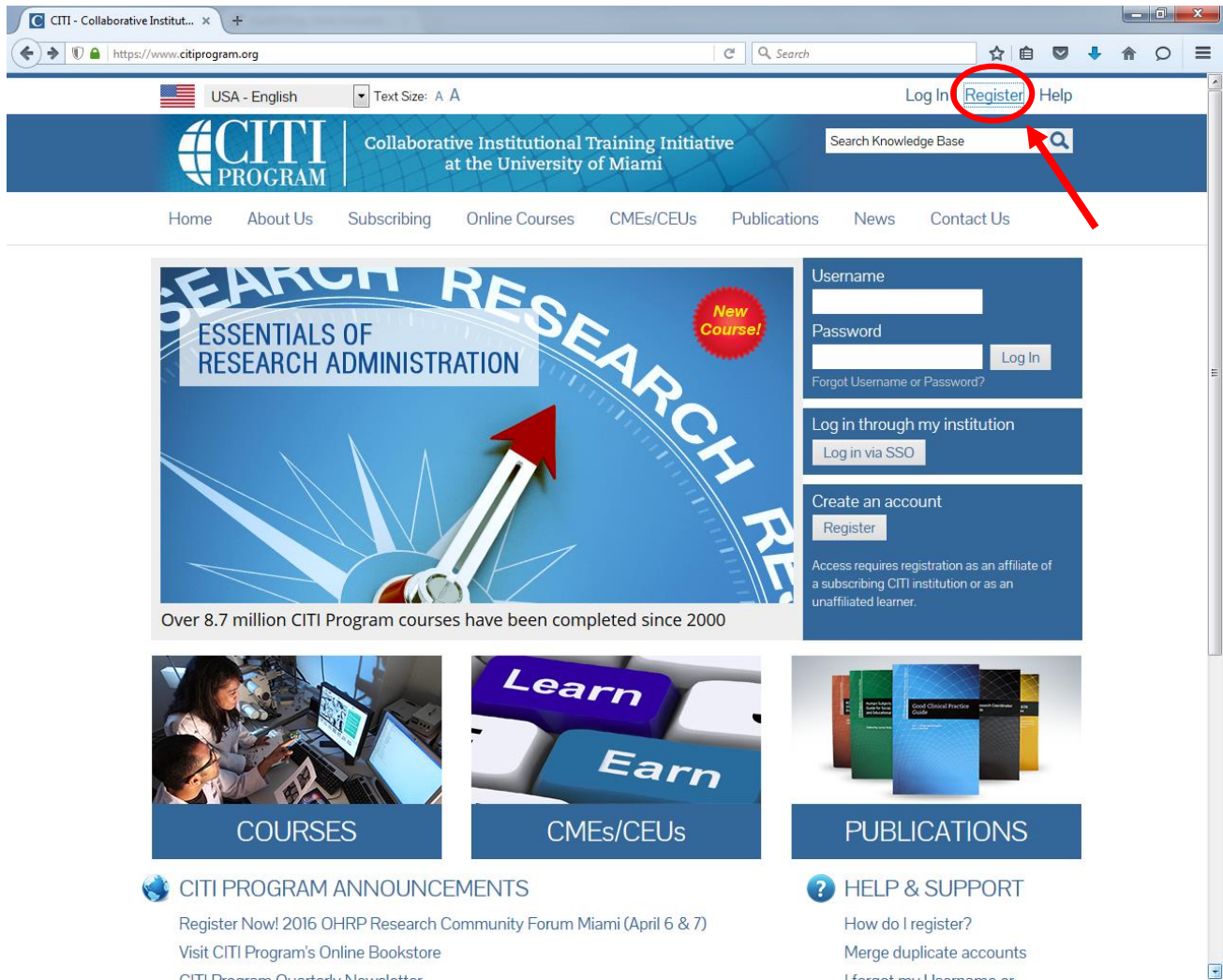


# CITI Training Instructions for IRB Members

CITI Ethics Training is required for all IRB Members. The training is all online and takes about two hours to complete. Before training can begin, all first-time users must register with the program.


