# CITI Training Instructions

CITI Ethics Training is required for all Principal Investigators and Faculty Advisors submitting a proposal to APSU's IRB. 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. Click on "Register" in the top right corner of the screen.
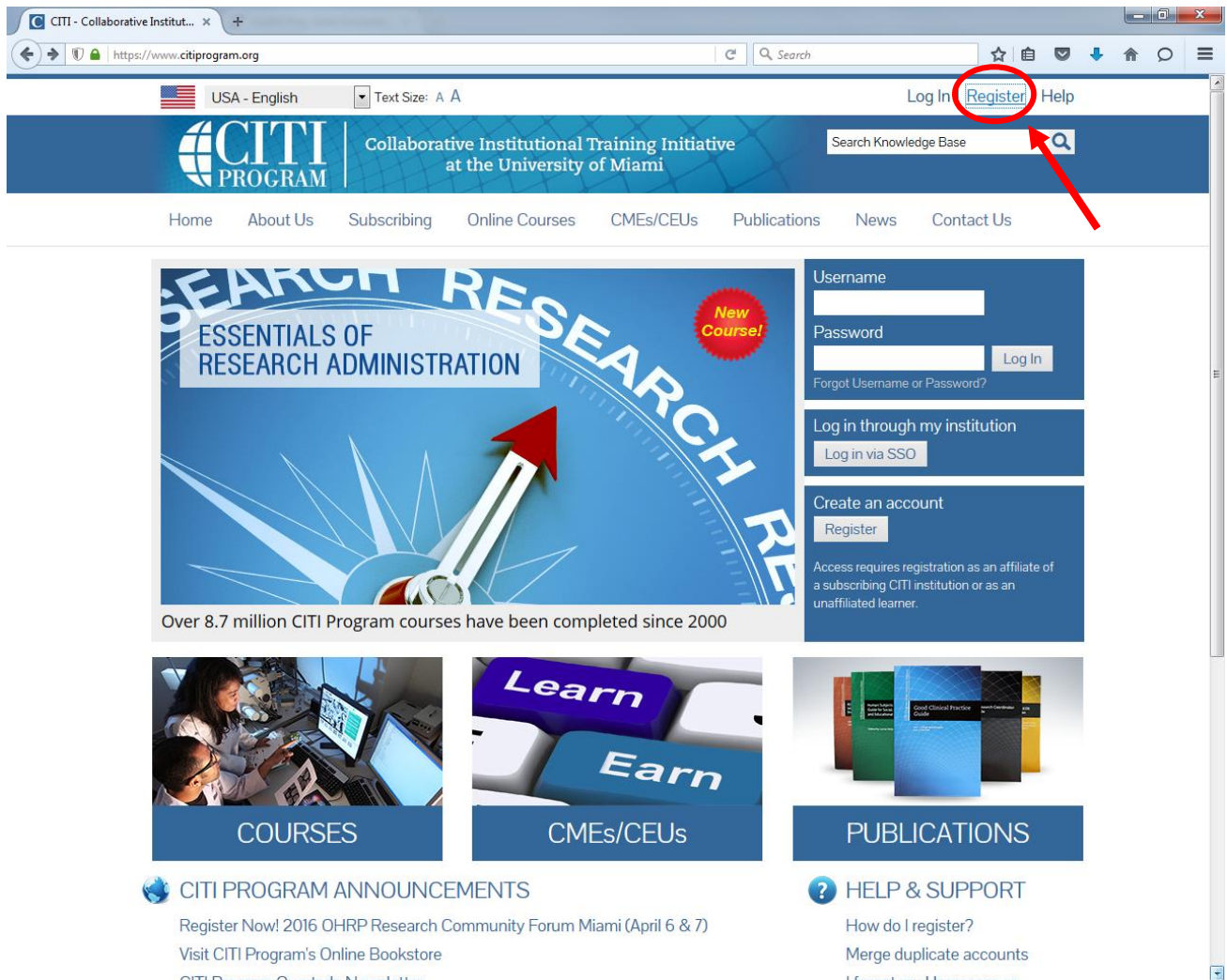
This will take you to a page where you can begin the registration process. There are seven steps to registration.

