HOW TO REGISTER FOR COURSES ON THE CITI PROGRAM WEBSITE

CITI PROGRAM

+1 888.529.5929   English ▾

Subscriptions ▾   Courses ▾   Resources   Support ▾   🔍   Register   Log In

Research Ethics and Compliance Training

Bioethics NEW
Gain a contemporary understanding about major bioethics concepts, principles, and issues.

View Course

Research Study Design NEW
Discover how to improve study design, collect and analyze data, and promote reproducible research.

View Course

Essentials of Statistical Analysis
Learn about or brush up on statistical analysis.

View Courses

Disaster Planning for the Research Enterprise
Enhance your understanding of disaster planning and business continuity in research.

View Course

Navigate your web browser to www.citiprogram.org

Click "Register" in the top right hand of the screen.

CITI PROGRAM

Englis

LOG IN   LOG IN THROUGH MY INSTITUTION   **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. ⊚

University of Washington

University of Washington 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 University of Washington.

Continue To Create Your CITI Program Username/Password

Enter "University of Washington" as the organization.

Agree to the Terms of Service and affirm that you are affiliated with UW.

Then, click Continue.

--- or ---

Independent Learner Registration

Use this option if you are paying for your courses. 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.

Do not register as an Independent Learner.

Enter your name and email address. Your UW email address is strongly recommended, but not required.

Then, continue to Step 3.

CITI - Learner Registration - University of Washington

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

Personal Information
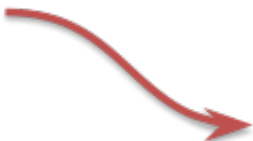
* indicates a required field.

* 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

Continue To Step 3

Create a user name and password. This <u>does not</u> have to be your UW NetID.

CITI - Learner Registration - University of Washington

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

Create your security question.

Then, continue to Step 4.

Continue To Step 4

Select your country of residence.

Then, continue to step 5.

CITI - Learner Registration - University of Washington

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.

[   ]

Continue To Step 5

If you are a medical professional, CE units are available for purchase after completing the GCP and Human Subjects courses. Choose whether or not you would be interested in CE credits.

CITI - Learner Registration - University of Washington

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 grade 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

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

○ Yes
○ No

Continue To Step 6

Indicate whether you would like to hear about surveys and marketing information.

Then, continue to Step 6.

Enter the information requested by the UW.

UW researchers: Make sure the information is correct. UW will use this information to pull limited training information into [My Research Training Transcript](#).

Non-UW researchers: you may enter a non-UW email and do not have to enter a UW NetID.

Then, continue to Step 7.

CITI - Learner Registration - University of Washington

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

Please provide the following information requested by University of Washington

* indicates a required field.

Language Preference

[▾]

* Institutional Email Address(Enter Your UW Email)

[ ]

* Gender

[▾]

* Highest Degree

[▾]

UW NetID:

[ ]

* Department

[ ]

* What Is Your Role In Research?

[▾]

Country

[ ]

* Office Phone

[ ]

Cell/Other Phone

[ ]

[Continue To Step 7]

Choose "I am registering to take a CITI course for the first time."

NOTE: The training in Health Information Privacy and Security is <u>not</u> HIPAA training. For researchers who will work with UW PHI, go to the [UW Medicine website](#) to complete HIPAA training.

Then, click "Next".

CITI - Learner Registration

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

* indicates a required field.

* What is your purpose in registering for CITI web-based training today?

Choose all that apply

☐ I am registering to take a CITI course for the first time.

☐ I completed a Basic or Refresher Course and need to take a Refresher Course.

☐ I need to take training in Health Information Privacy and Security.

☐ I am engaged in work related to animals or animal research.

[Next]

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Choose the courses you need. See the HSD website if you don't know what you need. You can choose more than one:

- "Research with human subjects" for basic **Human Subjects Protections** training
- "Research with human subjects (Refresher)" if you have previously taken human subjects training and need to take **refresher training**
- "Good Clinical Practice" for **Biomedical Good Clinical Practice (GCP)** training
- "GCP – Social and Behavioral…" for **Behavioral Good Clinical Practice (GCP)** training
- "Graduate study…" for **Responsible Conduct of Research** training

Then, click "Next."

Indicate which response best describes your area of study.

Click Finalize Registration.

CITI - Learner Registration

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

* indicates a required field.

* Which of the following describes areas in which you are or will be involved?

Choose all that apply

☐ Research with human subjects.

☐ Research with stem cells.

☐ Good Clinical Practice

☐ GCP – Social and Behavioral Research Best Practices for Clinical Research

☐ Graduate study and receiving funding from the National Science Foundation (NSF)

☐ Undergraduate study in a course on research methods.

Next

CITI - Learner Registration

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

* indicates a required field.

* Which best describes your area of study?

Choose one answer

○ Biomedical

○ Engineering

○ Humanities

○ Physical Science

○ Social/Behavioral

Next

CITI PROGRAM

English ▾

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

CITI - Learner Registration

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

Finalize Registration

✓ **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**.

Click View Courses.

University of Washington   **View Courses**

Would you like to affiliate with another Institution?   **Add An Affiliation**

Show Courses for: University of Washington   ▼   **Institution List**

University of Washington

Your active courses will be listed. Click "Start Now" to begin.

When you have completed each course, save a copy of your completion certificate for your records.

Active Courses   **Learner Tools**

You have no active courses for this Institution.

Courses Ready to Begin   **Learner Tools**

University of Washington
GCP – Social and Behavioral Research Best Practices for Clinical Research
Stage 1 - Basic Course

0 / 9 modules completed   **Start Now**

To add additional courses, click "Add a Course" and follow the instructions above to find the course you need.

Learner Tools for University of Washington

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation