

Eastern Kentucky University Institutional Review Board

CITI Training Guide for Investigators and Faculty Advisors



This Guide is intended to provide step-by-step instructions for investigators and faculty advisors who are required to complete training through the Collaborative Institutional Training Initiative (CITI) in order to satisfy training requirements for conducting research with human subjects.

Table of Contents

[CITI Training Requirements](#)

[How to Register for a New CITI Account](#)

[How to Complete CITI Training](#)

[How to Access CITI Training Completion Documentation](#)

[How to Add a Course to an Existing CITI Account](#)

[How to Get Help with CITI](#)

CITI Training Requirements

All investigators, key personnel, and faculty advisors are required to complete human subjects research training at least once every three years and provide a copy of training documentation with each application submitted for IRB review. ECU provides a subscription to the [Collaborative Institutional Training Initiative](#) (CITI) online training system, and the Basic Course for Human Subjects Research is used to satisfy training requirements for IRB purposes. There are two acceptable tracks for the Basic Course: Social/Behavioral or Biomedical.

Detailed instructions for registering for training are provided in this Guide. Prior to beginning a course, investigators are encouraged to confirm that the course is called **Biomedical Research - Basic/Refresher** or **Social & Behavioral Research - Basic/Refresher** and that the Stage is listed as **Basic**. The only exception to this is if an investigator completed the Basic Course three years ago and needs to complete the Refresher course, which will show as "Due Now" in the course menu. If the current training is a Refresher course, documentation of past completion of the Basic Course must also be attached.

The initial training typically takes 3-4 hours to complete, depending on each individual's familiarity with human subjects research regulations. Once an account is set up, individuals may complete the course modules in as many sessions as needed by simply logging in and resuming work on the course. Upon course completion, a certificate and report of completion will be available. Completion documentation must be attached to the application at the time of submission for the principal investigator and all other key personnel. If the Principal Investigator is a student, the faculty research advisor must also complete the training with completion documentation attached to the submission.

How to Register for a New CITI Account

To create a new CITI account, begin by visiting the [home page](#) and clicking on the “Register” button.



[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

Username [Forgot?](#)

Password [Forgot?](#)

[Log In](#)

How to Register for a New CITI Account

Learner Registration Step 1: Add “Eastern Kentucky University” as the Organization Affiliation, read and agree to the Terms and Conditions, confirm your affiliation with EKU, and then click the button to continue. Do not select the option to register as an independent learner in this step because independent learners must pay for training.

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. ⓘ

Eastern Kentucky University

Eastern Kentucky 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.

☒ I affirm that I am an affiliate of Eastern Kentucky University.

Continue To Create Your CITI Program Username/Password

How to Register for a New CITI Account

Learner Registration Step 2: Enter your first and last name and email address. Enter your name here exactly as you would like it to appear on your training documentation provided upon completion of each course. Be sure to use an email address that you can access. While not required, entering a secondary email address is encouraged. This will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address. Once you have completed the information, click the button to continue to the next step.

CITI - Learner Registration - Eastern Kentucky University

Steps : 1 2 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name

Tiffany

* Last Name

Hamblin

* Email Address

tiffany.hamblin@eku.edu

* Verify email address

tiffany.hamblin@eku.edu

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

How to Register for a New CITI Account

Learner Registration Step 3: Choose a username and password. The username must consist of 4 to 50 characters and is not case sensitive. The password must consist of 8 to 50 characters and is case sensitive.

During this step, you will also select and answer a security question. This question will be used to assist in the recovery of your account if you forget your username or password. Please select a question that you can comfortably answer for the CITI technical support team with an answer that you can easily remember. Once you have completed the information in this step, click the button to continue.

CITI - Learner Registration - Eastern Kentucky 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

Who was your first employer? ▾

* Security Answer

Continue To Step 4

How to Register for a New CITI Account

Learner Registration Step 4: Enter your country of residence and then click the button to continue.

CITI - Learner Registration - Eastern Kentucky 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.

United States

Continue To Step 5

How to Register for a New CITI Account

Learner Registration Step 5: If you want to request Continuing Education Unit (CEU) credit for your course completion, you can do so in this step. This is not required and is an unusual request for faculty, staff, and students at ECU. The last two questions in this step ask for your preference for participating in research surveys and receiving marketing information at a later date. After making your selections, click the button to continue.

