

CITI Registration for Human Subjects Research

Table of Contents

I have never signed up with CITI	1
I already have a CITI profile affiliated with Sacramento State.....	8
I already have an account, but not with Sacramento State.....	9

I have never signed up with CITI

1. Go to: <https://www.citiprogram.org/index.cfm?pageID=22>
2. Click “Register” to create an account



3. Select your organization affiliation by searching for “California State University, Sacramento” then click “Continue to Step 2” (see image below)

Do not complete the Independent Learner Registration section.


CITI - Learner Registration

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

You must make a selection below.

Search for "California State University, Sacramento"

Select Your Organization Affiliation

Search for organization: Enter full or partial name 

Can't find your institution? It may use Single Sign On. [Check here.](#)

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.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

Continue To Step 2

Independent Learner Registration

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.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

I have confirmed that the course(s) that I will purchase as an Independent Learner are not available from an organizational subscriber to CITI Program with which I am affiliated. Note: CITI Program does not issue refunds for courses if you later determine that your organization provides access.

Continue As Independent Learner (Fees Apply)

4. Step 2: Enter your personal information and click "Continue to Step 3"
5. Step 3: Create a username, password, and security question, then click "Continue to Step 4"
6. Step 4: Enter your Country of Residence and click "Continue to Step 5"

7. Step 5: This section pertains only to those fields which are capable of receiving continuing education credits at a fee (paid by you). Please read this section carefully to determine whether you can benefit from these credits.
- If you do not need CE credits (students do not) then click “No”, skip the second section, and select if you would like to participate in CITI studies about research ethics and compliance (see image below).
 - If you would like to receive CE credits, select “Yes” in the first box, then check the appropriate course for your field. If you would like to participate in studies of research ethics and compliance, check “yes” for the last question

No CE credits needed:

CE credits needed:

* 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

Would you like to participate in CITI studies about research ethics and compliance?

Click “No” here if you do not need CE credits

Click “Yes” here if you would like CE credits

Skip this section

Select the type of credit you need for your field

- Click “Continue to Step 6”

8. Step 6: Enter the required information so Sacramento State can identify your CSUS email address, department, and role in research. Then click “Continue to Step 7”

9. Step 7:

a. **Question 1) Human Subjects Research**

Select the appropriate course according to your role in the research and your field of study. Your choices are:

- Biomedical: Researcher/Faculty/Doctoral Candidate/IRB Member
- Social-Behavioral-Educational: Researcher/Faculty/Doctoral Candidate/IRB Member
- Undergraduate or Masters Student
 - If you are an undergraduate or masters student, regardless of your field of study.
 - Your other option is to take the [NIH course](#), but both CITI and NIH are not required.

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support | Admin

Main Menu > Add Course/Update Learner Groups

Select Curriculum - California State University, Sacramento

* Indicates a required field.
[View 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.

Choose one answer

Biomedical: Researcher/Faculty/Doctoral Candidate/IRB Member: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

Social-Behavioral-Educational: Researcher/Faculty/Doctoral Candidate/IRB Member: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

IRB Chairs and Vice-Chairs: This Basic Course is appropriate for IRB or Ethics Committee members.

Undergraduate or Masters Student: No direct contact with human subjects.

Not at this time.

Chose the most appropriate course according to your role in the research

b. Question 2) Good Clinical Practice
Click “Not at this time” (see image below)

c. Question 3) Responsible Conduct of Research
Click “Not at this time” (see image below)

d. Question 4) Laboratory Animal Welfare
Click “Not at this time” (see image below)

*** Question 2**

Good Clinical Practice course

Please select the Good Clinical Practice course that you will like to review.

Choose all that apply

- Good Clinical Practice Course, US FDA Focus
- Good Clinical Practice Course for Clinical Trials Involving Medical Devices (International focus).
- Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / International focus)
- Not at this time.

Question 3

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 Course
- 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 Engineers
- Responsible Conduct of Research for Administrators
- Not at this time.

Question 4

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

- Investigators, Staff and Students
- IACUC Chair, Members, and Coordinators.
- Not at this time.

e. Click "Complete registration" at the bottom of the page

10. Click "Finalize registration"

Engl

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

CITI - Learner Registration

Welcome to the CITI Program. Your registration with California State University, Sacramento is complete.

[Finalize Registration](#)

[Need Help? Support Center](#)

11. The next screen is your homepage. From here you are able to view your registered courses. To begin the course, click on the course title (see image below).

