



Collaborative Institutional Training Initiative  
at the University of Miami

# Registering for IRB Training Course in CITI



NOVA SOUTHEASTERN UNIVERSITY  
Institutional Review Board

- Go to [www.citiprogram.org](http://www.citiprogram.org)
- Click on the “Register” button located in the blue log in box to the right of the homepage

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

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### 4<sup>th</sup> World Conference On Research Integrity

Research Rewards and Integrity:  
Improving Systems to Promote Responsible Research  
May 31-June 3, 2015

**4<sup>th</sup> World Conference on Research Integrity**  
Brazil, Rio de Janeiro

Over 7.3 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](#)

[New Good Clinical Practice \(GCP\) Refresher Course](#)

#### Help & Support

[How do I register?](#)


[Merge duplicate accounts](#)


# **Note to Researchers:**

There are no wrong answers, please answer to the best of your ability. Responses to registration questions will not affect your ability to register for coursework within CITI.

## Step 1

- Type in 'Nova Southeastern University'
- Check the "I AGREE" box
- Click "Continue to Step 2"

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

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### 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 

[Can't find your institution? It may use Single Sign On. Check here.](#)

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.

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



## Step 2

- Enter the requested information
  - We recommend that you use your official NSU email as your primary email address.
- Click “Continue to Step 3”

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CITI - Learner Registration - Nova Southeastern 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



## Step 3

- Enter the requested information
- Click “Continue to Step 4”

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**CITI - Learner Registration - Nova Southeastern 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

[Continue to Step 4](#)

## Step 5

- List your country of residence
- Click “Continue to Step 5”

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### CITI - Learner Registration - Nova Southeastern University

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

\* indicates a required field.

#### \* 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.

[Continue to Step 5](#)





## Step 5

- Select “No” to CEU question.
  - If you select “Yes” you will be charged for the CITI Training as the CEU is used for professional licensing.

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CITI - Learner Registration - Nova Southeastern 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**

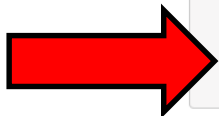
At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your 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





- **Do not** select a type of credit you would like to earn as this field is not applicable if you are not registering for CEU credits

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



- Select “Yes” or “No” for participation in CITI Program surveys
- Click “Continue to Step 6”

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



## Step 6

- Enter information requested by NSU
- There are no wrong answer, please answer to the best of your ability. Responses to these questions will not affect your ability to register for coursework in CITI.

Please provide the following information requested by Nova Southeastern University

\* 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



- Select your area of research, choose one of the following:
  - Biomedical Investigator Course Only
  - Social & Behavioral Investigator Course Only
  - The Social & Behavioral AND Biomedical Courses
- There are no wrong answer, please answer to the best of your ability. Responses to these questions will not affect your ability to register for coursework in CITI.
- Click “Continue to Step 7”

Country

\* Office Phone

Home Phone

\* What is Your Area of Research

Continue to Step 7



- Select “Yes” this is your first time doing the CITI Program
- Click “Next”

## CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* Is this the first time doing the CITI Program as a member of the NSU community?

Choose one answer

Yes

No

Next



- Select 'Human Research (IRB Required Program)
- Click "Next"

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

**\* What area of research are you working?**

Choose all that apply

- Human Research (IRB Required Program)
- Lab Animal
- Responsible Conduct of Research Gradebook (RCR)
- CITI Good Clinical Practice (GCP)
- Conflicts of Interest
- Health Information Privacy and Security (HIPS)

Next



- Select the learner group that corresponds to your academic center
  - **Do not** select Group 3: College Representative & IRB Office Staff ONLY, as you will not receive credit for taking this course.
- Click “Next”

\* Select the group appropriate to your research activities.

