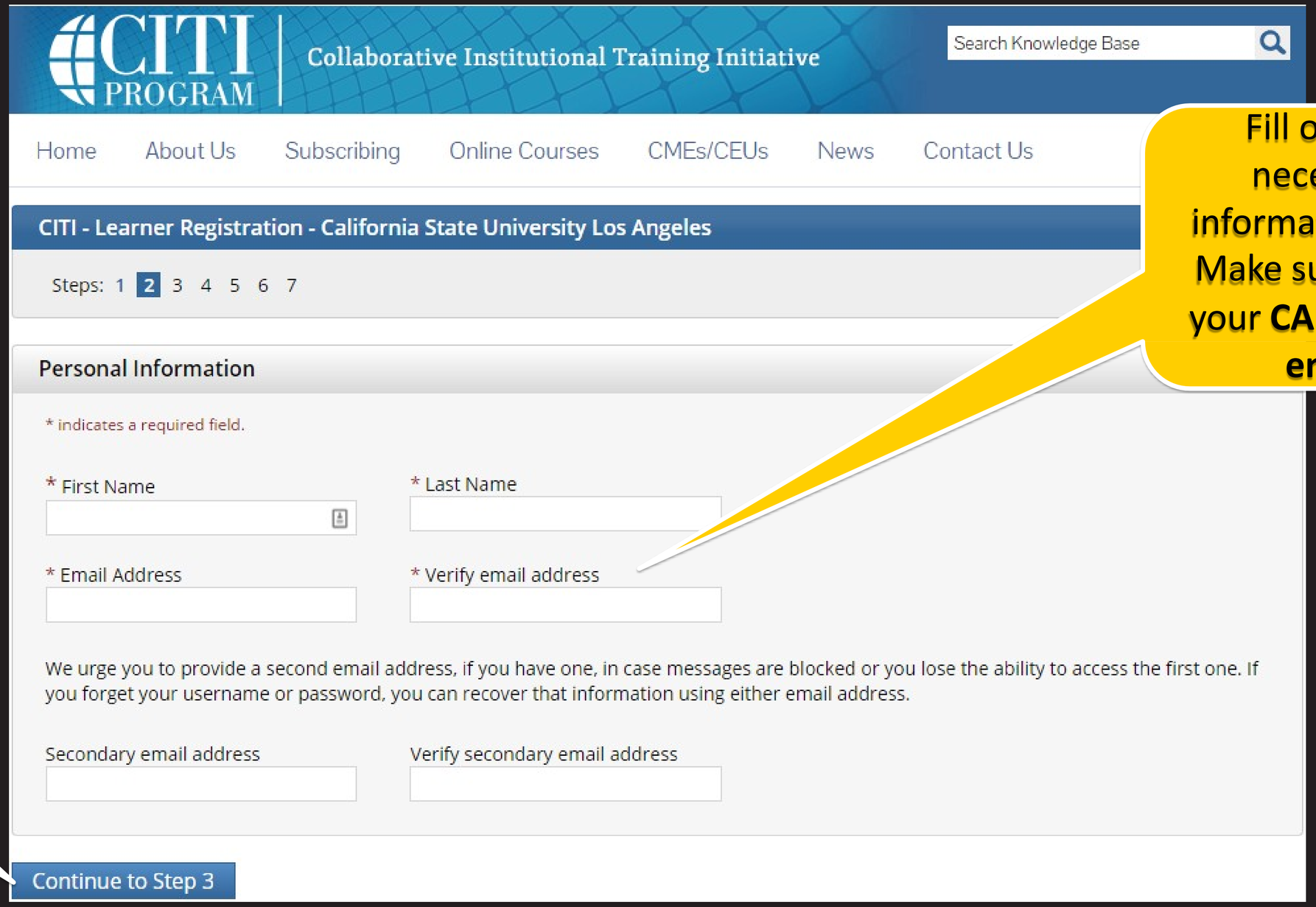
After you have been registered, log in here

If it is your first time on the website, click here to register



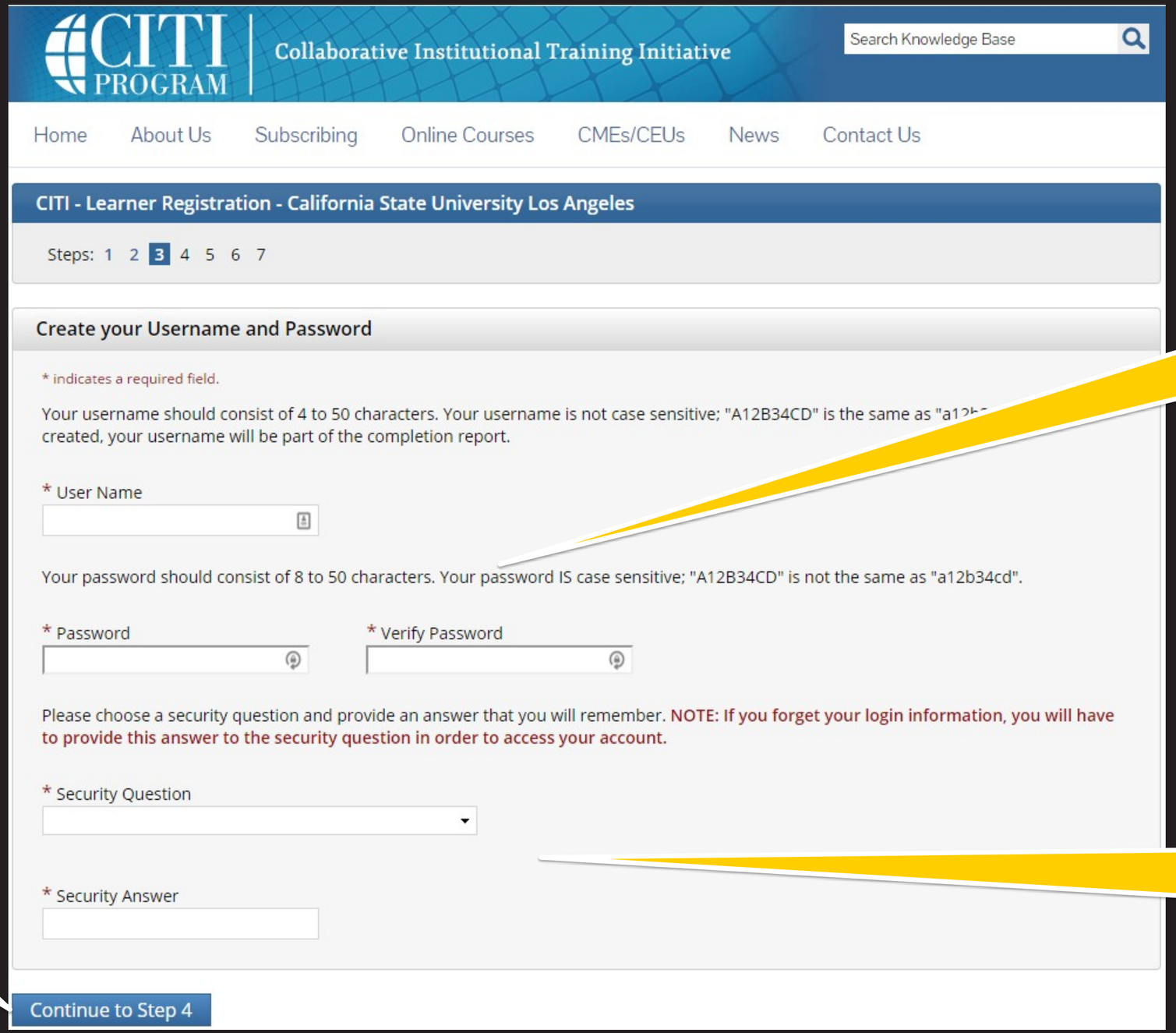
Type in ***California State University Los Angeles*** here