CITI - Learner Registration - Eastern Kentucky 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

* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ

☐ Yes

☐ No

☐ Not sure. Ask me later

* Can CITI Program contact you at a later date with marketing information? ⓘ

☐ Yes

☐ No

Continue To Step 6

How to Register for a New CITI Account

Learner Registration Step 6:

Complete the personal information requested. Each required field is marked with an asterisk (*). All other fields can be left blank.

For the Role in Human Subjects Research, choose a role that is most appropriate for your involvement in research. Student researchers should choose one of the two student researcher options.

For the course you plan to take, select one of the *Basic Human Subjects* options (not the Refresher course).

The screenshot shows the 'CITI - Learner Registration - Eastern Kentucky University' interface. At the top, a blue header bar contains the title. Below it, a progress bar indicates the current step is 6 out of 7. The main form area is titled 'Please provide the following information requested by Eastern Kentucky University'. It includes a legend stating '* indicates a required field.' and several input fields: 'Language Preference' (a dropdown menu set to 'English'), '* Institutional Email Address' (a text box containing 'tiffany.hamblin@eku.edu'), '* Gender' (a dropdown menu set to 'Female'), '* Highest Degree' (a dropdown menu set to 'MA or MS'), 'Employee Number' (an empty text box), 'Department' (an empty text box), '* Role In Human Subjects Research' (a dropdown menu set to 'Principal Investigator'), and 'Address Field 1' (an empty text box).

CITI - Learner Registration - Eastern Kentucky University

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by Eastern Kentucky University

* indicates a required field.

Language Preference
English ▾

* Institutional Email Address
tiffany.hamblin@eku.edu

* Gender
Female ▾

* Highest Degree
MA or MS ▾

Employee Number

Department

* Role In Human Subjects Research
Principal Investigator ▾

Address Field 1

How to Register for a New CITI Account

Learner Registration Step 7:

In this step, you will select the courses you plan to take through CITI. Your responses to the items in this section are critical to ensuring that you register for the correct course.

Item 1: Select one of the two investigator groups to register for the Basic Course. The course for IRB Members should not be selected in this item.

CITI - Learner Registration - Eastern Kentucky University

Steps : [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) **7**

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

Click [here](#) to review the Eastern Kentucky University instructions page.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group. The Basic Course is required unless you have previously completed the Basic Course at Eastern Kentucky University.

Choose one answer

- ☐ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☒ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- ☐ I have completed the Basic Course.
Please go to Question 2.

How to Register for a New CITI Account

Learner Registration Step 7

Item 2: Choose “I have not completed the Basic Course.” If you are a new user, do not choose any of the learner groups in this section. Doing so will register you for a Refresher course, which is not acceptable for initial training purposes.

Question 2

IF YOU HAVE ALREADY COMPLETED THE BASIC COURSE AT EASTERN KENTUCKY UNIVERSITY, please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the REFRESHER Course for that group.

Choose one answer

- ☐ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☐ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- ☒ I have not completed the Basic Course.
Please go to Question 1.

How to Register for a New CITI Account

Learner Registration Step 7

Item 3: The Responsible Conduct of Research course is not relevant to the IRB process, but is required for other research when students are supported with Federal funds. If you are completing training solely for IRB review process, you should select “Not at this time.”

* Question 3

Responsible Conduct of Research

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

Choose one answer

- ☐ Social and Behavioral Responsible Conduct of Research Course
- ☐ Physical Science Responsible Conduct of Research Course
- ☐ Humanities Responsible Conduct of Research Course
- ☐ Responsible Conduct of Research for Administrators
- ☒ Not at this time.

How to Register for a New CITI Account

Learner Registration Step 7

Item 4: The Conflicts of Interest course is not relevant to the IRB process, but is required for other research supported with Federal funds. If you are completing training solely for IRB review process, you should select “No.”

* Question 4

Would you like to take the Conflicts of Interest course?

Choose one answer

☐ Yes

☒ No

How to Register for a New CITI Account

Learner Registration Step 7

Item 5: The Laboratory Animal Welfare course is not relevant to the IRB process, but is required for research involving the use of vertebrate animals. If you are completing training solely for IRB review process, you should skip this section without making any selections.

Question 5

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- ☐ "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- ☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

How to Register for a New CITI Account

Learner Registration Step 7

Item 6: At the time these instructions were created, there is no Item 6 in the registration process.

