How to enroll in the CITI IRB Course
http://www.citiprogram.org

Click on Register.

CITI - Learner Registration

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

Select Your Organization Affiliation

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

SUNY Upstate Medical University

SUNY Upstate Medical University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of SUNY Upstate Medical University.

Continue To Create Your CITI Program Username/Password

Type in "upstate" and 'SUNY Upstate Medical University' will appear. Select it. Proceed to Step 2.

CITI - Learner Registration - SUNY Upstate Medical University

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

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 message
access the first one. If you forget your username or password, you can recover that
address.

Secondary email address

Verify secondary email address

Continue To Step 3

Fill in the required fields. Use your upstate.edu email as you will get a reminder in 3 years to complete the refresher course at this email address.
It's also a good idea to provide a secondary email address below.

Questions? Contact OTD at 464-4407

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

lauren

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

Questions? Contact OTD at 464-4407

CITI - Learner Registration - SUNY Upstate Medical University

* indicates a required field.

* 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.

[   ]

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

○ Yes
○ No

Continue To Step 5

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for C_____ their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other profe_____ y 1 credits for re-certification are available for many CITI courses – with that availability indicated _____ **egister your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applica_____ 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" _____ ook and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, le_____ number and costs of credits available for your course.

○ Yes

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 grad book page.

◉ No

Select No when asked if you want to receive CE credits (if you answer yes, you will have to pay to receive the credits)

* indicates a required field.

Language Preference

[ ] ▼

* Institutional email address

[   ]

Enter your upstate.edu email address

* Gender

[ ] ▼

* Highest degree

[   ] ▼

* Employee Number

[   ]

* Department

[   ]

* What is your role in research?

[   ] ▼

Nursing staff:
Select "Study Nurse"

Address Field 1

[   ]

Address Field 2

[   ]

Address Field 3

[   ]

City

CITI - Learner Registration - SUNY Upstate Medical University

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

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Yo~~u~~ ~~resp~~ are going to take. Please read the questions carefully. ~~P~~lease rea

Basic Course:
If you have never taken the course before, under "Question 1" select Group 1.

Answer "no" or "not at this time" to the other required questions (11, 12, 16)

REFRESHER:
You must access the
Original account you
used
To complete the
basic course
You can recover your
login info
At the login screen.
You will be
automatically
Enrolled in the
refresher.

Question 1

Basic Course In The Protection of Human Subjects

- Question 1: Will enroll you in the Basic Course

Select the group appropriate to your research activities. Human Subjects Research users: **(Click H**

Choose all that apply

☑ Group 1: Biomedical Investigators and Key Personnel - Including Drug & Device Research

☐ Group 2: Biomedical Investigators and Key Personnel - NO FDA regulated Research

☐ Group 3: Data or Specimen Research Only - No Contact with Subjects

☐ **Revised Common Rule** - This training only covers the difference between the old common rule (adopted January 2019). It does not replace Groups 1 through 3.

☐ **Informed Consent**

CITI - Learner Registration

Welcome to the CITI Program. Your registration with **SUNY Upstate Medical University** is complete.

Finalize registration

✓ **Your registration has been completed successfully.**

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**.

SUNY Upstate Medical University   [**View Courses**]

Would you like to affiliate with another Institution?   [**Add Affiliation**]

Would you like to remove an existing affiliation? Questions? Contact OTD at 464-4407   [**Remove Affiliation**]

SUNY Upstate Medical University

Active Courses

You have no active courses for this Institution.

Courses Ready to Begin

SUNY Upstate Medical University

Group 1.Biomedical Investigators and Key Personnel - Including Drug & Device Research

Stage 1 - Basic Course

0 / 15 modules completed

Start Now

CITI Program's **Terms of Service** and **Privacy and Cookie Policy** include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact **CITI Program Support** if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

☑ **I AGREE to the above, the Terms of Service, and the Privacy and Cookie Policy, in order to access CITI Program materials.**

Cancel   Submit

Required Modules

Complete all 15 required modules.

Modules	Completed	Score	
Belmont Report and Its Principles (ID 1127)	Incomplete	-	**Start**
Avoiding Group Harms - U.S. Research Perspectives (ID 14080)	Incomplete	-	Start
Populations in Research Requiring Additional Considerations and/or Protections (ID 16680)	Incomplete	-	Start
History and Ethics of Human Subjects Research (ID 498)	Incomplete	-	Start
Basic Institutional Review Board (IRB) Regulations and Review Process (ID 2)	Incomplete	-	Start

To pass this course you must:

- Complete all required modules
- Achieve an average score of at least 70% on all quizzes associated with this course's module requirements
- Tip: complete all the quizzes, and if you don't score a 70% overall, re-do any quiz you didn't score well on to get your score up to 70%.