Agree to the terms and *Continue to Step 2*



Fill out the necessary information here. Make sure to use your **CAL State LA email**

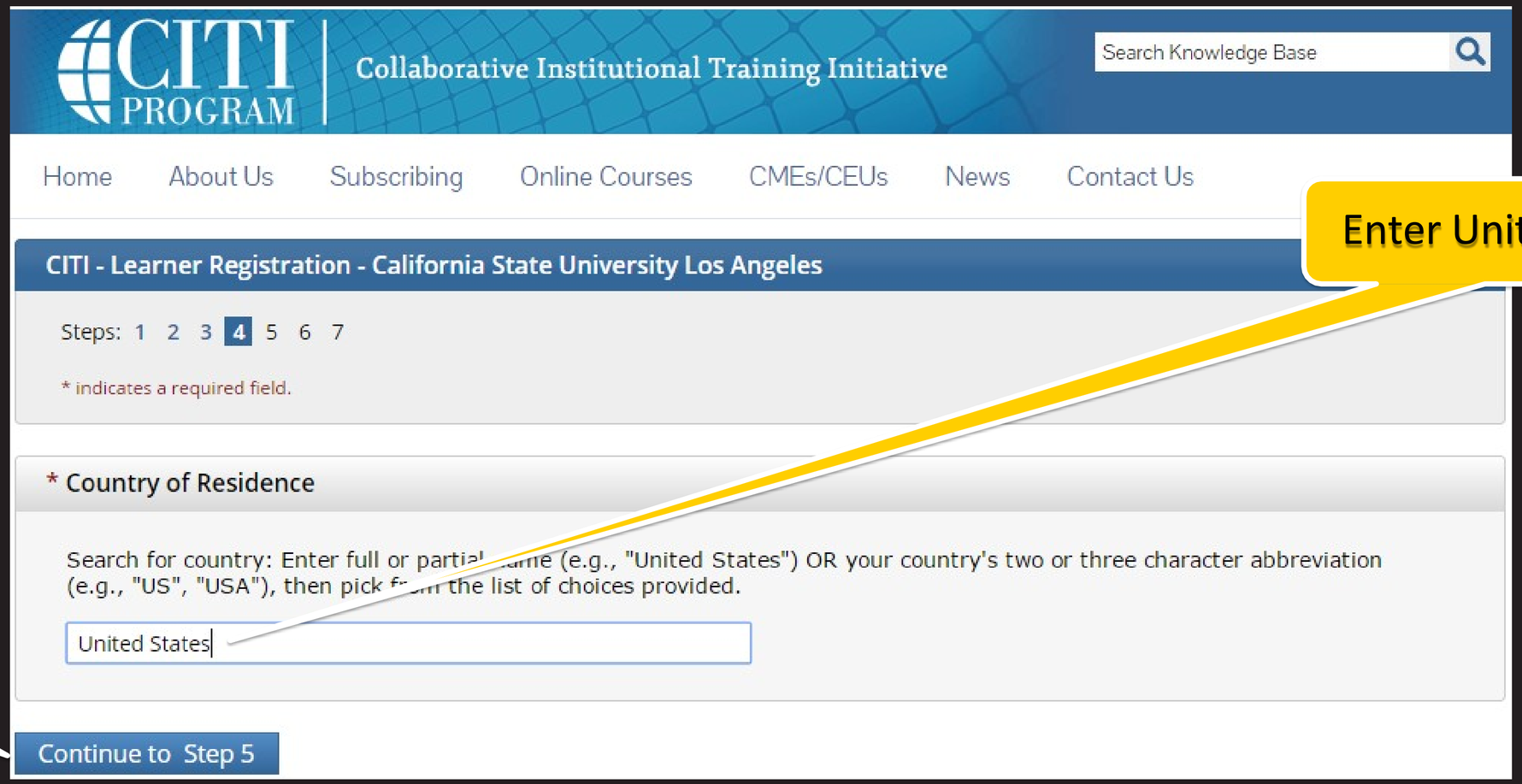
Then *Continue to Step 3*



Create a User Name and Password.