Choose all that apply

- Group 1: Biomedical (HPD) Researchers
- Group 2: Social-Behavioral-Educational (Non-HPD) Researchers
- Group 3: College Representatives & IRB Office Staff ONLY



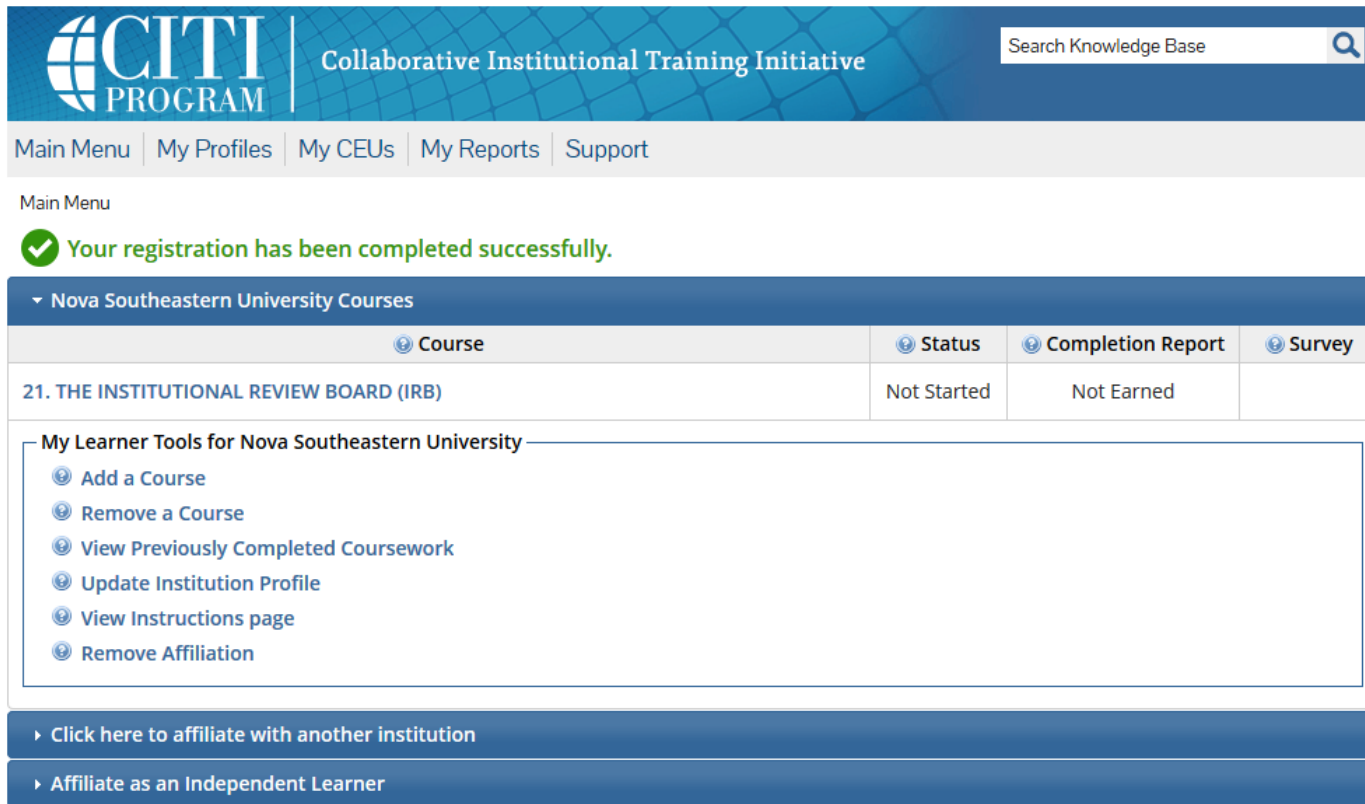
- Registration is now complete
- Click “Finalize registration”

## CITI - Learner Registration

Welcome to the CITI Program. Your registration with **Nova Southeastern University** is complete.

[Finalize registration](#)

- You now have a registered account with CITI
- See “Adding the Required IRB Training Course in CITI Guide” on our [website](#) for help registering for the additional training courses



**CITI PROGRAM** Collaborative Institutional Training Initiative

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Main Menu

✔ Your registration has been completed successfully.

▼ Nova Southeastern University Courses

Course	Status	Completion Report	Survey
21. THE INSTITUTIONAL REVIEW BOARD (IRB)	Not Started	Not Earned	

My Learner Tools for Nova Southeastern 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



# Questions???

If you have any further questions regarding adding a CITI training course please contact the IRB Assistant Director:

Crystal Bass, M.S., CIP

954-262-5376

[cb1691@nova.edu](mailto:cb1691@nova.edu)