CITI registration at CPP
In summer of 2014, the website was updated.
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

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

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

Notice step 1 here

Go on to step 2
2nd - Enter your Cal Poly Pomona name and Bronco email address

Email address: best to use your Cal Poly address (that ends in csupomona.edu)
3rd – Create user name, password, and security question

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

Follow the instructions for entering a password here

In case you forget your Username, enter a question that only you will recognize
4th - Demographic questions

While CITI collects this information, Cal Poly Pomona does not access or use it.
5th - Continuing Education credits for CITI Courses

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*

**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.**
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)

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)

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.

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.

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

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.
Don’t forget to press this button
(step 7 continued)

Complete Registration

It’s here at the very bottom of this looooong page on the CITI site.
Other helpful hints

Obtain documentation of your training.

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.
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.
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
Integrity Assurance Statement

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

- Complete and click submit.
After submitting the Integrity Assurance Statement, you can now complete your course modules. Congratulations!

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

<table>
<thead>
<tr>
<th>Required Modules</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Working with Mice in Research Settings (ID: 1933)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Research Mandates and Occupational Health Issues (ID: 1934)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Alternatives Search, Humane Standards, Housing, and Acclimation and Quarantine (ID: 1936)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Detecting Pain and Distress, Genetics, and Biological Features (ID: 1940)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Injections, Blood Collection, and Antibody Production (ID: 1943)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Surgery, Supportive Care and Monitoring, Euthanasia, and References (ID: 1946)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
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<tr>
<td>Introduction to Working with Rabbits in Research Settings (ID: 1958)</td>
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<td>0/0 (0%)</td>
</tr>
<tr>
<td>Research Mandates and Occupational Health Issues (ID: 1960)</td>
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</tr>
<tr>
<td>Alternatives Search, Humane Standards, Housing, and Acclimation and Quarantine (ID: 1971)</td>
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<tr>
<td>Detecting Pain and Distress, Genetics, and Biological Features (ID: 1975)</td>
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<tr>
<td>Injections, Blood Collection, Antibody Production, and Pain Relief (ID: 1977)</td>
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<td>0/0 (0%)</td>
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<tr>
<td>Surgery, Supportive Care and Monitoring, Euthanasia, and References (ID: 1980)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
</tbody>
</table>
*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.

![Sample email from CITI Program](image-url)
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.
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.
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.
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.
*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](http://citiprogram.desk.com/customer/portal/articles/288752-when-will-the-citi-program-mail-fax-or-e-mail-my-official-certificate?b_id=2337) 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](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.
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.