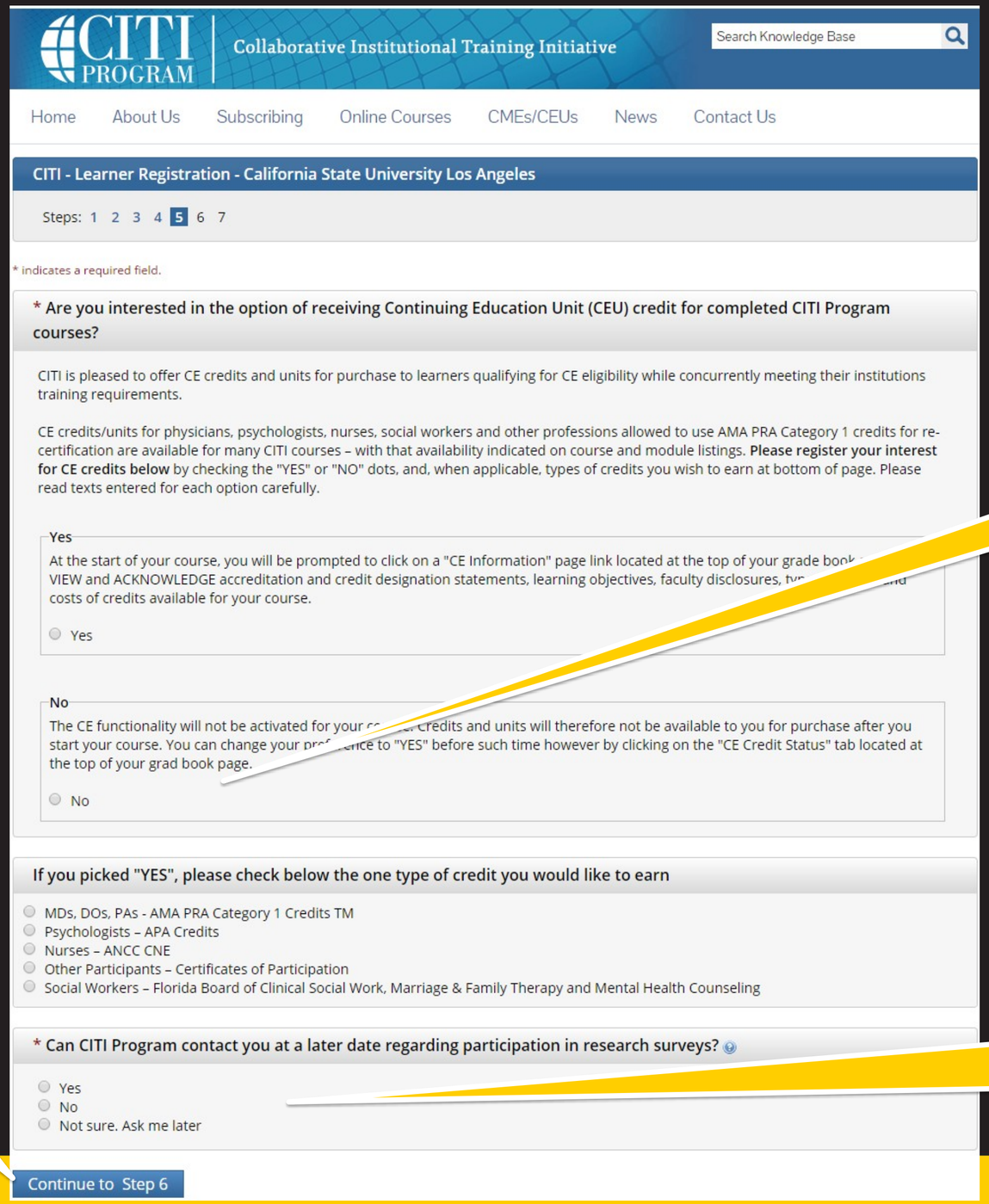
Select and Answer a Security Question

Then *Continue to Step 4*



Enter United States

Then *Continue to Step 5*

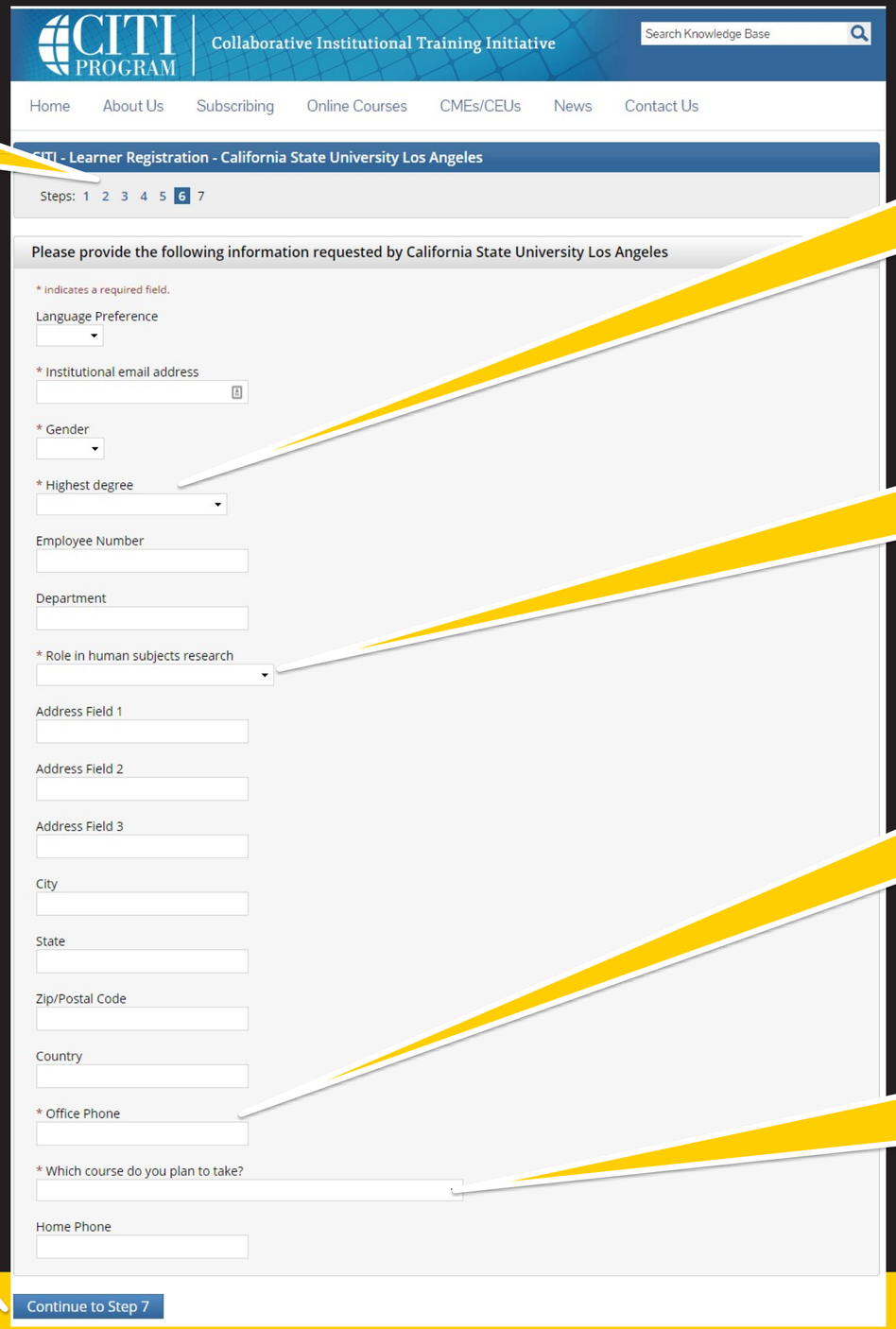


Select 'No' for this section

Then *Continue to Step 6*

Select your preference in whether you would like to participate in future surveys