How to Register for a New CITI Account

Learner Registration Step 7

Item 7: The Biosafety course is not relevant to the IRB process. If you are completing training solely for IRB review process, you should select “Not at this time.”

* Question 7

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

Choose one answer

- ☐ Initial Biosafety Training
- ☐ Biosafety Retraining
- ☐ Institutional Biosafety Committee Member
- ☐ Biosafety Complete Training
- ☒ Not at this time.

How to Register for a New CITI Account

Learner Registration Step 7

Item 8: The Information Privacy Security course is not required for IRB purposes, but is helpful as a resource on privacy security. If you are completing training solely for IRB review process, you may select “I am not required to complete the IPS course at this time” or you may choose one of the courses to complete. If you choose to complete this course, please note that this course alone is not acceptable to meet the requirements for human subjects research training.

Question 8

Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

Choose one answer

☐ IPS for Clinicians

☐ IPS for Researchers

☐ IPS for Students and Instructors

☐ IPS for Fundraisers

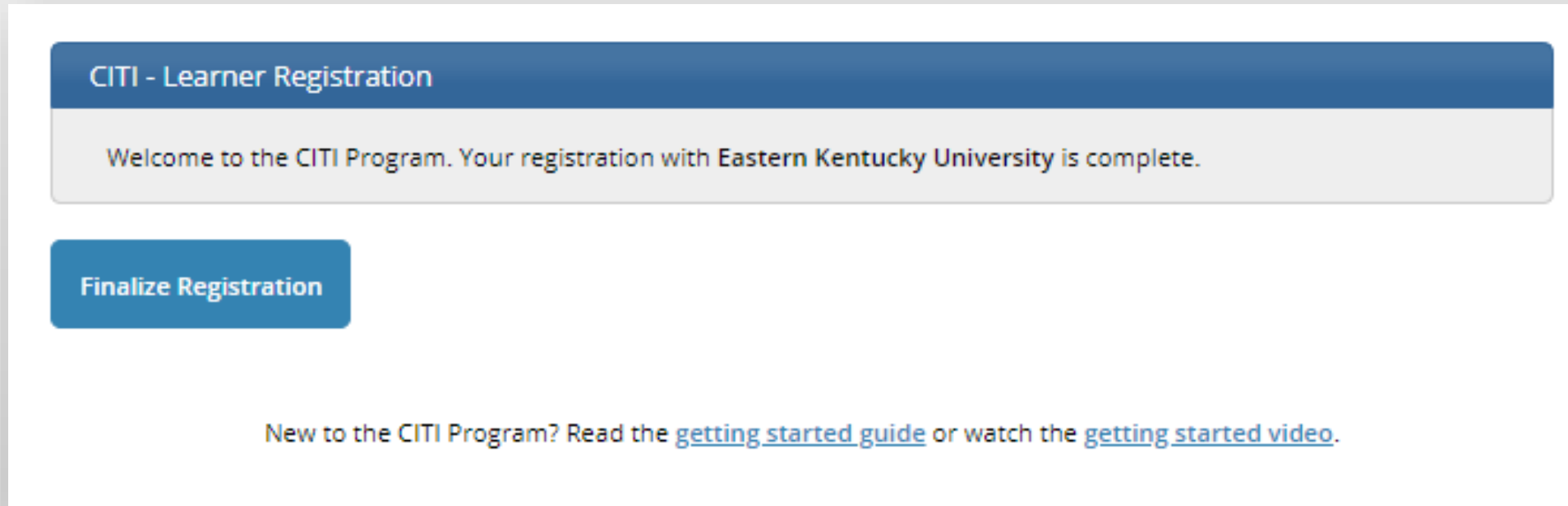
☐ IPS for Marketers

☒ I am not required to complete the IPS course at this time.

Complete Registration

How to Register for a New CITI Account

Once you have completed the registration process, you will see a confirmation screen with a link to finalize your registration.



How to Register for a New CITI Account

Finalizing your registration will redirect you to view your courses or affiliate with another institution.

Typically, there will not be a need to affiliate with another institution. Exceptions would be if you are working at ECU while pursuing graduate studies at another University or if you are collaborating with a researcher at another University that will need access to your training records.

✓ Your registration has been completed successfully.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Eastern Kentucky University

[View Courses](#)

Would you like to affiliate with another Institution?

