

CITI registration at CPP

version January 2023

<https://about.citiprogram.org/en/homepage/>

About CITI

The Collaborative Institutional Training Initiative (CITI Program) at the University of Miami is a leading provider of research education content. Their web-based training materials serve millions of learners at academic institutions, government agencies, and commercial organizations in the U.S. and around the world.

CITI Program provides training content in areas such as: Animal Care and Use (ACU), Biosafety and Biosecurity (BSS), Export Control (EC), Good Clinical Practice (GCP), Human Subjects Research (HSR), Information Privacy and Security (IPS), and Responsible Conduct of Research (RCR) including the Conflicts of Interest (COI) course.

This presentation is intended to provide helpful information which will allow you to register for CITI training with ease as a member of the Cal Poly Pomona research communities and ethics communities. Upon completion, a transcript is sent to you and Cal Poly Pomona. You may need this transcript later for classes, research, grant applications, etc., so please make sure to save it.

CITI Homepage

Begin
Registration
here



Subscriptions ▾

Courses ▾

CE/CMEs

Resources

Support ▾



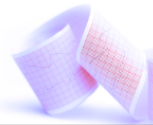
Register

Log In

Research Ethics and Compliance Training

Biomedical PI NEW

Review the important role of the biomedical investigator in a clinical investigation that complies with federal regulations and GCP standards.



View Course

Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov NEW

A video-enhanced practical guide to compliance with protocol registration and summary results reporting.



View Course

Transitioning Research to the Revised Common Rule: The What, How, and Why NEW

Learn about transitioning pre-existing research to the revised Common Rule, required documentation, and tips for IRB review.



View Webinar

Essentials of Grant Proposal Development NEW

Take the mystery out of grant writing with in-depth instruction that includes videos, exercises, resources, and examples.



View Course





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.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🌐

California State Polytechnic University, Pomona

California State Polytechnic University, Pomona 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 California State Polytechnic University, Pomona.

Create a CITI Program account

Agree to the
Terms of
Service

Affiliate
yourself with
Cal Poly
Pomona



English ▾

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[REGISTER](#)

CITI - Learner Registration - California State Polytechnic University, Pomona

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 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](#)

Provide your name
and CPP email
(billybronco@cpp.edu)

CITI - Learner Registration - California State Polytechnic University, Pomona

Steps: [1](#) [2](#) **[3](#)** [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](#)

Select a username
and password

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CITI - Learner Registration - California State Polytechnic University, Pomona

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.

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

Yes

No

[Finalize Registration](#)

Connect your ORCID
(if applicable)



English ▾

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CITI - Learner Registration - California State Polytechnic University, Pomona

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

* 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 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
- 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

* Can CITI Program contact you at a later date with marketing information?

- Yes
- No

Continue To Step 6

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

Need Help? [Support Center](#)

The questions in the next step are optional and how you respond is completely up to you

CITI - Learner Registration - California State Polytechnic University, Pomona

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by California State Polytechnic University, Pomona

* Indicates a required field.

Language Preference

* Institutional Email Address

Gender

* Highest Degree

Employee Number

Department

* What Is Your Role In Research?

Address Field 1

Address Field 2

The next asks for personal information to create your account

Please provide your Bronco ID number and Department/Major here

Department

* What Is Your Role In Research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Office Phone

Home Phone

[Continue To Step 7](#)

Question 1

IRB Human Subjects Research

Select the group appropriate to your research activities. You will be enrolled in the Basic Course for that group.

Choose one answer

- CPP - Introduction to Human Subjects 101: This is Cal Poly Pomona's general training course on human subjects protections with basic information about the IRB, regulations, informed consent, risk, and ethical principles.
 - CEIS Mandated Social Science Research: This learner group is for those students enrolled in the College of Education and Integrated Studies.
 - IRB Committee Members: Sign up for this learner group only if you are a member of the Cal Poly Pomona IRB.
 - Research with Minors: Sign up for this learner group of modules if your research project will involve children.
 - IRB Reference Resource: All CITI modules are available for ongoing use and reference when you join this Learner Group. However, if you are required to complete the CITI modules as an IRB member or as a prerequisite for conducting human subjects research, you must enroll in a Group listed above and complete the required course content to receive "credit" for the course. You may change your Learner Group status later to "IRB Reference Resource" for ongoing access and resource use of all CITI modules.
 - College of Business Administration
 - I work with Animals.
- Please go to question 2.
- Not at this time.

Question 2

IACUC - Institutional Animal Care and Lab Animal Welfare

Do you conduct, work with, or supervise studies that use laboratory animals?

If yes, please choose the appropriate group below according to your work.

Choose one answer

- For the Principal Investigator
- For the Protocol Personnel (Faculty, Staff, Students)
- For the Unaffiliated IACUC Member
- For the IACUC member
- For a Bldg. 92 worker, student, or intern
- When working with Rats and Mice
- When Working Only with Rabbits
- When working with Cattle
- When Working with Horses
- When Working with Swine
- When working with Sheep and Goats
- When Working with Hamsters
- When Working with Guinea Pigs
- When working with Reptiles, Amphibians and Fish
- When Working with Dogs and Cats
- Not at this time.

Question 3

Responsible Conduct of Research

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

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.

Question 4

Conflict of Interest mini-course

Would you like to take the Conflict of Interest mini-course?

Choose one answer

- Yes
- No

* Question 5

Biosafety/Biosecurity Course

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

Choose all that apply

- 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
- Biosafety Complete Training
- Not at this time.

Question 6

Export Controls

If you would you like to register for the Export Controls course, please select the appropriate option below.

Choose one answer

- Export Controls Course
- Not at this time.

Complete Registration

The last step will list courses to choose from to CPP's research community.

If you are unsure of what courses you need to take, contact the Research Compliance Office (orc@cpp.edu)



English ▾

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CITI - Learner Registration

Welcome to the CITI Program. Your registration with California State Polytechnic University, Pomona is complete.

[Finalize Registration](#)

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

Need Help? [Support Center](#)

Finalize your
registration and you're
ready to go!

Welcome,
[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

0
Courses Completed

1
Day of Membership

✔ 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](#).

California State Polytechnic University, Pomona

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

[Register as an Independent Learner](#)

This is your homepage,
click View Courses to
begin working on
selected training

California State Polytechnic University, Pomona

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin

[Learner Tools](#)

California State Polytechnic University, Pomona
CPP - Introduction to Human Subjects 101
Stage 1 - Basic Course

0 / 12 modules completed

[Start Now](#)

California State Polytechnic University, Pomona
For the Principal Investigator
Stage 1 - Basic Course

0 / 8 modules completed

[Start Now](#)

California State Polytechnic University, Pomona
Introduction to Biosafety
Stage 1


0 / 5 modules completed

[Start Now](#)


Click Start Now and
begin training!

Completed Courses

[Learner Tools](#)

California State Polytechnic University, Pomona
CPP - Introduction to Human Subjects 101
Stage 1 - Basic Course
[Post-Course Survey](#) 
Passed 16-Jan-2019

[Review Course](#) [View - Print - Share Record](#)

California State Polytechnic University, Pomona
CPP introduction to animal care "101" for investigators (PIs, faculty, students)
Stage 1 - Basic Course
[Post-Course Survey](#) 
Passed 11-Jan-2019

[Review Course](#) [View - Print - Share Record](#)

To retrieve the **Completion Report**, click View-Print-Share Record

Happy Training!

Questions?

Institutional Review Board, Institutional Animal Care and Use Committee, Export Control, Responsible Conduct of Research Training, Conflict of Interest contact Office of Research Compliance 909-869-3713 or 909-869-4215