Step 1: Select Your Organization Affiliation

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

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

Step 2: Personal Information

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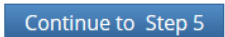
Begin typing your country of residence into the search bar, and a drop-down menu will appear.

* 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		* Institutional email address
sample@apsu.edu	or, for students:	sample1@my.apsu.edu

For the "Role in human subjects research" item, select "Principal Investigator" even if you are a Faculty Advisor. DO NOT select any other role. "Principal Investigator" is the required role for APSU IRB approval.

* Role in human subjects research

IRB Chair
IRB Member
Pharmacist   ← Select
Principal Investigator
Co-Investigator

Select "Principal Investigator" 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 either "Basic Human Subjects – Biomedical Basic Human Subjects – Biomedical Focus", "Basic Human Subjects – Biomedical & Social & Behavioral Focus", or "Basic Human Subjects – Social & Behavioral Focus," whichever is accurate.

* 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
Health Information Privacy and Security (HIPS)
Laboratory Animal Welfare
Other
Refresher Course - Biomedical Research
Refresher Course - Social and Behavioral Research
Responsible Conduct of Research

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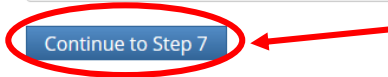
Make sure that all your information is accurate, and when you are finished, click "Continue to Step 7".

Step 7: Select Curriculum

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

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 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 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.
- ☐ 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".

This will redirect you to your Main Menu.

Open the "Austin Peay State University Courses" tab.

Click on "Study Staff, Social/Behavioral Research".

This will take you to the Study Staff, Social/Behavioral Research 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.

CITI PROGRAM

Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base 🔍

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu › Course Study Staff, Social/Behavioral Research

Study Staff, Social/Behavioral Research - Basic Course

To pass this course you must:

- Complete all 27 required modules
- Complete 1 of 2 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

Complete The Integrity Assurance Statement before beginning the course

Your Current Score

0%

Required Modules

	Date Completed	Score
SBE Refresher 1 – Defining Research with Human Subjects (ID: 15029)	Incomplete	0/0 (0%)
SBE Refresher 1 – Privacy and Confidentiality (ID: 15035)	Incomplete	0/0 (0%)
SBE Refresher 1 – Assessing Risk (ID: 15034)	Incomplete	0/0 (0%)
SBE Refresher 1 – Research with Children (ID: 15036)	Incomplete	0/0 (0%)
SBE Refresher 1 – International Research (ID: 15028)	Incomplete	0/0 (0%)
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%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
The Federal Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)
Assessing Risk - SBE (ID: 503)	Incomplete	0/0 (0%)
Informed Consent - SBE (ID: 504)	Incomplete	0/0 (0%)
Privacy and Confidentiality - SBE (ID: 505)	Incomplete	0/0 (0%)
Research with Prisoners - SBE (ID: 506)	Incomplete	0/0 (0%)
Research with Children - SBE (ID: 507)	Incomplete	0/0 (0%)
Research in Public Elementary and Secondary Schools - SBE (ID: 508)	Incomplete	0/0 (0%)
International Research - SBE (ID: 509)	Incomplete	0/0 (0%)

Internet-Based Research - SBE (ID: 510)	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%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)
SBE Refresher 1 – History and Ethical Principles (ID: 936)	Incomplete	0/0 (0%)
SBE Refresher 1 – Federal Regulations for Protecting Research Subjects (ID: 937)	Incomplete	0/0 (0%)
SBE Refresher 1 – Informed Consent (ID: 938)	Incomplete	0/0 (0%)
SBE Refresher 1 – Research with Prisoners (ID: 939)	Incomplete	0/0 (0%)
SBE Refresher 1 – Research in Educational Settings (ID: 940)	Incomplete	0/0 (0%)
SBE Refresher 1 – Instructions (ID: 943)	Incomplete	0/0 (0%)

Elective Modules		
	Date Completed	**Score**
Hot Topics (ID: 487)	Incomplete	0/0 (0%)
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.

