

How to Complete the Correct CITI Ethics Trainings

1. Log into the CITI website from the [IUP IRB Online Research Ethics Training](#) website

Who must complete this training?

All students who engage, or plan to engage, in systematic interaction with human and/or animal research subjects (IRB) or by the Institutional Animal Care and Use Committee (IACUC) must complete [CITI](#) trainings in responsible conduct of research, financial conflict of interest, export control, and biosafety/biosec of NSF or PHS funds.

Where do I register?

- [Log on to CITI](#)

How do I know what courses to register for?

2. Once on the CITI website, click on “Select Your Organization Affiliation.”



English ▾

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

CITI - Learner Registration

Steps: **1** 2 3 4

[Select Your Organization Affiliation](#)

This option is for persons affiliated with a CITI Program subscriber organization.

[Independent Learner Registration](#)

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

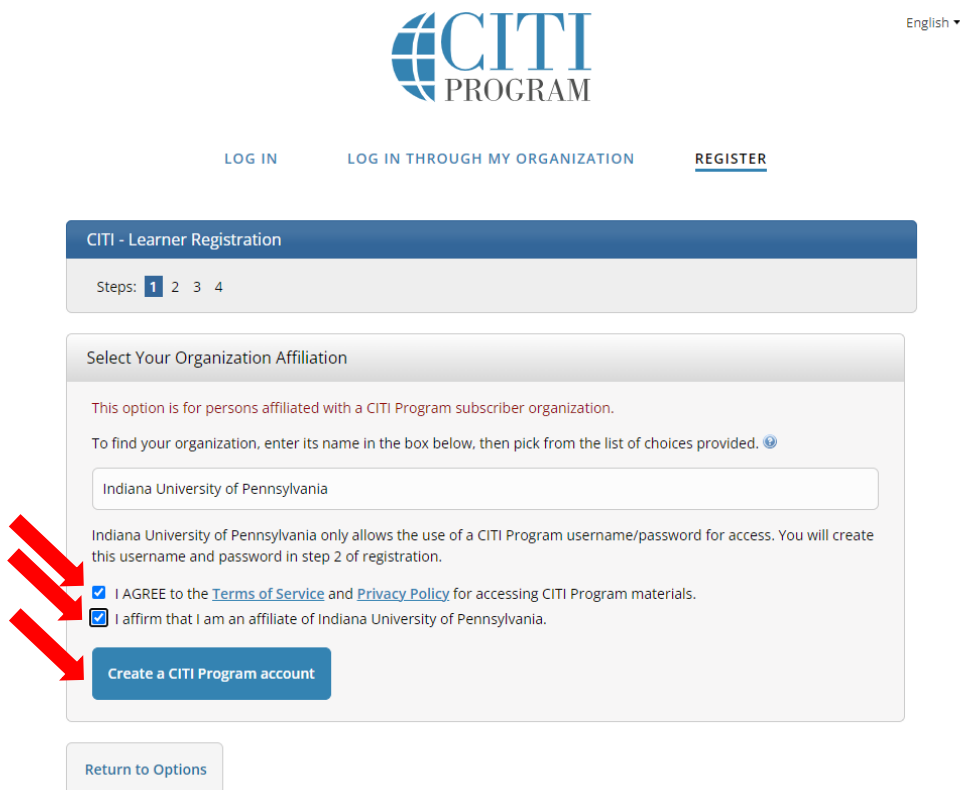
[Need Help Logging In? Chat With Us For Assistance.](#)
[Status Page](#)

- On the next screen, begin typing “Indiana University of Pennsylvania” in the search box. After a handful of letters, Indiana University of Pennsylvania should appear.



The screenshot shows the CITI PROGRAM registration interface. At the top, there is a logo for CITI PROGRAM and a language dropdown set to English. Below the logo are three navigation links: LOG IN, LOG IN THROUGH MY ORGANIZATION, and REGISTER. The main content area is titled 'CITI - Learner Registration' and shows a progress bar with steps 1, 2, 3, and 4. Step 1 is active. The section is titled 'Select Your Organization Affiliation' and includes a note: 'This option is for persons affiliated with a CITI Program subscriber organization. To find your organization, enter its name in the box below, then pick from the list of choices provided.' A search box contains the text 'Indiana Univ', and a dropdown menu shows the following options: Indiana University Health, Indiana University of Pennsylvania (highlighted), Indiana University/IU Health, and Indiana University/IU Health (SSO).

- Select “I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials” and “I affirm that I am an affiliate of Indiana University of Pennsylvania.” Then click “Create a CITI Program account.”



