

NAU CITI

Basic Human Subjects Training

*Guidance for establishing your account and
selecting the Basic HSR curriculum*

Go to the CITI website

Website: <https://www.citiprogram.org/>

The screenshot shows the CITI Program website homepage. At the top, there is a browser address bar with the URL <https://about.citiprogram.org/en/homepage/>. The website header includes the CITI PROGRAM logo on the left, a navigation menu with 'Subscriptions', 'Courses', 'Resources', and 'Support', a search icon, and two buttons: 'Register' and 'Log In'. The phone number '+1 888.529.5929' and the language 'English' are also visible. The main content area is titled 'Research Ethics and Compliance Training' and features four course cards, each with a 'NEW' badge and a 'View Course' button. The cards are: 1. 'Bioethics' with a molecular structure image; 2. 'Revised Common Rule' with a stack of books image; 3. 'Research Study Design' with a puzzle image; 4. 'CRC Foundations & CRC Advanced' with a clipboard image. Navigation arrows are present on the left and right sides of the course cards.

CITI PROGRAM


Subscriptions ▾ Courses ▾ Resources Support ▾ 🔍 Register Log In

+1 888.529.5929 English ▾

Research Ethics and Compliance Training

Bioethics NEW


Gain a contemporary understanding about major bioethics concepts, principles, and issues.



View Course

Revised Common Rule NEW


Review the Final Rule updates to the Common Rule with this comprehensive course.



View Course

Research Study Design NEW


Discover how to improve study design, collect and analyze data, and promote reproducible research.



View Course

CRC Foundations & CRC Advanced

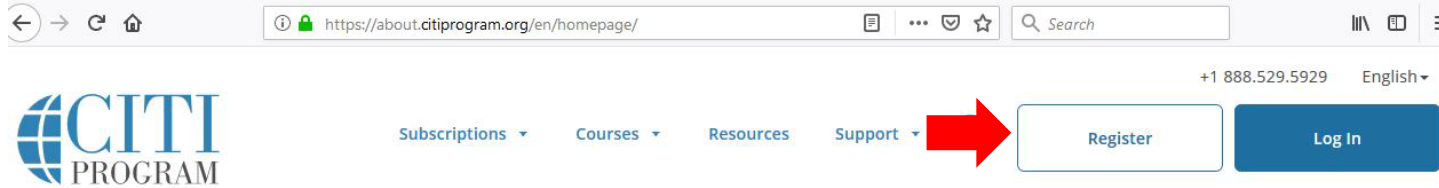
Expand your knowledge base through foundational and advanced training.



View Courses

Register

Click “**Register**” to begin the sign-up process



Research Ethics and Compliance Training

Four course cards are displayed in a row, each with a "NEW" badge in the top right corner. The first card is "Bioethics" with a molecular structure image and a "View Course" button. The second is "Revised Common Rule" with a stack of books image and a "View Course" button. The third is "Research Study Design" with a puzzle image and a "View Course" button. The fourth is "CRC Foundations & CRC Advanced" with a person writing on a clipboard image and a "View Courses" button. Navigation arrows are on the left and right sides of the cards.

Affiliate with NAU


Search: “**Northern Arizona University**” in the text box.
Proceed to Step 2 after agreeing to the Terms of Service.


CITI - Learner Registration

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

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. 

 Northern Arizona University

Northern Arizona University 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.

_____ or _____

Independent Learner Registration

Use this option if you are paying for your courses. 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.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

Personal Information

Complete fields as directed and proceed to step 3.

CITI - Learner Registration - Northern Arizona University

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

Username Creation

Select a username and password according to the guidelines.

Select a security question and proceed to step 4.

CITI - Learner Registration - Northern Arizona University

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




Demographic Questions

Complete these optional questions if you choose, and proceed to step 5.

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 

Optional CEU Credit

CITI - Learner Registration - Northern Arizona University

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 are not seeking Continuing Education Unit (CEU) credits for CITI course completion, answer **No** to these questions and continue to step 6.

(Note: It is rare to seek CEU credit for these courses, and you are responsible for any CEU related costs that are not covered by NAU.)

Add NAU-requested information

CITI - Learner Registration - Northern Arizona University

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

Please provide the following information requested by Northern Arizona University

* indicates a required field.

Language Preference

* Institutional email address

* Gender

* Highest degree

Student ID or Employee Number

Department

* Role in Research

Address Field 1

Address Field 2

Address Field 3

Complete all fields, including your language preference, NAU email, gender, highest degree obtained, and so on.

For the Role in Research field, you are most likely a “***principal investigator***,” “***coinvestigator***,” or “***student researcher***.”

(Only NAU IRB board members should select “***IRB Member***.”)

For the Which course do you plan to take? field, select the “***Basic Human Subjects***” course appropriate to your area of study.

Learner Registration

Check “**Yes, In conduct research with live human beings, human samples, or data derived from human beings,**” even if you are not conducting the research yourself. Select **Next**.

Select Curriculum - Northern Arizona University (ID: 1192)

* Indicates a required field.

* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?
Choose all that apply

- Yes, I conduct research with live human beings, human samples or with data derived from human beings.
- Yes, I conduct research or teaching activities that utilizes live, animal subjects or tissues derived from live animal subjects.
- Yes, I need/want to take the course on Responsible Conduct of Research (RCR).
- Yes, I need/want to take the course on Financial Conflicts of Interest.
- Yes, I need/want to take the course on Good Clinical Practice. Required for applicable clinical trials
- Yes, I need/want to take the course on Information Privacy and Security in research

Next Start Over



Have you previously completed the course?

