

Practical Guidance in *CITI CERTIFICATION* for Barry University IRB

September 3, 2019

Barry University

Objectives of THIS guidance: *CITI certification*

- How to access the CITI program online
- How to register for CITI courses
- Modules to be completed for
 - Social and Behavioral Researchers
 - Biomedical Researchers
 - IRB members
 - IRB Chair/Co-Chair
 - IRB administrators

Research ethics training



- Register and log in: <https://about.citiprogram.org/>
- Getting started guide:
<https://support.citiprogram.org/customer/portal/articles/2962052-updated-guide-to-getting-started>
- Getting started video:
<https://support.citiprogram.org/customer/en/portal/articles/2963292-updated-guide-to-getting-started-video>

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Register: <https://about.citiprogram.org/>

Click REGISTER



Register

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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. ⓘ

Barry University|

Barry 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 Barry University.

Continue To Create Your CITI Program Username/Password

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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

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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

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* 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.

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* 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 are available. Category 1 credits for re-certification are available for many CITI courses – with that availability listed in the module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" option, if applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located in the course grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, 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 grade book page.

☐ No

CEU costs are not covered by Barry University, but may be available for personal purchase.

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Please provide the following information requested by Barry University

* indicates a required field.

Language Preference

* Institutional Email Address

Gender

Highest Degree

Employee Number

* Department

* Role In Research

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Two courses are required

- Question 1: Basic Course
- Question 5: Responsible Conduct of Research

Other courses are optional...

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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.

Choose one answer

- OR**
- ☐ Biomedical Research Investigators: Choose this group to satisfy CITI training involved primarily in Biomedical research with human subjects.
 - ☐ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training and staff involved primarily in Social and Behavioral research with human subjects.
 - ☐ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
 - ☐ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
 - ☐ Not at this time.

REQUIRED: Your selection for Question 1 determines whether you will be enrolled in the Basic Course for Biomedical Researchers or the Basic Course for Social & Behavioral Researchers. One of the Basic Courses is required for all Barry University affiliated researchers.



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Question 5

Responsible Conduct of Research

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

Choose one answer

-  ☐ Biomedical Responsible Conduct of Research
- ☐ Responsible Conduct of Research for Engineers
- ☐ Humanities Responsible Conduct of Research
- ☐ Physical Science Responsible Conduct of Research
-  ☐ Social and Behavioral Responsible Conduct of Research
- ☐ Not at this time.

REQUIRED: Your selection for Question 5 determines whether you will be enrolled in the Responsible Conduct of Research (RCR) for Biomedical Researchers or Social & Behavioral Researchers. One of the RCR Courses is required for all Barry University affiliated researchers.

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Optional courses

- Question 2: IRB Chair
- Question 3: Good Clinical Practice
- Question 4: Information Privacy Security
- Question 6: Conflicts of Interest
- Question 7: Laboratory Animal Research (Barry University has a separate entity for oversight of animal research)
- Question 8: Public Health Research
- Question 9: Biosafety/Biosecurity

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Optional courses *continued*

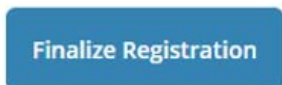
- Question 10: Clinical Research Coordinator
- Question 11: Clinical Trial Billing Compliance
- Question 12: Essentials of Administration
- Question 13: Good Laboratory Practice
- Question 14: Healthcare Ethics Committee
- Question 15: IRB Administration

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CITI - Learner Registration

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



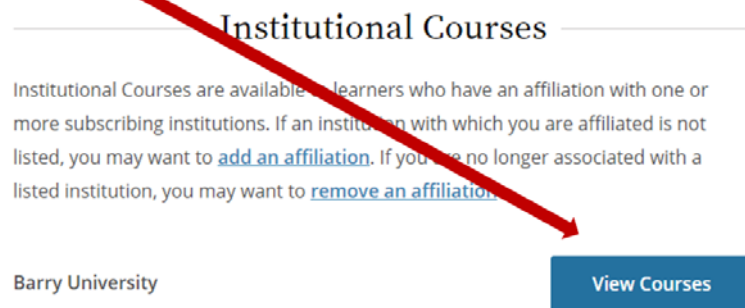
Your registration has been completed successfully.



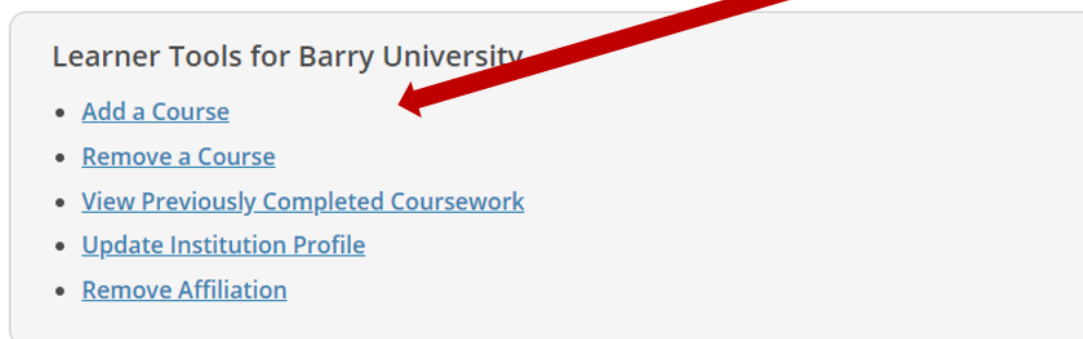
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To add a course following registration

- Go to citiprogram.org
- Sign in
- Click on VIEW COURSES to see the courses for which you are registered.



- This screen will show you your ACTIVE COURSES, COURSES YOU ARE READY TO BEGIN, and COMPLETED COURSES.
- Scroll down to the bottom of the COURSES page and there is a link to ADD A COURSE.



- On the ADD A COURSE page, select the course(s) that you wish to add.

Additional Guidance

- Additional guidance available on *IRBNet > Forms & Templates*
 - For guidance on Barry University IRB procedures, download the most current version of the Powerpoint **IRBGuidance PROTOCOL PROCESS**
 - For guidance on IRBNet, download the most current version of the Powerpoint **IRBGuidance IRBNET**

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Questions?

- IRB Contact
 - Anoush McNamee
 - amcnamee@barry.edu
 - 305-899-3020
- IRB Chair: irbchair@barry.edu

Revised on 09/21/2021

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