The screenshot shows the CITI PROGRAM registration interface at a later stage. The navigation links are the same. The progress bar shows step 1 as completed and step 2 as active. The section is titled 'Select Your Organization Affiliation' and includes the same note as the previous screenshot. The search box now contains the full name 'Indiana University of Pennsylvania'. Below the search box, there is a note: 'Indiana University of Pennsylvania only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' There are two checkboxes, both of which are checked: 'I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.' and 'I affirm that I am an affiliate of Indiana University of Pennsylvania.' Below the checkboxes is a blue button labeled 'Create a CITI Program account'. Three red arrows point to the checkboxes and the button. At the bottom left, there is a button labeled 'Return to Options'.

5. Enter your Personal Information. We encourage you to use your IUP email; however, you can use another email if you wish. CITI's website is not integrated with IUP's directory information. Click "Continue to Step 3."

CITI - Learner Registration - Indiana University of Pennsylvania

Steps : 1 2 3 4

Personal Information

* indicates a required field.

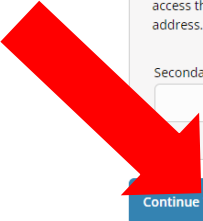
* First Name * Last Name

* Email Address * Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address Verify secondary email address

[Continue To Step 3](#)



6. Create your Username and Password. Then click "Continue to Step 4."

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](#)




7. Complete the required “Country of Residence” question and the final question (either response is acceptable). Then click “Finalize Registration.”

CITI - Learner Registration - Indiana University of Pennsylvania

Steps: 1 2 3 4

* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

 Connect your ORCID iD

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United

Tanzania, United Republic of

United Arab Emirates

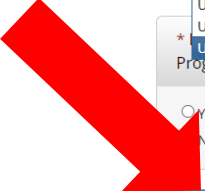
United Kingdom

United States

* Program coursework? ⓘ

Yes

No



Finalize Registration

8. Choose whether you want to pay for CE credits. IUP does not require you to pay for credits, so unless your Advisor tells you otherwise, select “NO.” Then click “Submit.”

Your CE Credit Status

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

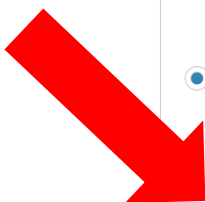
Please register your interest for CE credits below by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

YES

At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

NO

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase **after** you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grade book page.



Submit

9. Complete the next screen to indicate your affiliation to IUP. Responses will vary depending on your Role, College, Department, and IUP email address. Then click “Submit.”

[Home](#) > [Profiles](#) > Affiliate with an Institution

i Please provide the following information requested by Indiana University of Pennsylvania.

Fields marked with an asterisk (*) are required.

Role? *

Co-Investigator

Name of faculty supervisor or course instructor. *
If student, name of faculty supervisor or course instructor. If not a student, write NONE.

College *

Health & Human Services

Department *

Psychology

Project Director Name

10. Under Question 1 on the “Select Curriculum” page, select **Option 2 “Social, Behavioral, and Educational Researchers”** if you are working with human subjects and unless you are told by your Advisor to select a different option. **If you are working with animal subjects, select Option 4 “No human research subjects course needed at this time.”**

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.

This question is required. Choose one answer.

Biomedical Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

Social, Behavioral, and Educational Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social, Behavioral, and/or Education research with human subjects.

Researchers working with data or laboratory specimens- ONLY: Choose this group to satisfy CITI training requirements for Investigators and staff who have no direct contact with human subjects in their research.

Revised Common Rule

No human research subjects course needed at this time.

OR

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.

This question is required. Choose one answer.

Biomedical Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

Social, Behavioral, and Educational Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social, Behavioral, and/or Education research with human subjects.

Researchers working with data or laboratory specimens- ONLY: Choose this group to satisfy CITI training requirements for Investigators and staff who have no direct contact with human subjects in their research.

Revised Common Rule

No human research subjects course needed at this time.

11. Under Question 2 on the “Select Curriculum” page, **select “Not at this time, Thank you.”** Select this option unless your Advisor tells you otherwise as this applies to specific externally funded projects.

Question 2

Responsible Conduct of Research

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

This question is required. 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.



12. Under Question 3 on the “Select Curriculum” page, **select “No.”** Select this option unless your Advisor tells you otherwise as this applies to specific externally funded projects.

Question 3

Conflict of Interest Course

Would you like to take the Conflict of Interest Course? [Note: This course is required for recipients of PHS funds; it is encouraged for all other grantees]

This question is required. Choose one answer.

- Yes
- No



13. Under Question 4 on the “Select Curriculum” page, **select “No, thank you” if you are working with human subjects or one of the other options if you are working with animal subjects.** Check with your Advisor as necessary.

