



Collaborative Institutional Training Initiative
at the University of Miami

Citi Program Training

Step by Step Guide



WEBER STATE UNIVERSITY
Institutional Review Board

To Begin:

Please visit:

www.citiprogram.org

1.) Select “Register” in Create Account Box

2.) Enter “Weber State University” in Search for organization field.

The screenshot displays the CITI Program registration interface. At the top, there is a header with a US flag, 'USA - English', a text size selector, and links for 'Log In', 'Register', and 'Help'. Below this is a blue banner for the 'CITI PROGRAM' with the subtitle 'Collaborative Institutional Training Initiative at the University of Miami' and a 'Search Knowledge Base' search bar. A navigation menu includes 'Home', 'About Us', 'Courses', 'Become a Subscriber', 'CE Credits', 'News and Events', and 'Contact Us'. The main content area is titled 'CITI - Learner Registration' and shows a progress bar with steps 1 through 7, where step 1 is selected. A message states 'You must make a selection below.' Below this is the 'Select Your Organization Affiliation' section. It contains a search bar with the text 'Weber' and a dropdown menu showing 'Weber State University'. To the right of the search bar is a link: 'Can't find your institution? It may use Single Sign On. Check here.' Below the search bar is a detailed instruction: 'Drop down lists have been replaced by this single search box. 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.' At the bottom of this section are two buttons: 'Continue to Step 2' and 'Search Again'. Below this is the 'Independent Learner Registration' section, which includes a paragraph: 'Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. 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.' At the bottom of this section is a button: 'Continue as Independent Learner (Fees Apply)'.






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Institutional Review Board

Step 2

Enter Personal Information

-be sure to enter weber.edu or
mail.weber.edu email address

 USA - English Text Size: A A [Log In](#) | [Register](#) | [Help](#)

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CITI - Learner Registration - Weber State University

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

Personal Information

* indicates a required field.

* First Name <input type="text" value="Weber State"/>	* Last Name <input type="text" value="IRB"/>
* Email Address <input type="text" value="irb@weber.edu"/>	* Verify email address <input type="text" value="irb@weber.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 <input type="text"/>	Verify secondary email address <input type="text"/>
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Continue to Step 3




Step 3


Create:

- User name
- Password
- Security question.

 USA - English Text Size: A A

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CITI - Learner Registration - Weber State 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 4

At your discretion provide demographic information.

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CITI - Learner Registration - Weber State University

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

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 

☐ White 

☒ Prefer not to answer


Continue to Step 5



Step 5


At your discretion decide if you would like to receive continuing education credit.


-NOTE: This may require a fee not associated with Weber State University.

 USA - English

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CITI - Learner Registration - Weber State 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 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

Fill in the following required fields

-Email (weber.edu or mail.weber.edu)

-Department

-Students should provide intended/declared major

-Role in research

-Select the most descriptive role listed in dropdown menu.

Please provide the following information requested by Weber State University

* indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

[Continue to Step 7](#)



Step 7

Question 1

Select role based on the following descriptions.

Health Professions and Human Physiology Research

-Researchers in the College of Health Professions and those seeking IRB certification that maybe involved in the following types of research: research involving protected health information, research medical devices or health interventions, research for nutraceuticals or pharmaceuticals, research involving medical treatment protocols

Social and Behavioral Research-

-Researchers seeking IRB certification should select this option unless they fit the description above.

-Questions 2-10 should remain blank unless you have been advised by WSU IRB to complete.

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

- ☐ Health Professions and Human Physiology Researchers
- ☒ **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.
- ☐ Health Professions and Human Physiology IRB Members
- ☐ Social & Behavioral Educational IRB Members
- ☐ I do not conduct research with human subjects.




Course List

To receive your CITI Program certificate you must complete all courses listed under **Required Modules** with an average score of at least 80%

English

Text size: A A

Weber State IRB ID: 4679002 | Log Out | Help

Collaborative Institutional Training Initiative
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Search Knowledge Base

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

[Main Menu](#) > [Course Social & Behavioral Research - Basic/Refresher](#)

Social & Behavioral Research - Basic/Refresher - Basic Course

To pass this course you must:

- Complete all 15 required modules
- Achieve an average score of at least 80% on all quizzes for the above
- Supplemental modules, if provided, are optional and do not count towards your Completion Report score

Your Current Score

0%

You have unfinished required or elective modules remaining

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

Required Modules

	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	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%)
Research with Prisoners - SBE (ID: 506)	Incomplete	0/0 (0%)
Research with Children - SBE (ID: 507)	Incomplete	0/0 (0%)
Research in Public Elementary and Secondary Schools - SBE (ID: 508)	Incomplete	0/0 (0%)
International Research - SBE (ID: 509)	Incomplete	0/0 (0%)
Internet-Based Research - SBE (ID: 510)	Incomplete	0/0 (0%)
Research and HIPAA Privacy Protections (ID: 14)	Incomplete	0/0 (0%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)	Incomplete	0/0 (0%)