Begin by entering the URL into your browser: [www.citiprogram.org](http://www.citiprogram.org). Click on “Register” in the top right corner of the screen.



This will take you to a page where you can begin the registration process. There are seven steps to registration.

## Step 1: Select Your Organization Affiliation

### Select Your Organization Affiliation

Search for organization: Enter full or partial name 


[Can't find your institution? It may use Single Sign On. Check here.](#)

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

[Continue to Step 2](#) [Search Again](#)

Begin typing "Austin Peay State University" into the search bar, and a drop-down menu will appear.

### Select Your Organization Affiliation

Search for organization: Enter full or partial name 

[Can't find your institution? It may use Single Sign On. Check here.](#)

- Austin College
- Austin Peay State University** ← **Select**
- Stephen F. Austin State University
- University of Texas at Austin

[Continue to Step 2](#) [Search Again](#)

Select "Austin Peay State University" from the drop-down menu, then click "Continue to Step 2".

## Step 2: Personal Information

### Personal Information

\* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

[Continue to Step 3](#)

Fill in the appropriate information, then click "Continue to Step 3".

### Step 3: Create Your Username and Password

#### 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

Fill in the appropriate information. Make sure to choose a Security Question and Answer that you will remember. When you are finished, click “Continue to Step 4”.

\*\*\*\*PLEASE NOTE: The username you choose will NOT be case sensitive (i.e. “APSU” = “apsu”), but your password WILL be case sensitive (i.e. “APSU” ≠ “apsu”).\*\*\*\*

### Step 4: Country of Residence

#### \* 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.

Continue to Step 5

Begin typing your country of residence into the search bar, and a drop-down menu will appear.

**\* 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.

USA|  
United States

**Select**

**Continue to Step 5**

Select your country of residence from the drop-down menu, then click "Continue to Step 5".

### Step 5: CE Credits and Units, Survey Participation

\* indicates a required field.

**\* 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 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 many CITI courses – with that availability indicated on course and module listings. **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.

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

**If you picked "YES", please check below the one type of credit you would like to earn**

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists – APA Credits
- Nurses – ANCC CNE
- Other Participants – Certificates of Participation
- Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

**\* 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**

Answer the questions according to your preference, then click "Continue to Step 6".

## Step 6: APSU Requested Information

Please provide the following information requested by Austin Peay State University

\* indicates a required field.

Language Preference

\* Institutional email address

\* Gender

\* Highest degree

Employee Number

Department

\* Role in human subjects research

- Clinical Researcher
- Interviewer
- IRB administrator
- IRB Chair
- IRB Member

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

\* Office Phone

\* Which course do you plan to take?

Home Phone

[Continue to Step 7](#)

Fill in the required information, and any other information you wish to provide. If you choose not to select a language preference, English will be the automatic language. In the “Institutional email address” box, please enter your APSU email account:

\* Institutional email address

sample@apsu.edu

\* Institutional email address

sample1@my.apsu.edu

or, for students:

For the “Role in human subjects research” item, select “IRB Member”.

\* Role in human subjects research

IRB Chair

IRB Member

Pharmacist

Principal Investigator

Co-Investigator

Select

\*\*Select “IRB Member” ONLY\*\*

If you do not have an office phone, enter a phone number where you can be reached easily during business hours. For the “Which course do you plan to take?” item, select “Other”, as you will be taking the IRB Member course.

\* Which course do you plan to take?

Basic Human subjects - Biomedical Basic Human subjects - Biomedica

Basic Human Subjects - Biomedical & Social & Behavioral Focus

Basic Human Subjects - Social & Behavioral Focus

Biosafety / Biosecurity

Good Clinical Practice

C Health Information Privacy and Security (HIPS)

Laboratory Animal Welfare

Other

Select

Refresher Course - Biomedical Research

Refresher Course - Social and Behavioral Research

Responsible Conduct of Research



\* Which course do you plan to take?

Other

Home Phone

Continue to Step 7

Make sure that all your information is accurate, and when you are finished, click “Continue to Step 7”.

### Step 7: Select Curriculum

Read the information provided, then scroll down to the bottom of the first section.

#### Select Curriculum

\* indicates a required field.



