

# Research compliance and safety training at WCU using the CITI courses

Registering at [www.citiprogram.org](http://www.citiprogram.org)

Updated 7-25-2022

# GO TO CITI LOGIN PAGE (WWW.CITIPROGRAM.ORG) AND CREATE AN ACCOUNT

- Click the “Register” button.



[Courses](#)

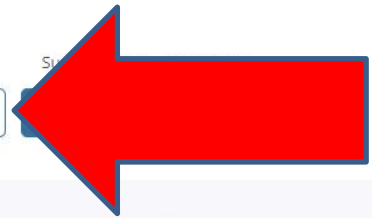
[Organizations](#) ▾

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[Register](#)



New Webinar - Human Enhancement and its Ethical Implications

## The Trusted Standard in Research, Ethics, Compliance, and Safety Training

The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

[Demo a Course](#)

[Benefits for Organizations](#)

Celebrating 22 Years of Serving  
Education and Science  
Communities

# SELECT "WILLIAM CAREY UNIVERSITY" IN THE ORGANIZATION SEARCH BOX AND CONTINUE TO STEP 2



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[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

## 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.

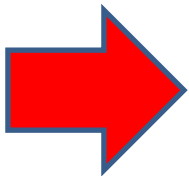
To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

William Carey University

William Carey 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 William Carey University.

Create a CITI Program account



ENTER FIRST AND LAST NAMES IN DESIGNATED BOXES. PUT **WCU EMAIL ADDRESS** IN REQUIRED EMAIL BOXES. CONTINUE TO STEP 3.

CITI - Collaborative I x

https://www.citiprogram.org/index.cfm?pageID=155&icat=3&ac=0

Apps D2L Regions MapQuest Facebook Weather LinkedIn Hattiesburg Am... Fox News Lehninger 6ed ExamMaster Other bookmarks

### CITI - Learner Registration - William Carey University

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

#### Personal Information

\* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

[Continue to Step 3](#)

ENTER FIRST PART OF WCU EMAIL ADDRESS (PART BEFORE @) AS USER NAME. PASSWORD AND SECURITY QUESTION ARE YOUR CHOICE. CONTINUE TO STEP 4.

The screenshot shows a web browser window with the address bar displaying <https://www.citiprogram.org/index.cfm?pageID=156&icat=3&ac=0>. The browser's bookmark bar includes links for 'Apps', 'D2L', 'Regions', 'MapQuest', 'Facebook', 'Weather', 'LinkedIn', 'Hattiesburg Am...', 'Fox News', 'Lehninger 6ed', and 'ExamMaster'. The main content area is titled 'Create your Username and Password'. It contains the following text and form elements:

- A note: *\* indicates a required field.*
- Instructions: *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.*
- A form field labeled *\* User Name* with a red arrow pointing to it.
- Instructions: *Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".*
- Form fields labeled *\* Password* and *\* Verify Password*.
- Text: *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.*
- A dropdown menu labeled *\* Security Question*.
- A form field labeled *\* Security Answer*.
- A blue button at the bottom labeled 'Continue to Step 4'.

ANSWER DEMOGRAPHIC QUESTIONS  
AND CONTINUE TO STEP 5.

# IF YOU DESIRE CONTINUING EDUCATION CREDIT FOR CITI COURSES, CHECK THE APPROPRIATE BOXES. CONTINUE TO STEP 6.

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← → ↻ <https://www.citiprogram.org/index.cfm?pageID=157&icat=3&ac=1> 🔍 ☆ ✉ ☰

Apps D2L Regions MapQuest Facebook Weather LinkedIn Hattiesburg Am... Fox News Lehninger 6ed ExamMaster » Other bookmarks

\* 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 most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

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

# ENTER THE REQUIRED DEMOGRAPHIC DATA AND PROCEED TO STEP 7.

CITI - Learner Registration - William Carey University

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

Please provide the following information requested by William Carey University

\* Indicates a required field.

\* Institutional Email Address

*We recommend providing an email address issued by William Carey University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help William Carey University officials identify your learning records in reports.*

\* Verify Institutional Email Address

\* Department

\* Role?

\* Phone

\* Student/Employee Status

\* Sites

The physical site of your primary responsibility or studies.

Please carefully select  
or enter the appropriate  
Information.

**THIS DATA CANNOT BE  
CHANGED LATER, SO IT  
MUST BE ENTERED  
CORRECTLY WHEN YOU  
FIRST REGISTER!!!!**



SELECTION OF CURRICULUM. ANSWER QUESTIONS TO SELECT THE COURSES APPROPRIATE TO YOUR NEEDS. **ALL RESEARCHERS SHOULD SELECT THE RESPONSIBLE CONDUCT OF RESEARCH COURSE.**

CITI - Learner Registration - William Carey 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.

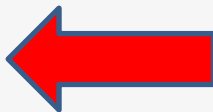
### Question 1

#### Responsible Conduct of Research

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

Choose one answer

- Responsible Conduct of Research
- Not at this time.



ALL RESEARCHERS PLANNING TO USE HUMAN SUBJECTS SHOULD COMPLETE **ONE** OF THE TWO COURSES BELOW. PLEASE READ THE DESCRIPTIONS CAREFULLY TO MAKE THE SELECTION APPROPRIATE TO YOUR PROJECT.

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## Question 2

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### 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.

- Clinical and Biomedical Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social-Behavioral-Educational Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

ALL STUDENTS PREPARING TO WORK IN A CLINICAL ENVIRONMENT SHOULD SELECT THE HIPPA OPTION. FERPA HAS TO DO WITH PRIVACY REQUIREMENTS OF ACADEMIC RECORDS. THE INFORMATION SECURITY COURSE HAS TO DO WITH COMPUTER AND DATA SECURITY.

