**Registering to take your CITI course.**

The CITI Program provides training courses for working with human subjects. To register as an affiliate from Le Moyne College, go to [www.citiprogram.org](http://www.citiprogram.org) and click on the Register Button in the blue log-in box at the right of the homepage. You will then be guided through a series of seven steps to complete your registration.

*Important Note: If you registered with the CITI program from Le Moyne College when we had a subscription 8-10 years ago, you can log-in with your old user name and password at the top of the blue box at the right of the homepage***.** *If you do not have your old log-in information, you should click on ‘I forgot my Username or Password’ in the Help and Support section at the bottom of the homepage for instructions on retrieving your Username and changing your password.*

**Instructions for completing questions in Step 7 of CITI Program Registration process**

In step 7 of the CITI Program registration process, the user is asked a series of 10 questions. These questions contain all the courses currently available through the Le Moyne College subscription. The IRB requires only that researchers complete the relevant basic course (Question 1 in Step 7) in their field. The remaining questions in Step 7 may be skipped (or you may respond “no” / “not at this time”) as long as: (i) your department / program does not require any additional training; (ii) you are not renewing CITI certification via a refresher course; and (iii) you do not have any other role on the IRB.

Below are instructions to assist you in answering these questions.  If you are a faculty sponsor, we ask that you share this information with the students whom you will be sponsoring.

Question 1: Everyone registering to do the CITI training for the first time must select one of the first four courses from the list shown in this question.  For most researchers at Le Moyne, you will select one of the first three categories: Biomedical Research Investigators, Social & Behavioral Research Investigators, or Educational Researchers. The courses listed in this question contain the **basic** course options that all researchers and their sponsors must complete.

Question 2: Do not respond to this question if you are completing CITI training for the first time. This question lists the available refresher courses, which are only for those researchers that have a current CITI completion certificate for a basic course (from Le Moyne College or elsewhere) that is about to expire.

Question 3: Only the co-chairs of the IRB and the Institutional Officials overseeing the IRB (e.g., Provost) need to respond to this question.

Questions 4 – 7: None of these courses are currently required by the IRB; therefore, do not select them if you plan to take only the basic course required by the IRB. Some departments, programs, or individuals, however, may decide that one or more of these courses will be beneficial for their work with human subjects. Thus, you are welcome to take any of these courses in addition to the basic course if you so desire. If you are unsure if your program requires any of these courses, please check with your faculty sponsor or department chair. Completion certificates for the courses listed in Questions 4-7 do not need to be submitted to the IRB.

Question 8: Only the administrators of the IRB need to sign up for IRB Administration course.

Question 9: As instructed, if you are conducting or overseeing research with animals, you are able to select multiple courses which are relevant to your role in the oversight process or your area of research interest. On the final page, you can also select the appropriate species specific electives that are relevant to your work.

Question 10: For those required to take Biosafety/Biosecurity courses, you can select those courses that are relevant to your work. This course is not required by the IRB at this time.

**Working with your Menu Page.**

When you log in at the CITI homepage ([www.citiprogram.org](http://www.citiprogram.org)), you will be directed to your Main Menu that lists the course in which you are enrolled. This is the course that you must complete in order to become certified to conduct human subjects research at Le Moyne College. Click on the course name to begin the training for your course. **Important: You do not**

**have to complete all of the modules in your course during one session. Your work can be saved and accessed when you log-in the next time.**

Below your course list are six options for your account that you can click on:

1. Add a Course: Clicking on this link allows you to add the basic Course for another Learner Group. The Learner Groups are named according to your area of research interest. The Learner Groups established for Le Moyne College are:

* Biomedical Researchers
* Social-Behavioral Researchers
* Educational Researchers
* Biomedical Data or Specimens Only Research
* IRB Members

In addition to the course for your learner group, you are free to complete any module, course, or training series that is part of the Le Moyne College subscription.

2. Remove a course: Clicking on this link allows you to remove the Basic Course for one of the Learner Groups above that you are not required to complete.

3. View Previously Completed Coursework

4. Update Institutional Profile

5. View Instructions Page: This provides detailed instructions for using the CITI programs.

6. Remove Affiliation: This allows you to remove your affiliation with the Le Moyne College site at CITI. If you do so, you will no longer be registered and will not be able to use any CITI programs. Normally, you do not want to remove your affiliation, even if you are leaving Le Moyne College for another institution. The status of your CITI coursework from Le Moyne can easily be transferred to your new institution.

**Details on completing your required CITI course.**

When you click on your course title, you will be directed to your course page. At the top of this page, you will be informed of what you must do in order to successfully complete your course. Please notice that before you start your course, you will need to click on the statement ‘Complete the Integrity Assurance Statement before beginning the course’. Once you answer a short series of questions, you can start your course.

You can only work on a module that has an active link. They are highlighted in blue. Once you have completed that module, the next module to be taken will be highlighted and you can continue your course with that one.

There are three types of modules.

**Required:** All of these must be completed to pass your course.

**Elective:** You must complete the number of elective modules specified at the top of your course page. You may complete more than the required number of elective modules if you wish.

**Supplemental:** These are optional and do not count towards your overall score used to determine if you have passed your course.

*Passing Score: You must achieve an average of 80% over all of the quizzes you take for the Required and Elective modules in order to successfully complete your course and be certified to conduct studies with human subjects at Le Moyne College.*

**Verification of Successful Course Completion.**

Upon completion of your course, you will be issued a completion report that will be available for you to download and print. You will be required to include a copy of your completion report when you submit your research application to the IRB.

At Le Moyne College, a completion report is valid for four years. Shortly before your course completion report expires, CITI will notify you by email. You will then need to take and pass a Refresher course, after which you will maintain your valid completion status.