#### CITI Course Enrollment Procedure

CITI provides courses in **Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research**. Your organization likely has several requirements and perhaps some options to meet your instructional obligations.

- You will be provided a series of enrollment questions below.
- Your responses will determine the curriculum for the courses you are going to take.
- Please read the questions and responses carefully to make the best choice.

#### Human Subjects Protection Course:

- If you have NOT completed a CITI course at this Institution previously, you may be required to complete the BASIC course at this time.
- If you have completed the CITI Basic course since 5-1-2004, the software is programmed to show you the CITI Re-fresher course now.
- You may be able to fulfill your refresher obligation with the CITI Good Clinical Practice Course. Please consult your IRB office.

For more detailed information review the instruction's page of your Institution. This page is available as a link at the top of this page

#### Laboratory Animal Welfare Course

If you are planning to use lab animals in your work, you may be required to complete the CITI Lab Animal Welfare Course. You should:

- Choose the appropriate courses according to your role in research and the species you use.
- Choose all that apply.
- Contact your IACUC Office if you have questions regarding your requirements.

## Changing Your Course Selections Later

Use the "Add a course or update your Learner Group" link on the "Learner Main Menu" to come back here to change or update your course selections.

Continue to Question 1 at this time.

### CITI Course Enrollment Questions

Click [here](#) to review the Austin Peay State University instructions page.

Click "here" under the heading "CITI Course Enrollment Questions" to review more information. This will open a new tab. When you have finished reading, close the tab or click "Close This Window to Return" at the bottom of the page.

#### 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 [citisupport@med.miami.edu](mailto:citisupport@med.miami.edu) or to 305-243-7970.
- Questions regarding your requirements should be addressed to your IRB training coordinator.

[Close This Window to Return](#)

[Print for Reference](#)

Once you are back on the registration page, scroll down to where the three questions near the end of the page are visible.



## CITI Course Enrollment Questions

Click [here](#) to review the Austin Peay State University instructions page.

### Question 1

#### Human Subjects Research

What is your role or focus in human subjects research? Choose the appropriate response from the list below.

Choose all that apply

- I conduct Biomedical Research as a Study Staff member.
- I conduct Social/Behavioral Research as a Study Staff member.
- I conduct Data or Specimens Only Research and do not have direct contact with subjects.
- I am an IRB member.
- Not at this time.

### \* Question 2

#### Responsible Conduct of Research

If you want to take the Responsible Conduct of Research Course (RCR), please make your selection below.

Choose one answer

- Physics & Astronomy
- Arts and Humanities
- Engineering
- Administrators
- Not at this time.

### Question 3

#### Lab Animal Research

Do you conduct or supervise studies that use laboratory animals?

- If YES, then you must 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 if you plan to use laboratory animals in your work or plan to supervise such work.
- I am an IACUC Chair.
- If you are an IACUC member or an IACUC coordinator/administrator, you are required to complete the "Essentials for IACUC Members" course now.

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

- I am involved in studies that have the potential to cause "more than momentary pain and distress" in mice or rats.
- I work with frogs, toads or other amphibians.
- I work with mice.
- I work with rats.
- I work with hamsters.
- I work with gerbils.
- I work with guinea pigs.
- I work with rabbits.
- I work with dogs.
- I work with swine.
- I work with non-human primates (NHP).
- I work with cats.
- I work with reptiles
- I work with horses
- I work with zebrafish (danio rerio)
- I work with fish
- I work with cattle.

[Complete Registration](#)


For Question 1, select all that apply.

**Question 1**

### Human Subjects Research

What is your role or focus in human subjects research? Choose the appropriate response from the list below.

Choose all that apply

- I conduct Biomedical Research as a Study Staff member.
- I conduct Social/Behavioral Research as a Study Staff member.
- I conduct Data or Specimens Only Research and do not have direct contact with subjects.
- I am an IRB member.  **Select**
- Not at this time.

For Question 2, select your preference.

**\* Question 2**

### Responsible Conduct of Research

If you want to take the Responsible Conduct of Research Course (RCR), please make your selection below.



Choose one answer

- Physics & Astronomy
- Arts and Humanities
- Engineering
- Administrators
- Not at this time.

