CITI Training Instructions

CITI training is required for all human subject researchers, all animal researchers, and all individuals funded by the National Science Foundation. There may be others who are also required to complete CITI training.

To register for an account, please go to www.citiprogram.org and follow the instructions below:
Create your Username and Password

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A123456CD" is the same as "a123456cd". 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; "A123456CD" is not the same as "a123456cd".

* 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

Enter a unique user name and password. Your password should be different from your email password.

Choose a security question and answer just in case you forget your password and have to contact CITI to retrieve it.
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
You do not need Continuing Education Unit credits for research compliance related CITI training.

* 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 professionals 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" box, and, when applicable, types of credits you wish to earn at bottom of page. Please read text entered for each option carefully.

☐ 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.

If you picked "YES", please check below the one type of credit you would like to earn

☐ MDs, DOs, PA, - AMA PRA Category 1 Credits TM
☐ Psychologists - APA Credits
☐ Nurses - AMCC 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

Participating in CITI surveys is not required for research compliance related training. Click "Continue to Step 6" when done with this page.
Please provide the following information requested by Eastern Michigan University

- Indicates a required field.

**Language Preference**
- 

**Institutional email address**
- 

**Gender**
- 

**Highest degree**
- 

**Employee Number**
- 

**Department**
- 

**Role in research**
- 

**Address Field 1**
- 

**Address Field 2**
- 

**Address Field 3**
- 

**City**
- 

**State**
- 

**Zip/Postal Code**
- 

**Country**
- 

**Phone**
- 

Please complete the required (starred) portions of this page. Click "Continue to Page 7" when done.
<table>
<thead>
<tr>
<th>Question 1</th>
<th>Animal Researchers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choices all that apply</td>
<td></td>
</tr>
<tr>
<td>□ Anesthetizing surgery</td>
<td></td>
</tr>
<tr>
<td>□ Reducing Pain and distress in Laboratory Mice and Rats</td>
<td></td>
</tr>
<tr>
<td>□ Working with Animals in Research Settings</td>
<td></td>
</tr>
<tr>
<td>□ Working with Rats in Research Settings</td>
<td></td>
</tr>
<tr>
<td>□ Working with Mice in Research</td>
<td></td>
</tr>
<tr>
<td>□ Working with Rabbits in Research Settings</td>
<td></td>
</tr>
<tr>
<td>□ Working with the IACUC</td>
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</tbody>
</table>

*If you are conducting research with animals, “Working with the IACUC” is required. Other listed courses are optional unless they directly pertain to your research.*

<table>
<thead>
<tr>
<th>Question 2</th>
<th>Human Subject Researchers</th>
</tr>
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<tbody>
<tr>
<td>Choices all that apply</td>
<td></td>
</tr>
<tr>
<td>□ Biomedical Researchers</td>
<td></td>
</tr>
<tr>
<td>□ CITI Good Clinical Practice Course</td>
<td></td>
</tr>
<tr>
<td>□ Health Information Privacy and Security (HIPPS) Course - Information for Investigators</td>
<td></td>
</tr>
<tr>
<td>□ Health Information Privacy and Security (HIPPS) Course - Information for Students or Instructors</td>
<td></td>
</tr>
<tr>
<td>□ Human Subjects Responsible Conduct of Research</td>
<td></td>
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<tr>
<td>□ Investigating animals using more than minimal risk research</td>
<td></td>
</tr>
<tr>
<td>□ Investigators, Students, and Faculty Mentors (PRINCH)</td>
<td></td>
</tr>
<tr>
<td>□ Physicians/Surgeons Responsible Conduct of Research</td>
<td></td>
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<tr>
<td>□ Social &amp; Behavioral Sciences: Responsible Conduct of Research</td>
<td></td>
</tr>
<tr>
<td>□ Students and Post Docs Supported on NSF Social and Behavioral Science REU</td>
<td></td>
</tr>
<tr>
<td>□ Students and Post Docs Supported on NSF Physical Science Research REU</td>
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</tbody>
</table>

*If you are conducting human subject research, complete the “Investigators, Students, and Faculty Mentors” course. You must complete all modules marked “required.” The modules marked “optional” are optional unless they’re directly relevant to your research.*

<table>
<thead>
<tr>
<th>Question 3</th>
<th>IRB Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choices all that apply</td>
<td></td>
</tr>
<tr>
<td>□ IRB Members - Basic/Refresher</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 4</th>
<th>IACUC Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choices all that apply</td>
<td></td>
</tr>
<tr>
<td>□ Investigator for IACUC Members</td>
<td></td>
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<tr>
<td>□ IACUC Community Member</td>
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</table>

<table>
<thead>
<tr>
<th>Question 5</th>
<th>Institutional Official</th>
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<tbody>
<tr>
<td>Choices all that apply</td>
<td></td>
</tr>
<tr>
<td>□ Institutional Official: Animal Care and Use</td>
<td></td>
</tr>
<tr>
<td>□ Institutional Official: Human Subject Research</td>
<td></td>
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<tr>
<td>□ Not at this time.</td>
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</tbody>
</table>
Training should take a total of around 2 hours to complete. CITI saves your progress, so you do not have to complete the course in one sitting. You can begin a course, log out, log back in again, and resume where you left off at another time.

CITI modules must be completed in order. Completing one module will automatically unlock the next module in the sequence.

Please contact Sonia Chawla, the Research Compliance Officer, at schawlaw@emich.edu or 734-487-3090 with any questions.