Study Staff, Social/Behavioral Research - Basic Course

To pass this course you must: Your Current Score

- Complete all 27 required modules   0%
- Complete 1 of 2 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

Complete The Integrity Assurance Statement before beginning the course

This will redirect you to the Assurance Statement page.

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.

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 Study Staff, Social/Behavioral Research Course page, and the first module will be open for you to complete.

Study Staff, Social/Behavioral Research - Basic Course

To pass this course you must:
- Complete all 27 required modules
- Complete 1 of 2 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
SBE Refresher 1 – Defining Research with Human Subjects (ID: 15029)	Incomplete	0/0 (0%)
SBE Refresher 1 – Privacy and Confidentiality (ID: 15035)	Incomplete	0/0 (0%)
SBE Refresher 1 – Assessing Risk (ID: 15034)	Incomplete	0/0 (0%)

Click on the module to begin the course. When you have thoroughly read the module and feel that you are comfortable with the material, click "Take the quiz for SBE Refresher 1 – Defining Research with Human Subjects".

Take the quiz for SBE Refresher 1 – Defining Research with Human Subjects
Return to the module list for this course

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Answer all questions and click "Submit".

Submit

Accessibility   Copyright   Privacy Notice   Terms of Service   Site Index   Contact Us

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 : SBE Refresher 1 – Privacy and Confidentiality
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 : SBE Refresher 1 – Privacy and Confidentiality
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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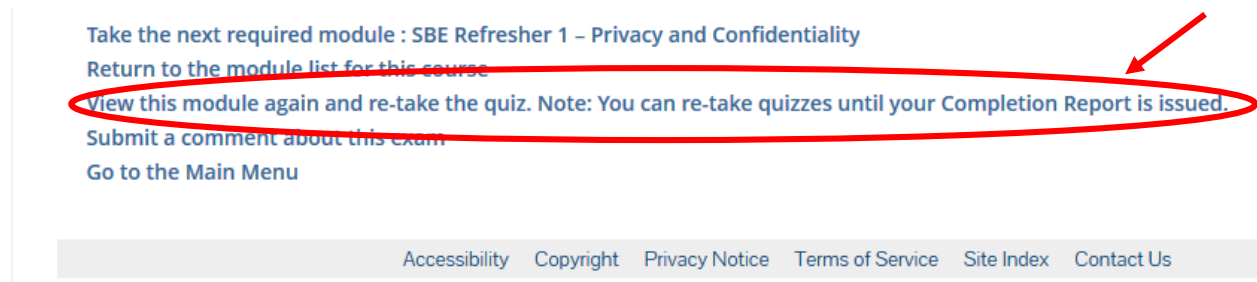
****PLEASE NOTE: You may take any quiz any number of times before your Completion Report is issued.****

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 : SBE Refresher 1 – Privacy and Confidentiality
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

Accessibility   Copyright   Privacy Notice   Terms of Service   Site Index   Contact Us
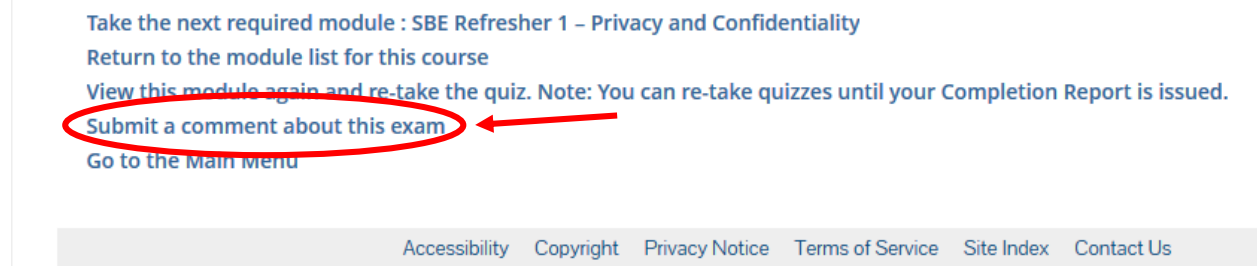
If you are satisfied with your score, click "Take the next required module".