For Question 3, select all that apply and click “Complete Registration”.

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

- I am involved in studies that have the potential to cause "more than momentary pain and distress" in mice or rats.
- I work with frogs, toads or other amphibians.
- I work with mice.
- I work with rats.
- I work with hamsters.
- I work with gerbils.
- I work with guinea pigs.
- I work with rabbits.
- I work with dogs.
- I work with swine.
- I work with non-human primates (NHP).
- I work with cats.
- I work with reptiles
- I work with horses
- I work with zebrafish (danio rerio)
- I work with fish
- I work with cattle.

 **Complete Registration** 

You will be taken to a Welcome page. Click “Finalize registration”.

**CITI - Learner Registration**

Welcome to the CITI Program. Your registration with **Austin Peay State University** is complete.

[Finalize registration](#)

This will redirect you to your Main Menu.

Main Menu

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

- ▶ [Austin Peay State University Courses](#)
- ▶ [Click here to affiliate with another institution](#)
- ▶ [Affiliate as an Independent Learner](#)

Open the “Austin Peay State University Courses” tab.

▼ **Austin Peay State University Courses**

Course	Status	Completion Report	Survey
<a href="#">IRB Member</a>	Incomplete	Not Earned	

**My Learner Tools for Austin Peay 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](#)

▶ [Affiliate as an Independent Learner](#)

Click on “IRB Member”.

This will take you to the IRB Member Course page. This page gives you an overview of the required and elective course modules and provides you with the requirements for passing the course. This page also shows you your progress in the course, so if you need to complete the training in more than one sitting, you will know how far along you are and where to pick up.

## IRB Member - Basic Course

To pass this course you must:

- Complete all 30 required modules
- Complete the elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

Your Current Score

**0%**

You have unfinished required or elective modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

### Required Modules

	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
Students in Research (ID: 1321)	Incomplete	0/0 (0%)
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
History and Ethics of Human Subjects Research (ID: 498)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
The Federal Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)
Assessing Risk - SBE (ID: 503)	Incomplete	0/0 (0%)
Informed Consent - SBE (ID: 504)	Incomplete	0/0 (0%)
Informed Consent (ID: 3)	Incomplete	0/0 (0%)
Privacy and Confidentiality - SBE (ID: 505)	Incomplete	0/0 (0%)
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	Incomplete	0/0 (0%)
Records-Based Research (ID: 5)	Incomplete	0/0 (0%)
Genetic Research in Human Populations (ID: 6)	Incomplete	0/0 (0%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	Incomplete	0/0 (0%)
Research with Prisoners - SBE (ID: 506)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Prisoners (ID: 8)	Incomplete	0/0 (0%)
Research with Children - SBE (ID: 507)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Children (ID: 9)	Incomplete	0/0 (0%)
Research in Public Elementary and Secondary Schools - SBE (ID: 508)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Pregnant Women, Human Fetuses, and Neonates (ID: 10)	Incomplete	0/0 (0%)
International Research - SBE (ID: 509)	Incomplete	0/0 (0%)
International Studies (ID: 971)	Incomplete	0/0 (0%)

Internet-Based Research - SBE (ID: 510)	Incomplete	0/0 (0%)
Avoiding Group Harms - U.S. Research Perspectives (ID: 14080)	Incomplete	0/0 (0%)
FDA-Regulated Research (ID: 12)	Incomplete	0/0 (0%)
Research and HIPAA Privacy Protections (ID: 14)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)	Incomplete	0/0 (0%)
Hot Topics (ID: 487)	Incomplete	0/0 (0%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)

Elective Modules		
	Date Completed	Score
The IRB Member Module - 'What Every New IRB Member Needs to Know' (ID: 816)	Incomplete	0/0 (0%)

To begin the training, click “Complete the Integrity Assurance Statement before beginning the course” in the first section.

**IRB Member - Basic Course**

To pass this course you must:

- Complete all 30 required modules
- Complete the elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

You have unfinished required or elective modules remaining

Your Current Score

# 0%

Complete The Integrity Assurance Statement before beginning the course

This will redirect you to the Assurance Statement page.