[Add An Affiliation](#)

How to Complete CITI Training

Begin by logging into your [CITI account](#). Your learner menu will be on the home page of your account. If you have just set up a new account following the instructions in the preceding section, click the “View Courses” button to access your learner menu.



[LOG IN](#) LOG IN THROUGH MY INSTITUTION REGISTER

Username [Forgot?](#)

Password [Forgot?](#)

Log In

 Your registration has been completed successfully.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Eastern Kentucky University

View Courses

Would you like to affiliate with another Institution?

Add An Affiliation

How to Complete CITI Training

Before beginning coursework, be sure you are registered for a course called **Biomedical Research - Basic/Refresher** or **Social & Behavioral Research - Basic/Refresher** and that the Stage is listed as **Basic**.

To begin a new course, click the “Start Now” button.

The screenshot shows the CITI training interface for Eastern Kentucky University. At the top, there is a search bar labeled "Show Courses for:" with "Eastern Kentucky University" selected in a dropdown menu. To the right of the dropdown is a blue button labeled "Institution List". Below this, the text "Eastern Kentucky University" is centered. Underneath, there are two sections: "Active Courses" and "Courses Ready to Begin". Each section has a "Learner Tools" link to its right. The "Active Courses" section states "You have no active courses for this Institution." The "Courses Ready to Begin" section features a card for the course "Social & Behavioral Research - Basic/Refresher" at Eastern Kentucky University, specifically "Stage 1 - Basic Course". The card shows "0 / 18 modules completed" with a progress bar and a blue "Start Now" button.

Show Courses for: Eastern Kentucky University ▼ Institution List

Eastern Kentucky University

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

Eastern Kentucky University
Social & Behavioral Research - Basic/Refresher
Stage 1 - Basic Course

0 / 18 modules completed

Start Now

How to Complete CITI Training

Before you can begin a new course, you will be required to complete an Assurance Statement.

Assurance Statement

Social & Behavioral Research - Basic/Refresher - Basic Course

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

☒ I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

Cancel

Submit

How to Complete CITI Training

If you have already begun working on a course, the course will appear in the Active Courses section of your learner menu. Click the “Continue Course” button to resume work.

Eastern Kentucky University

Active Courses

[Learner Tools](#)

Eastern Kentucky University

Social & Behavioral Research - Basic/Refresher

Stage 1 - Basic Course

1 / 18 modules completed

Continue Course

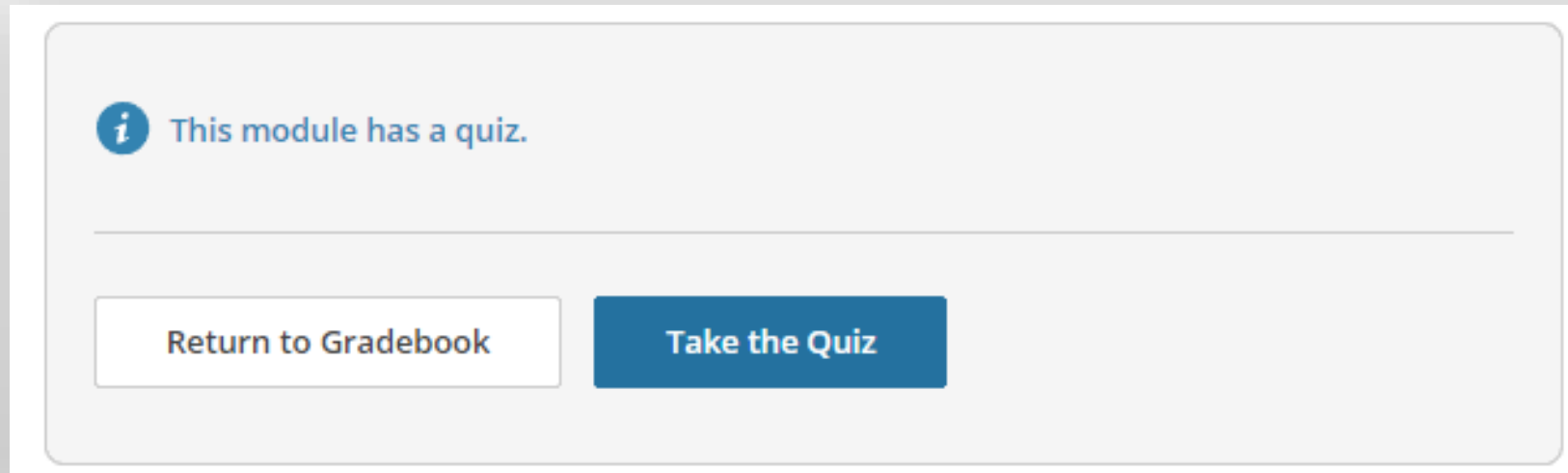
How to Complete CITI Training

Each course is broken into learning modules that must be completed in order. To begin a module, click the “Start” button.