Fill out information



Use your CIN Number if you do not have an Employee Number

Select your role in research (Principal Investigator, IACUC Chair, etc.)

If you do not have an Office Phone, use the number easiest to reach you

Select course most like your research (Basic Human subjects - Biomedical & Social & Behavioral Focus, Laboratory Animal Welfare, etc.)

Then *Continue to Step 7*

Next answer questions 1 through 4

Question 1

Animal Care and Use

Do you conduct or supervise studies that use laboratory animals?

- If YES, then you must complete complete the Basic course and the appropriate species-specific modules.
- If you are an IACUC member or IACUC administrator, you should complete the "Essentials for IACUC Members" course.
- Choose the appropriate species-specific courses according to your work and interests.

Choose all that apply

- [ ] The "Working with the IACUC Course" is required for researchers, animal technicians, IACUC members and staff, and students working with animals.
- [ ] If you are an IACUC member or IACUC staff, you are required to complete the "Essentials for IACUC Members" course now.
- [ ] IACUC Community Member
- [ ] Institutional Official - Animal Care and Use Course

For all personnel, choose the appropriate species-specific courses below depending on your work or interests.

- [ ] If you are involved in studies that have the potential to cause **"more than momentary pain and distress"** in mice or rats you are required to complete the "Reducing Pain and Distress in Rodents" Course.
- [ ] I work with mice.
- [ ] I work with rats.
- [ ] I work with rabbits.
- [ ] I work with zebrafish (danio rerio)
- [ ] Wildlife Research
- [ ] Post-Approval Monitoring (PAM)

Question 1 deals with Animal Care and Use, please answer accordingly. If your research does not apply do not select any of these

Question 2

Responsible Conduct of Research

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

Choose one answer

- ( ) Responsible Conduct of Research (RCR)
- ( ) Not at this time.

Question 2 must be done if you are conducting any type of research at Cal State LA

Question 3

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 3 deals with Human Subjects Research, please answer accordingly. If your research does not apply do not select any of these

Question 4

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**

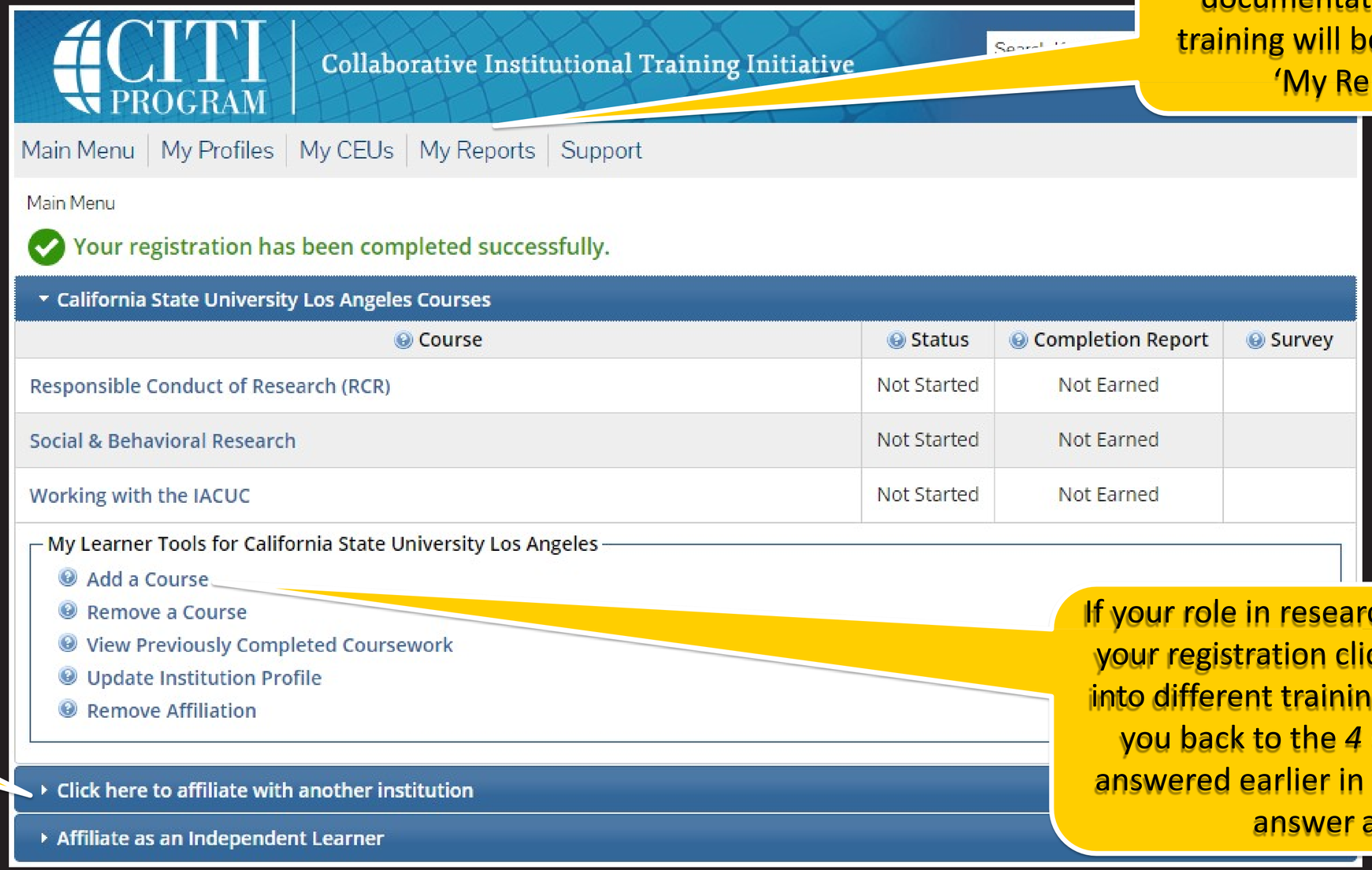
Question 4 must be answered if you are an Institutional/Signatory Official or IRB Chair. If this does not apply do not answer

