

CITI registration at CPP

In summer of 2014, the website was updated.



The screenshot shows the top section of the CITI Program website. On the left is the CITI PROGRAM logo, which includes a globe icon. To its right is the text "Collaborative Institutional Training Initiative at the University of Miami". Further right is a search bar labeled "Search Knowledge Base" with a magnifying glass icon. Below these elements is a horizontal navigation menu with links for "Home", "About Us", "Courses", "Become a Subscriber", "CE Credits", "News and Events", and "Contact Us".



The main content area features a large blue-tinted photograph of a person in a lab coat working on a large, complex piece of scientific equipment. To the right of the image is a login and registration sidebar. It contains a "Username" field, a "Password" field, and a "Log In" button. Below the password field is a link for "Forgot Username or Password?". Further down is a section for "Log in through my institution" with a "Log in via SSO" button. At the bottom of the sidebar is a "Create an account" section with a "Register" button and a note: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner." Below the photograph, a text box states: "Over 6.4 million CITI Program courses have been completed since 2000".

CITI Program Announcements

- Visit CITI Program's Online Bookstore (September 2014)
- Responsible Conduct of Research (RCR) Updates (September 2014)
- New IRB Administration Course (September 2014)
- Launch of New Continuing Nursing Contact Hours (September 2014)
- New Human Subjects Research (HSR) Modules (August 2014)
- More...

Help & Support

- How do I register?
- Merge duplicate accounts
- I forgot my Username or Password
- More...

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 was established in 2000 to provide 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 send 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.

Link to CITI Training Website: <https://www.citiprogram.org/>

Registering yourself at CITI

A tutorial

The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". Below the navigation bar, there is a horizontal menu with links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The main content area features a large image of a person in a white lab coat working on a large, complex piece of scientific equipment. To the right of the image is a login and registration section. It includes a "Username" field, a "Password" field with a "Log In" button, and a link for "Forgot Username or Password?". Below this is a section for "Log in through my institution" with a "Log in via SSO" button. At the bottom of this section is a "Create an account" section with a "Register" button. A note below the "Register" button states: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner." Below the main content area, there are two columns of text. The left column is titled "CITI Program Announcements" and lists several updates from September 2014 and August 2014. The right column is titled "Help & Support" and lists links for "How do I register?", "Merge duplicate accounts", "I forgot my Username or Password", and "More...".

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home About Us Courses Become a Subscriber CE Credits News and Events Contact Us

Over 6.4 million CITI Program courses have been completed since 2000

Username

Password
.....

[Forgot Username or Password?](#)

Log in through my institution

Create an account

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

CITI Program Announcements

- Visit CITI Program's Online Bookstore (September 2014)
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- More...

Help & Support

- How do I register?
- Merge duplicate accounts
- I forgot my Username or Password
- More...

After you have been registered, log in here

If it is your first time on the website, click here to register

1st - Select the institution

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration

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

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

California State Polytechnic University, Pomona 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

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.


Continue as Independent Learner (Fees Apply)

Notice step 1 here

Go on to step 2

Type in Cal Poly Pomona here and select the full institution name from the drop down menu

2nd - Enter your Cal Poly Pomona name and Bronco email address



Collaborative Institutional Training Initiative
at the University of Miami

[Home](#) | [About Us](#) | [Courses](#) | [Become a Subscriber](#) | [CE Credits](#) | [News and Events](#) | [Contact Us](#)

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
<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](#)

Email address: best to use your Cal Poly address (that ends in cpp.edu)

3rd – Create user name, password, and security question

Username: your choice
(can be the same as your
Cal Poly one if you want)

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration - California State Polytechnic University, Pomona

Steps: 1 2 3 4 5 6 7

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

Follow the instructions for entering a password here

In case you forget your Username, enter a question that only you will recognize

Continue to Step 4

4th - Demographic questions

USA - English Text Size: A A Log In | Register | Help



CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

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CITI - Learner Registration - California State Polytechnic University, Pomona

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

Gender, Ethnicity and Race


Why does CITI Program ask about your gender, race and ethnicity? 
Why does CITI Program use these categories? 

* 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 
- Black or African American 
- Asian 
- Native Hawaiian or Other Pacific Islander 
- White 
- Prefer not to answer

[Continue to Step 5](#)

While CITI collects this information, Cal Poly Pomona does not access or use it.