Take the next required module : SBE Refresher 1 – Privacy and Confidentiality
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

Accessibility   Copyright   Privacy Notice   Terms of Service   Site Index   Contact Us
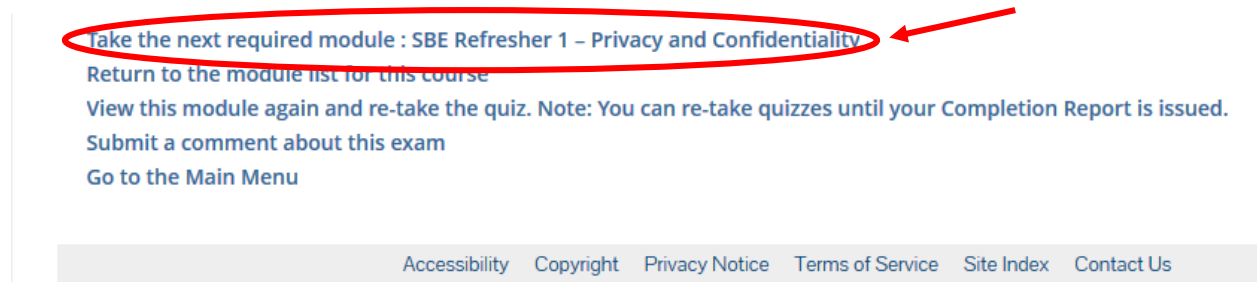
Repeat this process with the rest of the modules. On the Belmont Report and CITI Course Introduction module, make sure that you click on the "Belmont Report" link as it is required reading for all CITI program participants.

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.

The last required module, titled SBE Refresher 1 – Instructions, does not have a quiz with it. This page gives instructions on how to complete the Refresher course that is required every two years after your initial completion of CITI Training. It is recommended that you save a copy of this page in an easily accessible location so that you will know what to do in the future.

There are two options at the bottom of this page:

You must complete at least one elective module in order to obtain a completion report for this course. When you have completed all the required modules and at least one elective module with an average score of at least 80%, a Completion Report will automatically be sent to 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.

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.
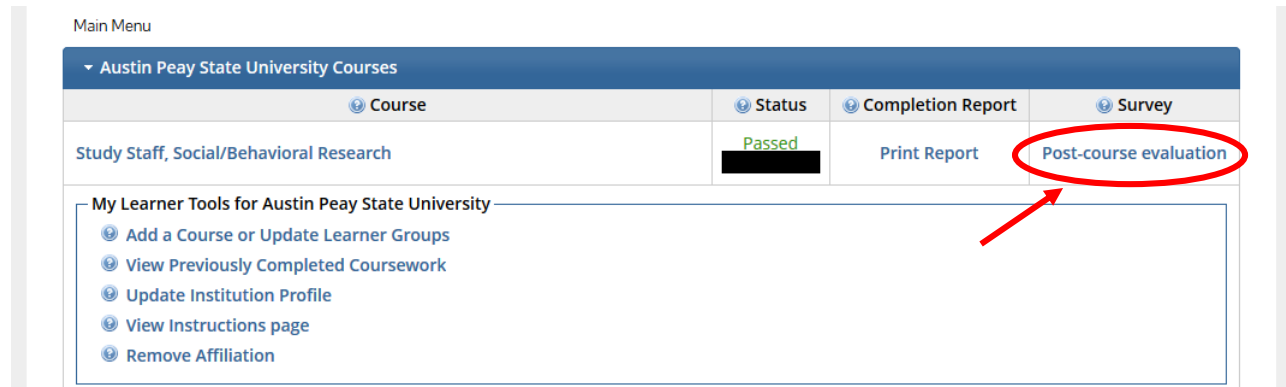
****PLEASE NOTE: ==Your CITI Training Certificate will expire after two (2) years.== If you are conducting a study at the time, you will NOT BE ALLOWED TO CONTINUE until you have completed the required Refresher course and obtained your renewed CITI Training Certificate. It is highly recommended that 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*