CITI Training Instructions for Research Assistants

The following instructions below are for first-time users who have not yet created a CITI account. If you’ve previously registered for a CITI training course, skip to page 6.

For video instructions, click here: https://www.youtube.com/watch?v=vj15MXWjp84

1. Go to https://www.citiprogram.org/default.asp and click “Register” under “Create an account”

2. Type in “Southern Methodist University” in the “Select Your Organization Affiliation”. Then click “Continue to Step 2”.

For video instructions, click here: https://www.youtube.com/watch?v=vj15MXWjp84
3. Continue through the registration process.
**Gender, Ethnicity and Race**

Why does CITI Program ask about your gender, race and ethnicity? * indicates a required field.

**I identify my Gender as:**
- Female
- Male
- Transgender or Other
- Prefer not to answer

**I identify my Ethnicity as:**
- Hispanic or Latino
- Not Hispanic or Latino
- Prefer not to answer

**I identify my Race as: (you may select more than one)**
- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- Prefer not to answer

---

**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 recertification 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.

- 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 grade 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
**Please provide the following information requested by Southern Methodist University**

* Indicates a required field.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Preference</td>
<td></td>
</tr>
<tr>
<td>Institutional email address</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td></td>
</tr>
<tr>
<td>Highest degree</td>
<td></td>
</tr>
<tr>
<td>Employee Number</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Role in research</td>
<td></td>
</tr>
<tr>
<td>Address Field 1</td>
<td></td>
</tr>
<tr>
<td>Address Field 2</td>
<td></td>
</tr>
</tbody>
</table>

**Which course do you plan to take?**

<table>
<thead>
<tr>
<th>Course</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Human Subjects - Social &amp; Behavioral Focus</td>
<td></td>
</tr>
</tbody>
</table>

**Human subjects Courses**

Select the group appropriate to your research activities.

Choose one answer

- Biomedical
- Social / Behavioral Investigators
- Data or Specimens Only Research
- IRB Member
- Students conduct no more than minimal risk research
- Biosafety/Biosecurity
- Export Controls
- Not at this time. I require the Responsible Conduct of Research (RCR) course.
- Animal Care and Use
- Information Privacy Security (IPS)
- Good Clinical Practice (GCP)
***After you’ve finalized your registration, go to page 6.
The following instructions are for those who have:
- Previously registered for CITI training but have not completed the “Social and Behavioral Research – Basic Course.”
- Previously taken the “Social and Behavioral Research – Basic Course,” but have not completed all 19 modules now required by SMU. Please see #6 (page 8) for the list of required SMU modules.
- Completed all 19 modules of the “Social and Behavioral Research – Basic Course” and need to add the “Social and Behavioral Research – Refresher Course.”

1. To add the “Social and Behavioral Research – Basic/Refresher Course” to your SMU Course list, click on “Add a Course or Update Learner Groups”.

2. On the next page, select “Social/Behavioral Investigators” and then click “Next”.
3. Once you’ve completed registration, click on the “Social and Behavioral Research – Basic/Refresher” course.

4. Below is the homepage for the “Social and Behavioral Research – Basic/Refresher – Basic Course” (The “Refresher Course” will look similar). Before you can complete any of the modules, you will have to complete the “Integrity Assurance Statement” by clicking on the link.

5. You will AGREE with the “Integrity Assurance Statement” below and click submit.
6. Return to the “Social and Behavioral Research – Basic/Refresher Course” homepage to begin the modules.

For the Basic Course:
Even though the course website says you must complete 1 of 35 elective modules to pass, **SMU requires that you complete 19 modules to pass**, which will be displayed on the homepage below. The list of required modules is:

- The IRB Administrator's Responsibilities (ID: 13813)
- Belmont Report and CITI Course Introduction (ID: 1127)
- Students in Research (ID: 1321)
- History and Ethical Principles - SBE (ID: 490)
- Defining Research with Human Subjects - SBE (ID: 491)
- The Federal Regulations - SBE (ID: 502)
- Assessing Risk - SBE (ID: 503)
- Informed Consent - SBE (ID: 504)
- Privacy and Confidentiality - SBE (ID: 505)
- The IRB Member Module - 'What Every New IRB Member Needs to Know' (ID: 816)
- Research with Prisoners - SBE (ID: 506)
- Research with Children - SBE (ID: 507)
- Research in Public Elementary and Secondary Schools - SBE (ID: 508)
- International Research - SBE (ID: 509)
- Internet-Based Research - SBE (ID: 510)
- Research and HIPAA Privacy Protections (ID: 14)
- Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)
- Hot Topics (ID: 487)
- Conflicts of Interest in Research Involving Human Subjects (ID: 488)
For the Refresher Course:
This should only be completed after you’ve completed the Basic Course and you need to renew your CITI certificate. **There are 9 required modules.**

7. **At the end of every module, there will be a quiz, which you must pass with a score of 80%.** After you have completed all modules, including quizzes/tests, you will receive a Certificate of Completion.

**Saving your Certificate of Completion**
- Save the certificate as a PDF (please do not save as screenshot)
- Email a copy of the PDF to your professor or the project director of the lab.
- Keep a copy for yourself for future reference

Instruction Updated: 10.05.15