5th - Continuing Education credits for CITI Courses



Collaborative Institutional Training Initiative
at the University of Miami

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

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 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](#)

This is CE for other purposes, not the Cal Poly Pomona protocol review and approval process

6th- Enter your data to register

Cal Poly Pomona requires only the * fields

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

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

Address Field 3

City

State

Zip/Postal Code

Country

Office Phone

Home Phone

[Continue to Step 7](#)

Under "Employee number" please include your Bronco ID so we can connect you to this number in the future

Type in the college and/or department at Cal Poly Pomona where you work or study.

Examples: Psychology, Student Affairs, Kinesiology, CEIS, Business/ HRM

Select "principal investigator" or "student" or "student researcher" or whatever is appropriate to your situation

7th – Enter Selecting a Curriculum (a)

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration - California State Polytechnic University, Pomona

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

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.

CITI Curriculum Selection

You may enroll in multiple courses. You can take the courses sequentially or together. You should use multiple login sessions. The available courses in the CITI program are:

- The Human Subjects Courses**
 - Good Clinical Practice (GCP)
 - Health Information Privacy and Security (HIPS)
- The Lab Animal Welfare Courses**
- Responsible Conduct of Research (RCR)

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.

When the page is first loaded, it may seem as if the page has ended.

Do not be fooled!

scroll down

for more options (which are the next slides).

Notice that you can change your choice of courses at a later time

Select Curriculum for IRB studies (step 7 continued)

CITI Course Enrollment Questions

[Click here](#) to review the California State Polytechnic University, Pomona instructions page.

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.

Most will select this introductory group "101", a sub-section of all the modules

This "CEIS" and also "Business" are examples of CPP faculty using the CITI for training in their classes). Other groups can be set up; contact the IRB administrator)

If you work with animals select this last option, then proceed to question 2

Select for ACUC (animal) studies

(step 7 continued)

Question 2

ACUC - Animal Care and LabAnimal 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

- CPP introduction to animal care "101" for investigators (PIs, faculty, students)
 - For the ACUC (IACUC) member
 - For a protocol involving surgery
 - For a Bldg. 92 worker, student, or intern
 - When working with non-traditional species
 - Classroom and teaching activities with animals
 - When working only with Rabbits
 - When working with Large Animals
 - All LabAnimal Courses
 - I do not work with animals.
- Please go to question 1.
- Post-Approval Monitoring (PAM)
 - Not at this time.

Choose one of these for now.

Multiple selections are not offered, but you can come back later and select other courses.

Select other training

(step 7 continued)

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.

Responsible Conduct of Research (RCR) training modules are suitable for non-human and non-animal studies. It is required for some NSF and NIH grantees. Choose the most appropriate discipline for your purpose.

Question 4

Conflict of Interest mini-course

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

Choose one answer

- Yes
- No

COI or Conflict of Interest may also be required for NSF and NIH grantees. It definitely fits into the discipline of ethical training.

* Question 5

Biosafety/Biosecurity Course

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

Choose one answer

- 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.

The Institutional Biosafety Committee (IBC) will require this training of persons working with select agents and other biohazards. The CDC and USDA may be involved.

[Complete Registration](#)

Don't forget to press this button

(step 7 continued)

Complete Registration

* Question 5

Biosafety/Biosecurity Course

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

Choose one answer

- 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.

Complete Registration

It's here at the very bottom of this loooooong page on the CITI site.

Other helpful hints

Obtain documentation of your training.

The screenshot shows the CITI PROGRAM website header with the logo and text "Collaborative Institutional Training Initiative at the University of Michigan". A search bar labeled "Search Knowledge Base" is on the right. Below the header is a navigation menu with links: "Main Menu", "My Profiles", "CE Credit Status", "My Reports", and "Support".

Under "Main Menu", there is a dropdown for "California State Polytechnic University, Pomona Courses". This dropdown contains a table with columns: "Course", "Status", "Completion Report", and "Survey". The first row shows "For the ACUC (IACUC) member" with "Not Started" under Status and "Not Earned" under Completion Report.

Below the table is a section titled "My Learner Tools for California State Polytechnic University, Pomona" with a list of tools:

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

At the bottom of the dropdown are two links:

- Click here to affiliate with another institution
- Affiliate as an Independent Learner

Perhaps you are a student at UCLA and are using Cal Poly subjects, and need to inform the IRB at UCLA of your CITI training? Then go here to be affiliated there, too.

In case you first were part of one "learner group" and later you need to change to another, this is where you go to enroll into different training.


Last- Go get CITI trained! 😊

After completing registration, the program starts with a screen like this.

This learner has not yet started the ACUC member training group of modules.