Complete Registration

Then *Complete Registration*

CITI Training

Once completed, documentation of your training will be here under ‘My Reports’

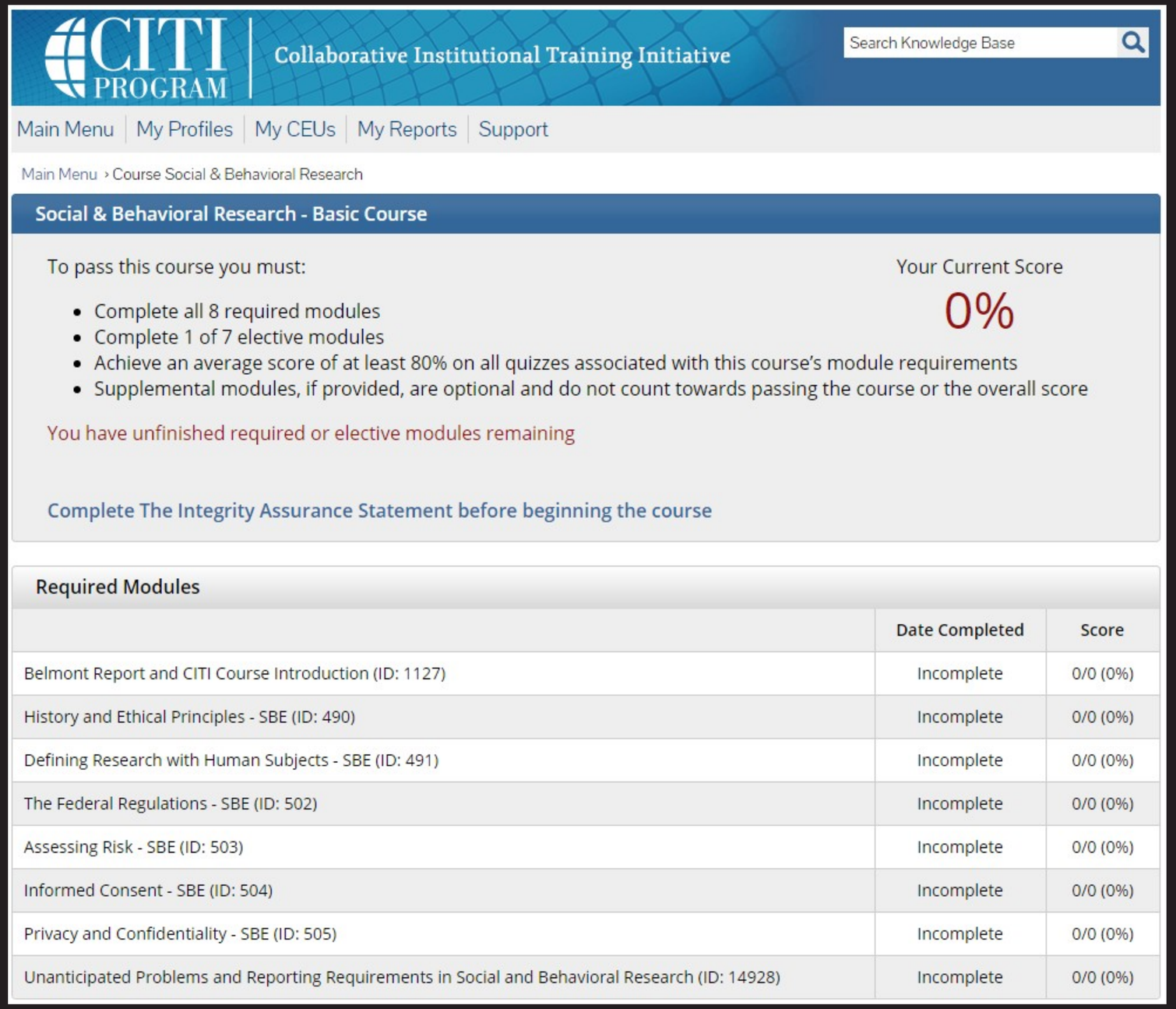


If working with another University go here in order to inform their IRB or IACUC of your CITI Training

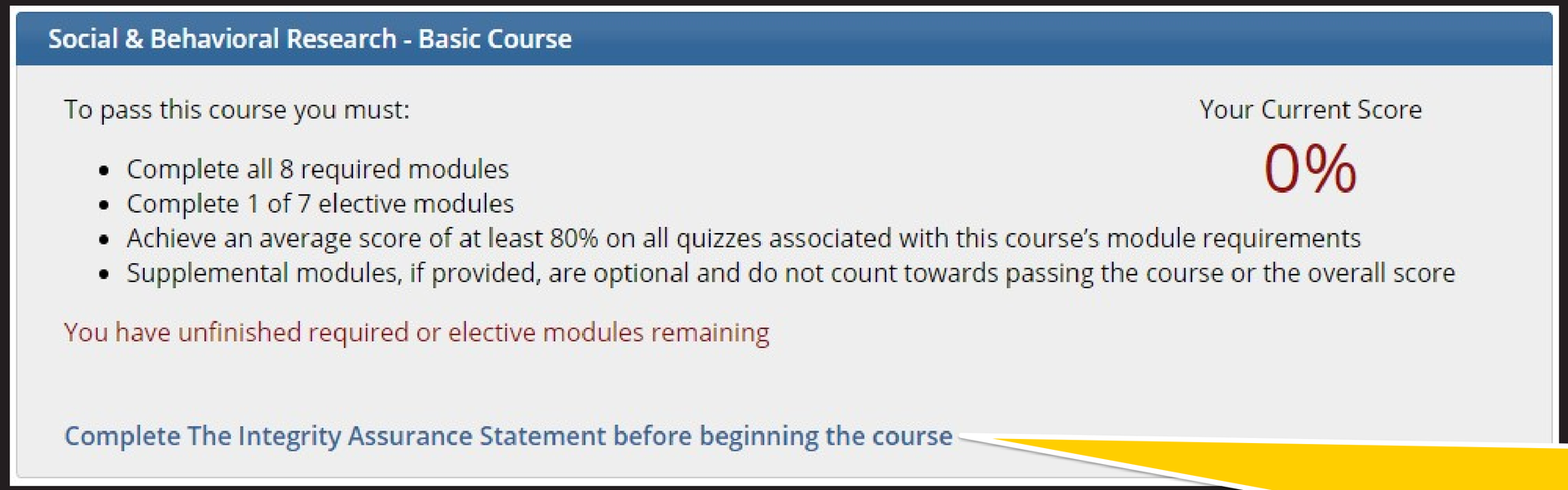
If your role in research changed since your registration click here to enroll into different training. This will bring you back to the *4 Questions* you answered earlier in which you must answer again