Question 4

Animal Care and Use

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

This question is required. Choose one answer.

- Faculty or staff Researcher (students should NOT enroll in this course even if they are employed by the University)
- Students working with captive animals (students conducting laboratory research who will not be working with wild animals in the field should register for this course)
- Students working with wild animals (students conducting field research with wild animals should register for this course even if they will later perform laboratory analyses)
- IACUC members (only faculty and staff serving on the university's Institutional Animal Care and Use Committee (IACUC) should enroll in this course)
- No, thank you.**
- IACUC Chair



or

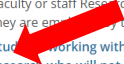
Question 4

Animal Care and Use

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

This question is required. Choose one answer.

- Faculty or staff Researcher (students should NOT enroll in this course even if they are employed by the University)
- Students working with captive animals (students conducting laboratory research who will not be working with wild animals in the field should register for this course)**
- Students working with wild animals (students conducting field research with wild animals should register for this course even if they will later perform laboratory analyses)
- IACUC members (only faculty and staff serving on the university's Institutional Animal Care and Use Committee (IACUC) should enroll in this course)
- No, thank you.
- IACUC Chair



14. Under Question 5 on the “Select Curriculum” page, **select “Not at this time.”** Select this option unless your Advisor tells you otherwise due to international travel or working with international collaborators.

Question 5

CITI US Export Control Regulations

Please make your selection below to receive the CITI US Export Control Regulations course.

- Faculty
- Students
- Administrators/Staff
- Not at this time.**



15. Under Question 6 on the “Select Curriculum” page, **select “No, thank you.”** Select this option unless your Advisor tells you otherwise as this applies to specific externally funded projects.

Question 6

Biosafety/Biosecurity

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

This question is required. Choose one answer.

- Introduction to Biosafety
- Basic Biosafety Training
- Biosafety Retraining
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Institutional Biosafety Committee Member
- No, thank you.



16. Under Questions 7 on the “Select Curriculum” page, **select “Not at this time.”** Select this option unless your Advisor tells you otherwise.

Question 7

Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.

- GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
- Not at this time.



17. Click “Submit”

Submit



18. You can now begin any of the Courses to which you have been assigned. Completion can be accomplished across multiple days. You do not need to complete them all in one session.

✔ You are now enrolled in the course(s) you selected.

✔ Your registration has been completed successfully.

Show Courses for: ▼ [Institution List](#)

Indiana University of Pennsylvania

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin

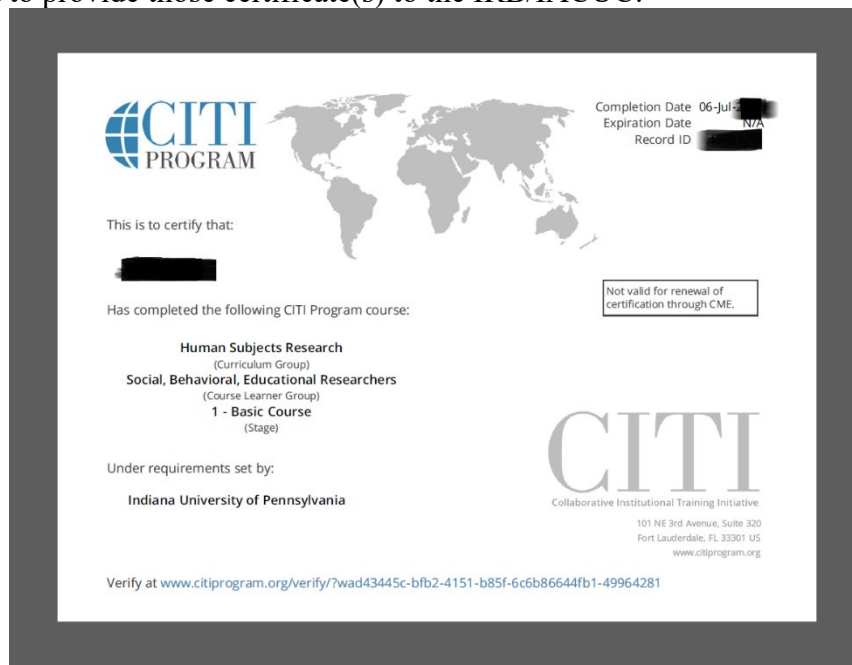
[Learner Tools](#)

Indiana University of Pennsylvania
Social, Behavioral, Educational Researchers
Stage 1 - Basic Course

0 / 11 modules completed

[Start Now](#)

19. Upon completing a Course, you will receive a completion certificate. Save that for when you need to provide those certificate(s) to the IRB/IACUC.



(the image above is one example; your certificate(s) may be somewhat different)