Notes:

- There are modules that need to be done.
- There are scores (remember that you can keep retaking quizzes until you get a passing score on them)
- The Integrity Assurance Statement needs to be done when doing new groups (see next slide for details).
- Training is valid for five years for IRB (Institutional Review Board) and three years for ACUC (Animal Care and Use Committee). For the IBC (Institutional Biosafety Committee), training is valid for 1 year and for COI (Conflict of Interest), training expires every 4 years.
- New modules are added to the groups of courses either by CITI or the Cal Poly Pomona IRB and ACUC.



Collaborative Institutional Training Initiative
at the University of Miami

[Main Menu](#) | [My Profiles](#) | [CE Credit Status](#) | [My Reports](#) | [Support](#)

Main Menu > Course For the ACUC (IACUC) member

For the ACUC (IACUC) member - Basic Course

To pass this course you must:

- Complete all 12 required modules
- Complete all 24 elective modules
- Achieve an average score of 80% on all quizzes for the above

You have unfinished modules remaining

Complete The Integrity Assurance Statement before beginning the course

Your Current Score

0%

Required Modules

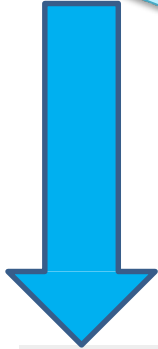
	Date Completed	Score
Introduction to Working with Mice in Research Settings (ID: 1933)	Incomplete	0/0 (0%)
Research Mandates and Occupational Health Issues (ID: 1934)	Incomplete	0/0 (0%)
Alternatives Searches, Humane Standards, Housing, and Acclimation and Quarantine (ID: 1936)	Incomplete	0/0 (0%)
Detecting Pain and Distress, Genetics, and Biological Features (ID: 1940)	Incomplete	0/0 (0%)
Injections, Blood Collection, and Antibody Production (ID: 1943)	Incomplete	0/0 (0%)
Surgery, Supportive Care and Monitoring, Euthanasia, and References (ID: 1946)	Incomplete	0/0 (0%)
Introduction to Working with Rabbits in Research Settings (ID: 1968)	Incomplete	0/0 (0%)
Research Mandates and Occupational Health Issues (ID: 1969)	Incomplete	0/0 (0%)
Alternatives Searches, Humane Standards, Housing, and Acclimation and Quarantine (ID: 1971)	Incomplete	0/0 (0%)
Detecting Pain and Distress, Genetics, and Biological Features (ID: 1975)	Incomplete	0/0 (0%)
Injections, Blood Collection, Antibody Production, and Pain Relief (ID: 1977)	Incomplete	0/0 (0%)
Surgery, Supportive Care and Monitoring, Euthanasia, and References (ID: 1980)	Incomplete	0/0 (0%)

Elective Modules

	Date Completed	Score
--	----------------	-------

Integrity Assurance Statement

Click on this to complete the Integrity Assurance Statement. This needs to be done before beginning your course and when you come back for renewal or to take other modules.



Complete The Integrity Assurance Statement before beginning the course

The screenshot shows the Citi Program website header with the logo and navigation links. Below the header, there is a search bar and a breadcrumb trail. The main content area displays course requirements and a current score of 0%.

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu > Course For the ACUC (IACUC) member

For the ACUC (IACUC) member - Basic Course

To pass this course you must:

- Complete all 12 required modules
- Complete all 24 elective modules
- Achieve an average score of 80% on all quizzes for the above

You have unfinished modules remaining

Your Current Score
0%

Complete The Integrity Assurance Statement before beginning the course

Integrity Assurance Statement

This is what you will actually see when you click on “Complete the Integrity Assurance Statement”.

- Complete and click submit.

CITI PROGRAM | Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu > Assurance Statement

Assurance Statement

CITI Program Conditions of Use 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 [Conditions of Use](#) for accessing CITI Program materials.
- I DO NOT AGREE, and wish to be contacted about one or more of the Conditions of Use.

Submit

Integrity Assurance Statement

After submitting the Integrity Assurance Statement, you can now complete your course modules. Congratulations!

The screenshot shows the CITI PROGRAM website header with the University of Miami logo and a search bar. Below the header is a navigation menu with links for Home, My Profiles, CE Credit Status, My Reports, and Support. The main content area is titled "Course For the ACUC (IACUC) member" and "the ACUC (IACUC) member - Basic Course". It lists requirements for passing the course: completing 12 required and 24 elective modules, and achieving an 80% average score on quizzes. A "Your Current Score" of 0% is displayed in large red text. A message at the bottom states "You have unfinished modules remaining".