This is what each Course will look like

- There are modules that need to be done.
- There are scores (remember that you can keep retaking quizzes until you get a passing score on them)
- The Integrity Assurance Statement needs to be done when doing new groups (see next slide for details).
- Training is valid for three years for IRB(Institutional Review Board) and three years for IACUC (Institutional Animal Care and Use Committee).
- New modules are added to the groups of courses either by CITI or the Cal State LA IRB and IACUC.



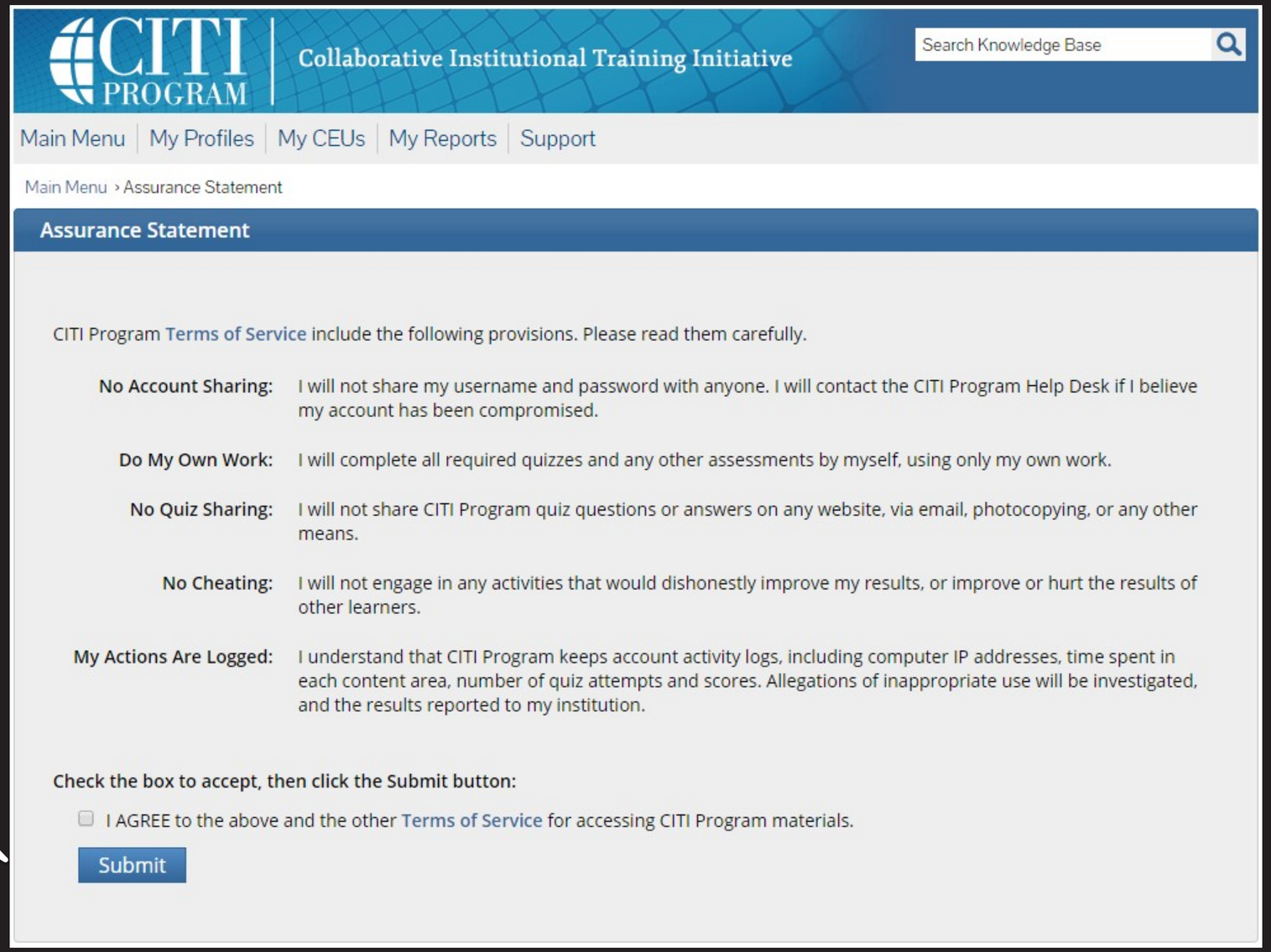
Integrity Assurance Statement

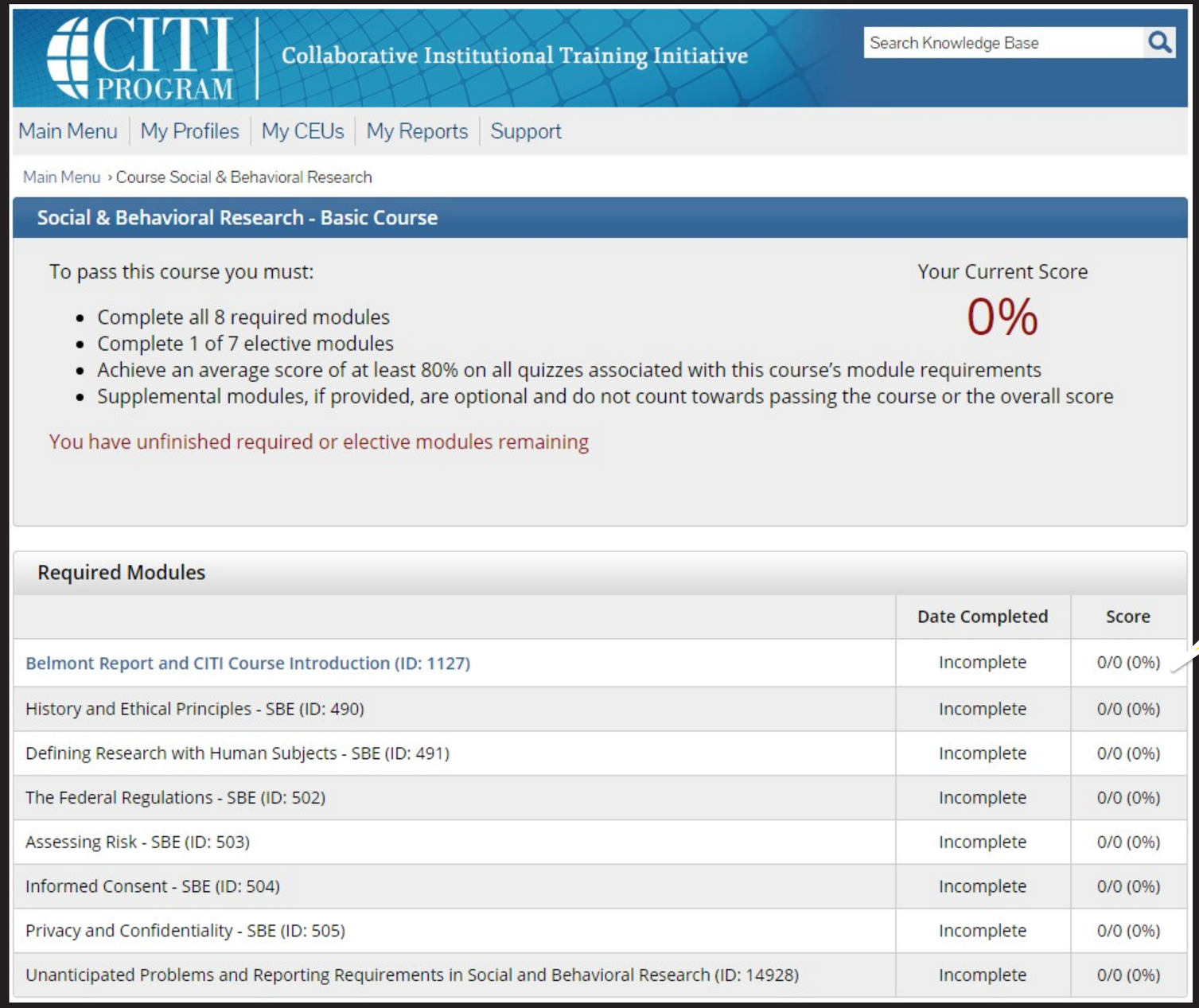


Click here to complete the Integrity Assurance Statement. This *must* be done before beginning your course, when you come back for renewal, or to take other modules.