Required Modules			
Complete all 18 required modules.			
Modules	Completed	Score	
Belmont Report and Its Principles (ID 1127)	Incomplete	-	Start
Students in Research (ID 1321)	Incomplete	-	Start
History and Ethical Principles - SBE (ID 490)	Incomplete	-	Start
Defining Research with Human Subjects - SBE (ID 491)	Incomplete	-	Start

How to Complete CITI Training

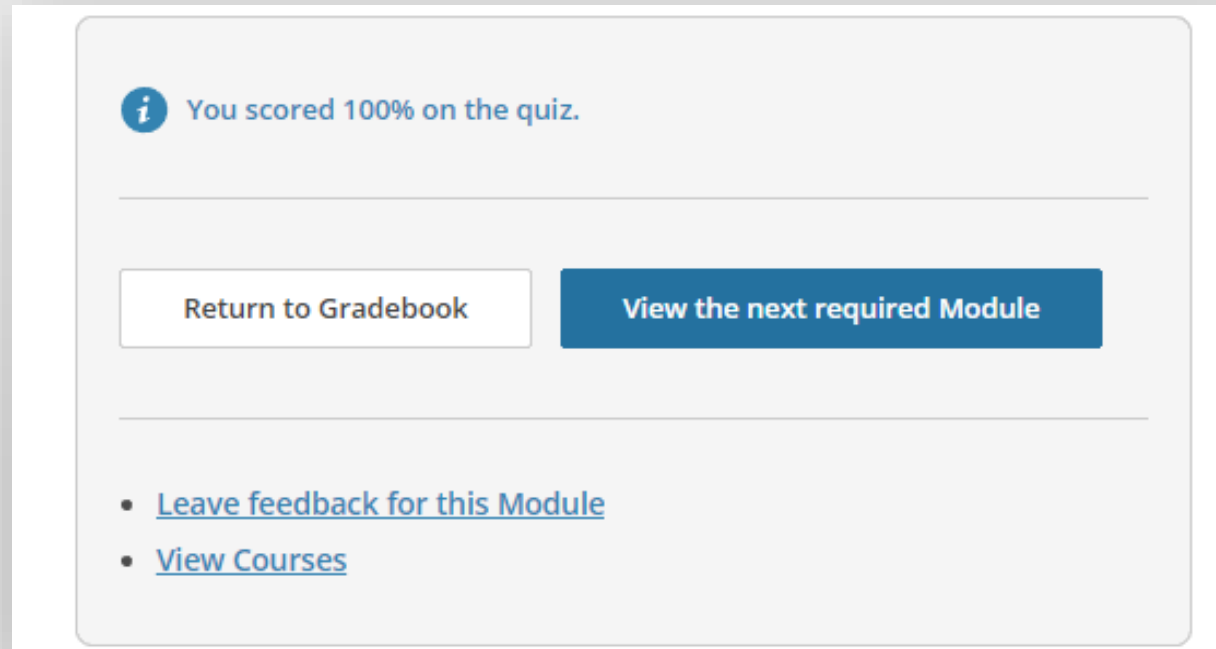
Each learning module will begin with a screen of information that may also include links to other resources. After reading through the information, you will see a quiz at the end. Click the “Take the Quiz” button to begin the quiz. Most quizzes will include five multiple-choice questions based on the reading material presented in the module.



How to Complete CITI Training

After completing each quiz, you will immediately see your score with feedback for each question.

At the bottom of the feedback page, you will have the option to proceed directly to the next module or return to the course gradebook.



How to Complete CITI Training

You should expect to spend a total of 3-4 hours on the course. You can complete the entire course at once or complete a module or two at a time, based on your preference and time availability. Once you complete a quiz for a specific module, the module will be marked as complete, and you will be able to review the information from it at any time. The “Start” button can be used to begin the next module in the sequence.