**Assurance Statement**

██████

CITI Program [Terms of Service](#) include the following provisions. Please read them carefully.

**Only One Account:** I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program.

**No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

**Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.

**No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

**No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

**My Actions Are Logged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Select the appropriate statement then click the **Submit** button:

I AGREE to the above and the other [Terms of Service](#) for accessing CITI Program materials.

I DO NOT AGREE, and wish to be contacted about one or more of the Terms of Service.

**Submit**

Click on “Terms of Service” in either of the two locations provided. This will open a new tab to the CITI Terms of Service. Thoroughly read the Terms of Service, and when you are finished, close that tab.

Select the appropriate statement then click the **Submit** button:

I AGREE to the above and the other [Terms of Service](#) for accessing CITI Program materials.

I DO NOT AGREE, and wish to be contacted about one or more of the Terms of Service.

**Submit**

Once you have read the Assurance Statement AND the Terms of Service, select “I AGREE to the above and the other Terms of Service for accessing CITI Program materials.”

You will be redirected to the IRB Member Course page, and the first module will be open for you to complete.

**IRB Member - Basic Course**

To pass this course you must:

- Complete all 30 required modules
- Complete the elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

Your Current Score  
**0%**

You have unfinished required or elective modules remaining

Required Modules	Date Completed	Score
<a href="#">Belmont Report and CITI Course Introduction (ID: 1127)</a>	Incomplete	0/0 (0%)
<a href="#">Students in Research (ID: 1321)</a>	Incomplete	0/0 (0%)
<a href="#">History and Ethical Principles - SBE (ID: 490)</a>	Incomplete	0/0 (0%)

Click on the module to begin the course. Make sure that you click on the “Belmont Report” link as it is required reading for all CITI program participants.

The **Belmont Report** is required reading for all CITI program participants.

It is a good idea to take advantage of all linked resources provided in the modules so that you have a complete understanding of the IRB and its processes.

When you have thoroughly read the module and feel that you are comfortable with the material, click “Take the quiz for Belmont Report and CITI Course Introduction”.

[Take the quiz for Belmont Report and CITI Course Introduction](#)  
[Return to the module list for this course](#)

Answer all questions and click “Submit”.

[Submit](#)



You will be redirected to a feedback page where you can review the quiz questions and explanations of the answers. At the bottom of this page, you have several options:

- [Take the next required module : History and Ethics of Human Subjects Research](#)
- [Return to the module list for this course](#)
- [View this module again and re-take the quiz. Note: You can re-take quizzes until your Completion Report is issued.](#)
- [Submit a comment about this exam](#)
- [Go to the Main Menu](#)

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If you are not satisfied with your score, click “View this module again”. This will take you back to the module page where you can review and retake the quiz.

- [Take the next required module : History and Ethics of Human Subjects Research](#)
- [Return to the module list for this course](#)
- [View this module again and re-take the quiz. Note: You can re-take quizzes until your Completion Report is issued.](#)
- [Submit a comment about this exam](#)
- [Go to the Main Menu](#)

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\*\*\*\*PLEASE NOTE: You may take any quiz any number of times before your Completion Report is issued.\*\*\*\*

If you would like to submit a comment or complaint about the quiz, click “Submit a comment about this exam”.

- [Take the next required module : History and Ethics of Human Subjects Research](#)
- [Return to the module list for this course](#)
- [View this module again and re-take the quiz. Note: You can re-take quizzes until your Completion Report is issued.](#)
- [Submit a comment about this exam](#)
- [Go to the Main Menu](#)

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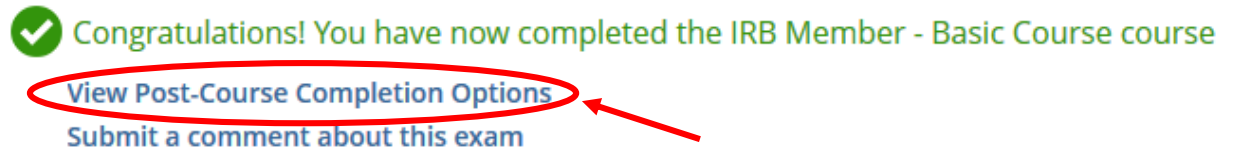
If you are satisfied with your score, click “Take the next required module”.