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## Question 3

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### Information Privacy Security

Please make the appropriate selection if you are required to complete one of the Information Privacy and Security (IPS) courses:

- HIPAA
- FERPA
- Information Security

ALL STUDENTS PREPARING TO WORK IN A CLINICAL ENVIRONMENT, PARTICULARLY MEDICAL AND NURSING STUDENTS, SHOULD SELECT THIS COURSE ON INFECTIOUS DISEASE PREVENTION.

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## Question 4

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### Infection Prevention in Healthcare Settings

Would you like to take the course on: Infection Prevention in Healthcare Settings?

- Yes
- Not at this time

# The Biosafety and Biosecurity course modules are necessary before working in a biomedical research laboratory.

## Question 5

### Biosafety and Biosecurity

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

- Introduction to Biosafety
- Basic Biosafety Training
- Biosafety Retraining
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Institutional Biosafety Committee Member
- Biosafety Complete Training

THESE COURSES ARE MEANT TO SUPPORT RESEARCH COURSES OR RESEARCH STUDIES. THE RESEARCH STUDY DESIGN SHOULD BE TAKEN **PRIOR** TO BEGINNING A RESEARCH STUDY.

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## Question 6

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### Research Study Design

Would you like to take the Research Study Design course?

- Yes
- Not at this time.

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## Question 7

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### Essentials of Statistical Analysis (EOSA)

Would you like to take the Essentials of Statistical Analysis (EOSA) course?

- Yes
- Not at this time.

IF YOU PLAN TO DO HUMAN SUBJECTS RESEARCH IN THE COMMUNITY, YOU SHOULD TAKE THE CEnR COURSE, BUT ONLY **AFTER** YOU TAKE ONE OF THE HUMAN SUBJECTS COURSES (Q2). SAME WITH THE PUBLIC HEALTH RESEARCH COURSE.

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## Question 8

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### Community Engaged Research (CEnR)

Please make your selection below to enroll in the Community Engaged Research Course.

- Community Engaged Research (CEnR): Intended for investigators at WCU where the human subjects are outside of the WCU academic community. THIS COURSE REQUIRES EITHER THE BIOMED, SBE, OR MEDED COURSE AS A PREREQUISITE!

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## Question 9

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### Public Health Research

Please make your selection below if you wish to be enrolled in the Public Health Research course.

- Public Health Research
- Not at this time.

THE GOOD CLINICAL PRACTICE COURSES ARE OFFERED AS OPTIONS, PRIMARILY FOR THOSE RESEARCHERS INVOLVED WITH CLINICAL PRACTICE WHICH MAY INCLUDE CLINICAL TRIALS, MEDICAL DEVICES, OR OTHER PRACTICES WHICH FALL UNDER FDA JURISDICTION.

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## Question 10

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### Good Clinical Practice

Please make your selection below to enroll in a Good Clinical Practice course.

- Good Clinical Practice Course, US FDA Focus
- Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH focus)
- Good Clinical Practice Course for Clinical Trials Involving Medical Devices
- GCP – Social and Behavioral Research Best Practices for Clinical Research



FOR THOSE STUDENTS, STAFF, AND FACULTY THAT WILL BE WORKING IN A LABORATORY ENVIRONMENT CONTAINING CHEMICALS OF ANY KIND, SELECT THE CHEMICAL SAFETY COURSE BELOW. THIS COURSE IS NEEDED PRIOR TO WORKING IN EITHER THE TEACHING OR THE RESEARCH LABORATORY.

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## Question 11

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### Laboratory Chemical Safety

If you want to take Laboratory Chemical Safety Course, please make your selection below (

- Laboratory Chemical Safety
- Not at this time.

THE CONFLICT OF INTEREST COURSE IS FOCUSED ON FINANCIAL CONFLICTS OF INTEREST. IT IS INTENDED FOR RESEACHERS WITH EXTERNAL FUNDING SOURCES. THIS COURSE IS REQUIRED FOR RESEARCHERS WITH FEDERAL FUNDING AND OPTIONAL FOR ALL OTHER RESEARCHERS. MOST WCU RESEARCHERS WILL **NOT** NEED TO TAKE THIS COURSE.

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## Question 12

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### Conflicts of Interest

Would you like to take the Conflicts of Interest course?

This question is required. Choose one answer.

Yes

No

# Courses 13-15

- IRB Member Training is only for members of the Institutional Review Board.
- Institutional/Signatory Officials course is only for administrators with research oversight.
- The Laboratory Animal Research course is only required if working with vertebrate animals.

# Completing registration, etc

- Click the blue “Submit” button at the bottom.
- Each course will take appx 3 hours to complete all modules. It is recommended that you space out completion over several days.
- You must pass the quiz at the end of each module to receive credit. You must pass all modules in a course to receive a completion certificate for the course.
- Completion of a CITI course for someone else or distribution of CITI quiz questions may result in severe disciplinary action.

# Descriptions of some CITI courses

- [Responsible Conduct of Research \(RCR\)](#)
- [Human Subjects Research](#)
- [Infection Prevention in Healthcare Settings](#)
- [Essentials of Public Health Research](#)
- [Essentials of Statistical Analysis](#)
- [Research Study Design](#)
- [FERPA, HIPPA, Information Security](#)
- [Biosafety and Biosecurity](#)
- [Laboratory Chemical Safety](#)