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Protection of Human Research Subjects.

Choose one answer

- NO, I have NOT completed the Basic Course in the Protection of Human Research Subjects in the past. This is the first time using the CITI Program at this institution. I need to complete the Basic Course.
- Yes. I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.

Note: Before you choose this Refresher Course make sure that this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course, the IRB will require that you to come back to the course site and complete the Basic Course. If you have questions, contact your IRB office or the CITI help desk (305 243-7970).

Next

If you have not previously completed the CITI Basic Human Subjects course, select:

“No, I have not completed the Basic Course...”

If you have completed the course but your training is out-of-date, choose:

“Yes, I have completed the CITI Basic Course previously...” to access the Basic Human Subjects Refresher Course.

Learner Group

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

*

Course In The Protection of Human Subjects Basic Course

Select the Learner Group that is most appropriate for your research activities.

Choose one answer

- Group 1: Health & Human Services
- Group 2: Social & Behavioral Research
- Group 3: Engineering & Natural Sciences
- Group 4: IRB members

Next

Select the **Learner Group** that best describes your area of study and your research.

(Health & Human Services or Social & Behavioral Research).

Do **not** click on Group 4, “IRB members,” unless you have been appointed to serve on the Institutional Review Board.

Finalize Registration

Your registration with NAU is complete! Click “*Finalize registration*” to proceed.

CITI - Learner Registration

Welcome to the CITI Program. Your registration with Northern Arizona University is complete.

[Finalize registration](#)



Main Menu


Under “Course”, you’ll see a list of training modules that need completion.
Click on the course link to begin your training!

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu

✔ Your request has been successfully submitted.

▼ Northern Arizona University Courses

Course	Status	Completion Report	Survey
 Social & Behavioral Research	Passed 08/04/2015	View/Print Share	Post-course evaluation

My Learner Tools for Northern Arizona University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

▶ [Click here to affiliate with another institution](#)

▶ [Affiliate as an Independent Learner](#)

Integrity Assurance Statement

- Before you can begin a course, the **Integrity Assurance Statement** must be completed.

To pass this course you must:

- Complete all 11 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

Your Current Score

0%

You have unfinished required or elective modules remaining



[Complete The Integrity Assurance Statement before beginning the course](#)

Beginning the Course

Social & Behavioral Research - Basic Course

To pass this course you must:

- Complete all 6 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

Your Current Score
0%

You have unfinished required or elective modules remaining

Required Modules		
	Date Completed	Score
Students in Research (ID: 1321)	Incomplete	0/0 (0%)
The Federal Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)
Assessing Risk - SBE (ID: 503)	Incomplete	0/0 (0%)
Informed Consent - SBE (ID: 504)	Incomplete	0/0 (0%)
Privacy and Confidentiality - SBE (ID: 505)	Incomplete	0/0 (0%)
Northern Arizona University (ID: 12234)	Incomplete	0/0 (0%)

Supplemental Modules		
	Date Completed	Score
NOTE: Supplemental modules are provided for general interest only. You DO NOT receive credit for completing these modules		
Research with Prisoners - SBE (ID: 506)	Incomplete	0/0 (0%)

After the **Integrity Assurance Statement** is completed, you will be returned to a list of required modules in the course.

The modules should be completed in order, and the first will be highlighted in blue. A score of **80% or better** for the course is considered passing.

Subsequent modules become available as the preceding one is completed.



Supplemental Modules

Modules	Already Taken?	Score
Belmont Report and CITI Course Introduction (ID: 1127)	Optional	--
Students in Research (ID: 1321)	01/14/16	4/5 (80%)
The Federal Regulations - SBE (ID: 502)	01/14/16	4/5 (80%)
Assessing Risk - SBE (ID: 503)	01/14/16	5/5 (100%)
Informed Consent - SBE (ID: 504)	01/14/16	5/5 (100%)
Privacy and Confidentiality - SBE (ID: 505)	01/14/16	5/5 (100%)
Research with Prisoners - SBE (ID: 506)	Optional	--
Research with Children - SBE (ID: 507)	Optional	--
Research in Public Elementary and Secondary Schools - SBE (ID: 508)	Optional	--
International Research - SBE (ID: 509)	Optional	--
International Studies (ID: 971)	Optional	--
Internet-Based Research - SBE (ID: 510)	Optional	--
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Optional	--
Native American Research by University of Arizona (ID: 12412)	Optional	--



Optional CITI training modules are offered that provide more in-depth training on specific research topics, such as international research, research with prisoners, and internet research.

You are welcome to complete any optional modules that interest you.

Completed Course

▼ Northern Arizona University Courses

Course	Status	Completion Report	Survey
Social & Behavioral Research	Passed 08/04/2015	View/Print Share	Post-course evaluation

My Learner Tools for Northern Arizona University

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

▶ Click here to affiliate with another institution

▶ Affiliate as an Independent Learner

Once you have passed the required course, your Status information will be updated with the **date of completion.**

This is the CITI training date you should enter on the List of Project Personnel form.

***Note:** As of 2019 training is valid for a period of four years before the course must be renewed.

Other important information

- The IRB no longer requires you to submit your CITI completion report with your application unless you are affiliated with another institution. The information you provide on the List of Project Personnel will be checked by the IRB office.
- It is recommended that you print or save your CITI training completion report for your records.
- You can log back into CITI to:
 - Take unfinished modules or add courses
 - Access your completion reports
 - Add or change your institutional affiliation