Required Modules			
Complete all 18 required modules.			
Modules	Completed	Score	
Belmont Report and Its Principles (ID 1127)	24-Jan-2019	100%	Review
Students in Research (ID 1321)	Incomplete	-	Start

How to Complete CITI Training

The course gradebook will show progress towards completion with a cumulative score at the top and a list of modules with individual scores at the bottom.

At any time, you can review the content of a previously completed module by clicking the “Review” button.



How to Access Training Completion Documentation

Once all the modules in a course have been completed with an average score of at least 75%, you will be able to access training documentation from your learner menu through the “View-Print-Share Record” button.

Eastern Kentucky University

Social & Behavioral Research - Basic/Refresher

Stage 1 - Basic Course

[Post-Course Survey](#) 

Passed 24-Jan-2019

[Review Course](#)

[View - Print - Share Record](#)

How to Access Training Completion Documentation

Both a Completion Report and a Completion Certificate are available and can be accessed and saved at any time. Either is acceptable as training documentation for IRB purposes.

Eastern Kentucky University

ID 1410

Social & Behavioral Research - Basic/Refresher

Name	Stage	Completion Date	Expiration Date	Record ID
Tiffany Hamblin	1 - Basic Course	24-Jan-2019	23-Jan-2022	30258741

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

View / Print

Copy Link 

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

View / Print

Copy Link 

How to Access Training Completion Documentation

The Completion Report is a transcript of the course with scores for each module.

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)

COMPLETION REPORT - PART 1 OF 2 COURSEWORK REQUIREMENTS*

* NOTE: Scores on this [Requirements Report](#) reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- **Name:** Tiffany Hamblin (ID: 1058898)
- **Institution Affiliation:** Eastern Kentucky University (ID: 1410)
- **Institution Email:** tiffany.hamblin@eku.edu
- **Phone:** 859-622-3636
- **Curriculum Group:** Social & Behavioral Research - Basic/Refresher
- **Course Learner Group:** Same as Curriculum Group
- **Stage:** Stage 1 - Basic Course
- **Record ID:** 30258741
- **Completion Date:** 24-Jan-2019
- **Expiration Date:** 23-Jan-2022
- **Minimum Passing:** 75
- **Reported Score*:** 99

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Belmont Report and Its Principles (ID: 1127)	24-Jan-2019	3/3 (100%)
Students in Research (ID: 1321)	24-Jan-2019	5/5 (100%)
History and Ethical Principles - SBE (ID: 490)	24-Jan-2019	5/5 (100%)
Defining Research with Human Subjects - SBE (ID: 491)	24-Jan-2019	5/5 (100%)
The Federal Regulations - SBE (ID: 502)	24-Jan-2019	5/5 (100%)
Assessing Risk - SBE (ID: 503)	24-Jan-2019	5/5 (100%)
Informed Consent - SBE (ID: 504)	24-Jan-2019	5/5 (100%)
Privacy and Confidentiality - SBE (ID: 505)	24-Jan-2019	5/5 (100%)

How to Access Training Completion Documentation

The Completion Certificate is a certificate that documents completion without detailed information.



How to Add a Course to an Existing CITI Account

If you already have a CITI training account, you will not need to create a new one for the purpose of completing IRB training. Adding a course to your existing account will only take a few minutes.

Begin by logging into your [CITI account](#).



[LOG IN](#) LOG IN THROUGH MY INSTITUTION REGISTER

Username [Forgot?](#)

Password [Forgot?](#)

Log In

How to Add a Course to an Existing CITI Account

Under the Learner Tools section at the bottom of your learner menu, click on the link to “Add a Course.”

This will allow you to update your course selection based on a series of questions. Please see the detailed instructions for [Step 7](#) of the registration process detailed earlier in this guide. Once you click to submit your selections, your learner menu will be updated.

Learner Tools for Eastern Kentucky University

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

How to Get Help with CITI

- For assistance with registering for a new account, selecting the appropriate coursework, adding a course to your account, completing training modules, or accessing training documentation, please contact one of the following:
 - lisa.royalty@eku.edu
 - tiffany.hamblin@eku.edu
- For other technical assistance, including help with accessing a locked account, please contact the CITI Help Desk:
 - Call 888-529-5929 (available M-F 8:30 AM-7:30 PM)
 - [Send an email](#) to the CITI Help Desk
- Visit the [CITI Support Center](#)