Required Modules		
	Date Completed	Score
Introduction to Working with Mice in Research Settings (ID: 1933)	Incomplete	0/0 (0%)
Research Mandates and Occupational Health Issues (ID: 1934)	Incomplete	0/0 (0%)
Alternatives Searches, Humane Standards, Housing, and Acclimation and Quarantine (ID: 1936)	Incomplete	0/0 (0%)
Detecting Pain and Distress, Genetics, and Biological Features (ID: 1940)	Incomplete	0/0 (0%)
Injections, Blood Collection, and Antibody Production (ID: 1943)	Incomplete	0/0 (0%)
Surgery, Supportive Care and Monitoring, Euthanasia, and References (ID: 1946)	Incomplete	0/0 (0%)
Introduction to Working with Rabbits in Research Settings (ID: 1968)	Incomplete	0/0 (0%)
Research Mandates and Occupational Health Issues (ID: 1969)	Incomplete	0/0 (0%)
Alternatives Searches, Humane Standards, Housing, and Acclimation and Quarantine (ID: 1971)	Incomplete	0/0 (0%)
Detecting Pain and Distress, Genetics, and Biological Features (ID: 1975)	Incomplete	0/0 (0%)
Injections, Blood Collection, Antibody Production, and Pain Relief (ID: 1977)	Incomplete	0/0 (0%)
Surgery, Supportive Care and Monitoring, Euthanasia, and References (ID: 1980)	Incomplete	0/0 (0%)

Important to remember:

After your training has expired (3 years after completion for ACUC, 5 years for IRB) you will receive an email from CITI program stating that you need to renew your training. You will receive an email notice from CITI 180 days, then 90 days, then 30 days prior to the expiration date for your course. To renew your training, simply log back in using the same CITI Program username and password you had created initially.



The purpose of the CITI Program Support Center is to provide support, resources, hints, tips and answers to frequently asked questions regarding the CITI Program.

We welcome contributions and feedback from learners and CITI institutional administrators. Please share comments, questions, and feedback with the CITI Support team regarding the Support Center.

Support Center

Enter a search term here.

Home > CITI Administrators > Sample Expired Coursework Reminder Email

Sample Expired Coursework Reminder Email

Last Updated: Mar 28, 2014 03:58PM EDT

CITI Learner,

This is an automatically generated email reminder from the Collaborative Institutional Training Initiative website. (Please do not reply to this email.)

Your current CITI Program training expired on 01/21/13. Now, your organization has additional course requirements for you to complete. To re-enter the website (www.citiprogram.org), you will need your username (Username) and password (click here <https://www.citiprogram.org/forgotlogin.asp>) to receive your account password by email).

1. Name on Completion Report: CITI Learner
2. Affiliated Institution: CITI Program
3. Grade Book and Group Curriculum: Human Research CITI
4. Expiration date: 01/13/13
5. Completion Report Number: 12345678911

For more information regarding this email reminder, click here (<http://citiprogram.assistly.com/customer/portal/articles/335711-i-received-an-email-to-take-a-refresher-course-but-i-m-not-sure-what-this-is-for>) to access our knowledge base site.

CITI Program
University of Miami – Miller School of Medicine
www.citiprogram.org (<https://www.citiprogram.org/default.asp>)

Contact Us

 Email Us
citisupport@med.miami.edu

 Live Chat Online
Click to Start Chat Session

 Call Us
1-305-243-7970

Hours of Operation

Monday through Friday

Phone and Email Support:
8:30am - 7:30pm Eastern

Live Chat Support:
8:30am - 5:30pm Eastern

This is a sample email that you would receive from CITI Program once your training has expired.

What happens after you log back in to renew?

You will see a screen similar to this and you can click on “California State Polytechnic University, Pomona” to see the courses you need to renew. You can click on the link under “Status” in order to be redirected to that course’s renewal training.

The screenshot displays the CITI PROGRAM interface. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is located in the top right corner. Below the header is a navigation menu with links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", "Support", and "Admin".

Under the "Main Menu" section, there is a dropdown menu for "California State Polytechnic University, Pomona Courses". This dropdown contains a table with the following data:

Course	Status	Completion Report	Survey
For the ACUC (IACUC) member	Incomplete	Not Earned	
IRB Committee Members	Incomplete	Not Earned	

Below the table, there is a section titled "My Learner Tools for California State Polytechnic University, Pomona" which contains a list of links:

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

Once you click on the course you want to renew, you will see a screen similar to this, showing the modules you need to complete for that course. But before you can start, you need to complete the Integrity Assurance Statement.

Click here before you start the renewal process.