- [Take the next required module : History and Ethics of Human Subjects Research](#)
- [Return to the module list for this course](#)
- [View this module again and re-take the quiz. Note: You can re-take quizzes until your Completion Report is issued.](#)
- [Submit a comment about this exam](#)
- [Go to the Main Menu](#)

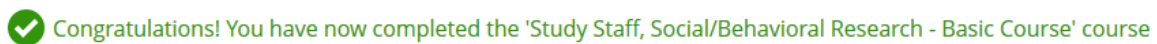
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Repeat this process with the rest of the modules.

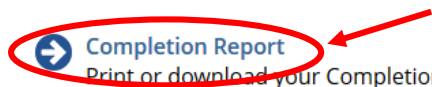




You must complete the elective module in order to obtain a completion report for this course. When you have completed all the required modules AND the elective module with an average score of at least 80%, a Completion Report will automatically be sent to [irb@apsu.edu](mailto:irb@apsu.edu), and a message will appear at the bottom of your page.



Click “View Post-Course Completion Options”. You will be taken to the Post-Course Completion Options page, where several options are available to you.



#### Post-Course Completion Options

-  [Completion Report](#)  
Print or download your Completion Report for this course.
-  [Independent Learner Courses](#)  
Purchase additional training. New offerings include Clinical Research Coordinator (CRC), Disaster Planning for the Research Enterprise (DPRE), Good Laboratory Practice (GLP), and more.
-  [Online Bookstore](#)  
Purchase books and supplemental resources. New offerings include RCR for Engineering: An Introduction to Ethics and Engineering Research and tabs to organize regulatory binders for clinical research.
-  [Post-Course Evaluation](#)  
Fill out a voluntary post-course evaluation.
-  [Return to Main Menu](#)  
Review your completed modules and continuing education (CE/CEU) credit eligibility (if applicable).

It is highly recommended that you download and/or print your Completion Report for your own records. To do this, click “Completion Report”.

A new tab will open containing a .PDF file of your Completion Report. You may download and/or print a copy of this report from this screen for your records.

\*\*\*\*PLEASE NOTE: You do NOT need to send a copy of your Completion Report to the APSU IRB. The CITI Program website automatically sends a copy of the report when you finish the course. However, it is highly recommended that you keep a copy of the report for your records in case the APSU IRB ever needs you to provide confirmation of your CITI Training Completion Report.\*\*\*\*

If you wish, you may complete the Post-course evaluation survey, but this is not required by APSU's IRB. It can be found at your Main Menu after you complete the course.

Main Menu

▼ Austin Peay State University Courses

Course	Status	Completion Report	Survey
IRB Member	Passed [REDACTED]	Print Report	Post-course evaluation

My Learner Tools for Austin Peay State University

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

\*\*\*\*PLEASE NOTE: **Your CITI Training Certificate will expire after two (2) years.** As an IRB Member, you MUST have current CITI Training AT ALL TIMES in order to maintain compliance with federal regulations. If you are conducting or reviewing a study when your certificate expires, you WILL NOT be allowed to continue until the APSU IRB receives confirmation of your updated certificate from the CITI website. It is highly recommended that you keep a record of the expiration date for your Certificate in order to avoid delays in your studies. You do NOT have to wait until your first Certificate expires to renew it; 90 days prior to your certificate's expiration date, the Refresher course will automatically appear on your Main Menu. You can find your Certificate's expiration date on your completion report.\*\*\*\*

### COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM) COURSEWORK REQUIREMENTS REPORT\*

\* NOTE: Scores on this Requirements Report reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- Name: [REDACTED]
  - Email: [REDACTED]
  - Institution Affiliation: [REDACTED]
  - Phone: [REDACTED]
  
  - Curriculum Group: Human Research
  - Course Learner Group: IRB Member
  - Stage: Stage 1 - Basic Course
  
  - Report ID: [REDACTED]
  - Completion Date: [REDACTED]
  - Expiration Date: [REDACTED]
  - Minimum Passing: [REDACTED]
  - Reported Score\*: [REDACTED]
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