This is what you will actually see when you click on ‘Complete the Integrity Assurance Statement’

AGREE and click Submit





After submitting the 'Integrity Assurance Statement', you have access to complete your course modules

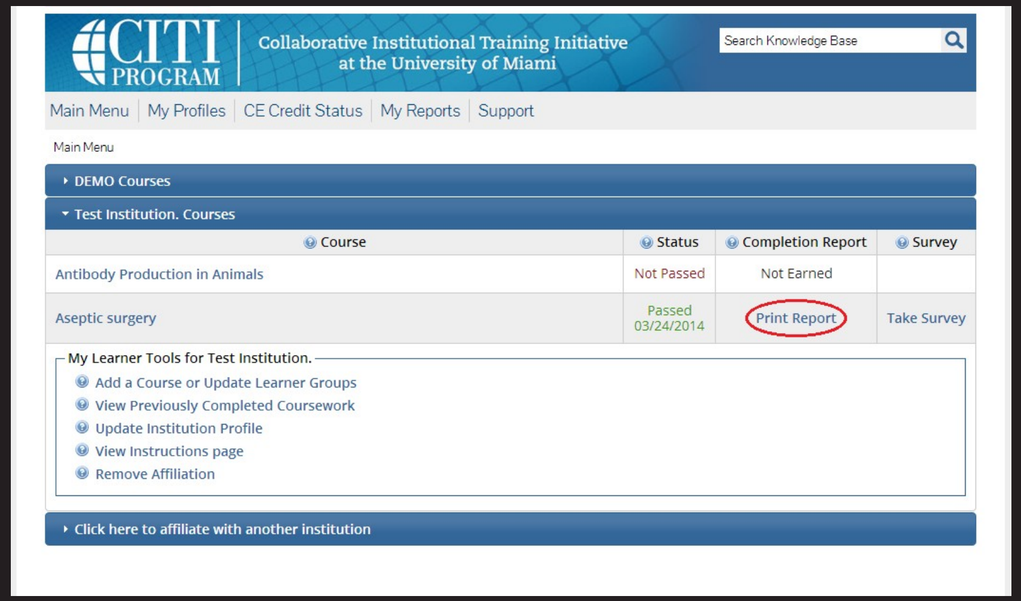
After Completing Your Training

The CITI Program does not offer certificates. Upon course completion you are issued a completion report, which will be e-mailed to your institution and is available to print directly from your account.

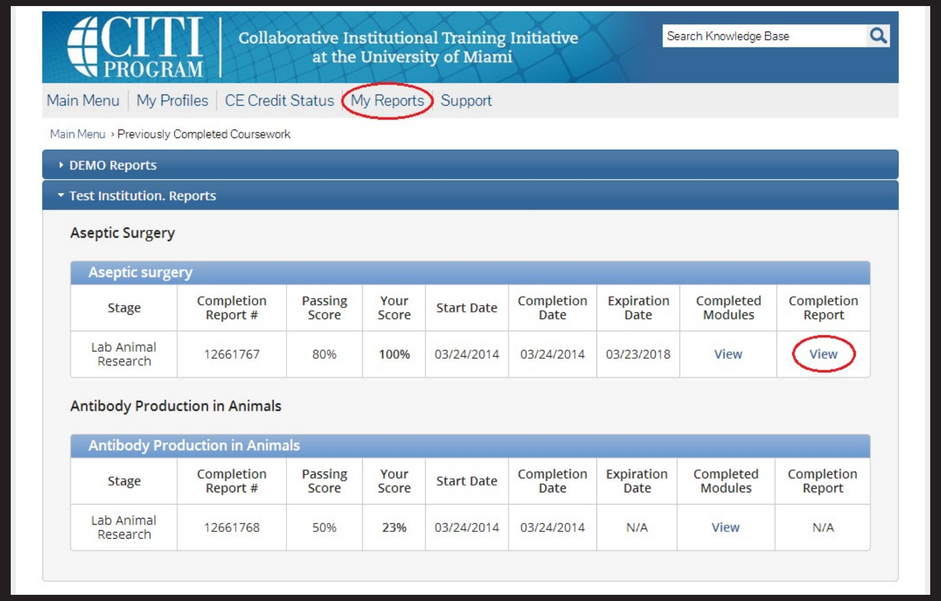
The completion report serves as the official document issued by the CITI Program upon completion of a course.