The screenshot shows the CITI PROGRAM interface. At the top, there is a navigation bar with the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search box labeled "Search Knowledge Base". Below the navigation bar are links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", "Support", and "Admin". A breadcrumb trail reads "Main Menu > Course For the ACUC (IACUC) member". The main content area is titled "For the ACUC (IACUC) member - Basic Course". It lists requirements: "To pass this course you must:" followed by three bullet points: "Complete all 12 required modules", "Complete all 24 elective modules", and "Achieve an average score of at least 80% on all quizzes for the above". To the right, it displays "Your Current Score" as "100%". Below the requirements, it states "You have unfinished modules remaining" and provides a link: "Complete The Integrity Assurance Statement before beginning the course".

Required Modules		
	Date Completed	Score
Introduction to Working with Mice in Research Settings (ID: 1933)	11/01/12	No Quiz
Research Mandates and Occupational Health Issues (ID: 1934)	Incomplete	0/0 (0%)
Alternatives Searches, Humane Standards, Housing, and Acclimation and Quarantine (ID: 1936)	Incomplete	0/0 (0%)
Detecting Pain and Distress, Genetics, and Biological Features (ID: 1940)	Incomplete	0/0 (0%)
Injections, Blood Collection, and Antibody Production (ID: 1943)	Incomplete	0/0 (0%)
Surgery, Supportive Care and Monitoring, Euthanasia, and References (ID: 1946)	Incomplete	0/0 (0%)



Assurance Statement

CITI Program Conditions of Use 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 Conditions of Use for accessing CITI Program materials.
- I DO NOT AGREE, and wish to be contacted about one or more of the Conditions of Use.

Submit

This is what you will actually see when you click on "Complete the Integrity Assurance Statement".

- Complete and click submit.

- Next you will be able to start your modules and renew your training.

When you log back in to renew:

You can log back in and choose a different course to complete, as well as renewing your expired modules (as explained in a previous slide above).

You can click on "Add a course or update learner groups" if your training needs to change or if you want to add a course you do not see under your current course history. Courses are added one by one.

The screenshot displays the CITI PROGRAM interface. At the top, there is a navigation bar with the logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is located on the right. Below the navigation bar, there are links for "Main Menu", "My Profiles", "My CEUs", "My Reports", "Support", and "Admin".

The "Main Menu" section is expanded, showing a dropdown for "California State Polytechnic University, Pomona Courses". This dropdown contains a table with the following data:

Course	Status	Completion Report	Survey
For the ACUC (IACUC) member	Incomplete	Not Earned	
IRB Committee Members	Incomplete	Not Earned	

Below the table, there is a section titled "My Learner Tools for California State Polytechnic University, Pomona" which includes the following options:

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

At the bottom of the interface, there are three additional options:

- DEMO Courses
- Click here to affiliate with another institution
- Affiliate as an Independent Learner

After you click on “Add a course or update learner groups”, you will see this screen and can then scroll down and choose which fields/modules interest you.



Collaborative Institutional Training Initiative
at the University of Miami

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#) | [Admin](#)

[Main Menu](#) > [Add Course/Update Learner Groups](#)

Select Curriculum - California State Polytechnic University, Pomona

* 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

After module completion

Obtaining, Sending or Printing your CITI training report:

- The CITI Program does not offer certificates. Upon course completion you are issued a completion report, which will be e-mailed to your institution and is available to print directly from your account. Follow this [link](#) to view instructions on where to find your CITI report and printing

Link from above: http://citiprogram.desk.com/customer/portal/articles/288752-when-will-the-citi-program-mail-fax-or-e-mail-my-official-certificate-?b_id=2337

In order to print your reports, go to your main menu, click "Print Report" under Completion Report. The completion report opens as a PDF, so you will need Adobe Reader or similar PDF-viewing application to save or print.

When will the CITI Program mail, fax, or e-mail my official certificate?

Last Updated: Jun 25, 2014 10:35AM EDT

The CITI Program does not offer certificates. Upon course completion you are issued a completion report, which will be e-mailed to your institution and is available to print directly from your account.

The completion report serves as the official document issued by the CITI Program upon completion of a course.

To print or save your Completion Reports, you may do the following:

From the Main Menu, in your Course list, click the "Print Report" link under Completion Report.

The screenshot shows the CITI Program user interface. At the top, there is a search bar and navigation links. Below that, there is a table of courses. The table has columns for Course, Status, Completion Report, and Survey. The 'Print Report' link is circled in red in the 'Completion Report' column for the 'Aseptic surgery' course.

Course	Status	Completion Report	Survey
Antibody Production in Animals	Not Earned	Not Earned	
Aseptic surgery	Passed 03/24/2014	Print Report	Take Survey

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[More Info](#)

Congratulations!! You have now viewed the CITI registration power point and are informed about the CITI website and training.

You can now print or save your training records in order to provide evidence of course completion.

Good luck in your career and thank you for being part of an ethical process.