To print or save your Completion Reports, you may do the following:

From your Main Menu, in your Course list, click the "Print Report" link under Completion Report



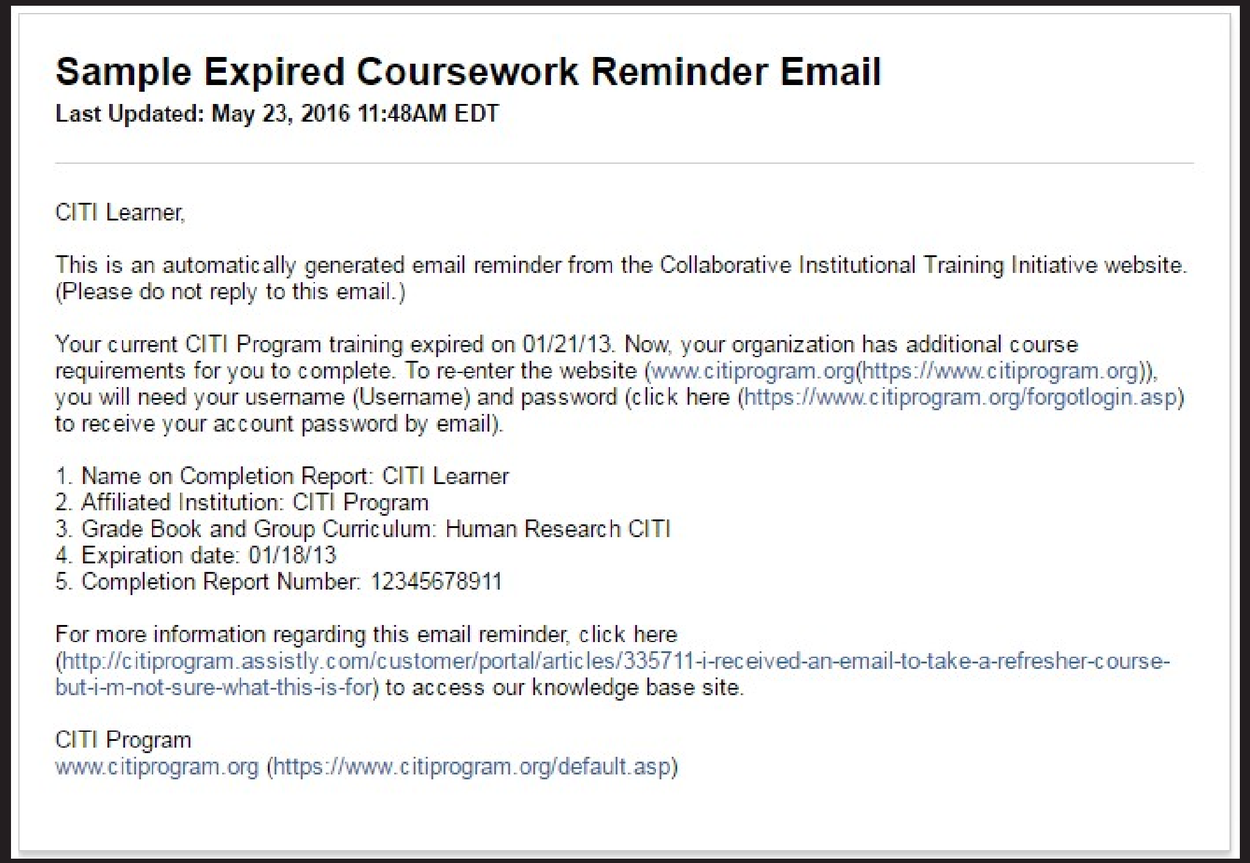
From your My Reports page, click the "View" link under Completion Report



Expiration of CITI Training

After your training has expired (3 years for IACUC, 3 years for IRB) you will receive an email from CITI program stating that you need to renew your training. You will receive an email notice from CITI 180 days, then 90 days, then 30 days prior to the expiration date for your course. To renew your training, simply log back in using the same CITI Program username and password you had created initially.

Then simply complete your courses as if you first registered, if any questions arise consult the beginning of this presentation.



Sample Expired Coursework Reminder Email

Last Updated: May 23, 2016 11:48AM EDT

CITI Learner,

This is an automatically generated email reminder from the Collaborative Institutional Training Initiative website. (Please do not reply to this email.)

Your current CITI Program training expired on 01/21/13. Now, your organization has additional course requirements for you to complete. To re-enter the website (www.citiprogram.org(https://www.citiprogram.org)), you will need your username (Username) and password (click here (https://www.citiprogram.org/forgotlogin.asp) to receive your account password by email).

1. Name on Completion Report: CITI Learner
2. Affiliated Institution: CITI Program
3. Grade Book and Group Curriculum: Human Research CITI
4. Expiration date: 01/18/13
5. Completion Report Number: 12345678911

For more information regarding this email reminder, click here (http://citiprogram.assistly.com/customer/portal/articles/335711-i-received-an-email-to-take-a-refresher-course-but-i-m-not-sure-what-this-is-for) to access our knowledge base site.

CITI Program
www.citiprogram.org (https://www.citiprogram.org/default.asp)

Sample email you would receive from CITI warning you of expiration

Congratulations!

You have now know how to register and navigate the CITI Program website and are informed about how to receive your training.

You can now print or save your training records in order to provide evidence of course completion.

Good luck in your research and thank you for being part of an ethical process.

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Contact Us

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