The screenshot shows the CITI PROGRAM homepage. At the top, there is a navigation bar with 'English', 'Text size: A A', and 'Sac State ID: 4431184 | Log Out | Help'. Below this is the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar for the 'Knowledge Base' is also present. The main menu includes 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', and 'Support'. A green notification states 'Your registration has been completed successfully.' Below this, a dropdown menu for 'California State University, Sacramento Courses' is open, showing a table with columns for 'Course', 'Status', 'Completion Report', and 'Survey'. The course 'Social-Behavioral-Educational: Researcher/Faculty/Doctoral Candidate/IRB Member' is highlighted with a red circle. Below the table, there are sections for 'My Learner Tools for California State University, Sacramento' and 'Click here to affiliate with another institution'.

12. To begin the course, click “Complete the Integrity Assurance Statement before beginning the course.”

The screenshot shows the course page for 'Working with Rats in Research Settings - Lab Animal Research'. The page header includes the CITI PROGRAM logo and 'Collaborative Institutional Training Initiative'. The main menu includes 'Main Menu', 'My Profiles', 'My CEUs', 'My Reports', 'Support', and 'Admin'. The course title is 'Working with Rats in Research Settings - Lab Animal Research'. Below the title, there is a section 'To pass this course you must:' with two bullet points: 'Complete all 6 required modules' and 'Achieve an average score of at least 80% on all quizzes associated with this course's module requirements'. To the right, it says 'Your Current Score' is '31%'. Below this, a red text message states 'You have not met minimum score requirements'. At the bottom, a blue button with the text 'Complete The Integrity Assurance Statement before beginning the course' is circled in red.

13. An average score of 80% on each quiz must be obtained to complete the course.

14. Certificates of completion are automatically sent to the Office of Research Affairs at the end of each day as reports are generated overnight. The Office of Research Affairs may not see that a course is complete until the next day.

15. All required modules must be completed to receive a certificate of completion (see image on next page).
a. IRB members must complete the optional modules which relate to IRB responsibilities (see image on next page).

Required Modules must be completed

Required Modules			
	Date Completed	Score	CE Certified
Assessing Risk - SBE (ID: 503)	Incomplete	0/0 (0%)	Yes
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)	Yes
The Federal Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)	Yes
Informed Consent - SBE (ID: 504)	Incomplete	0/0 (0%)	Yes
Privacy and Confidentiality - SBE (ID: 505)	Incomplete	0/0 (0%)	Yes

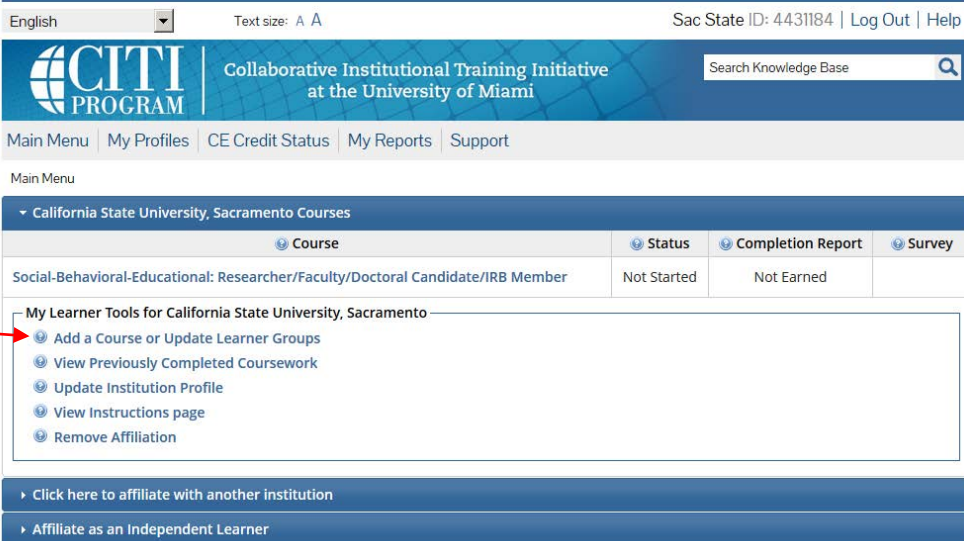
If you are working with a special population, you must complete modules related to that population

Supplemental Modules			
	Date Completed	Score	CE Certified
NOTE: Supplemental modules are provided for general interest only. You DO NOT receive credit for completing these modules			
Research with Older Adults (ID: 16502)	Incomplete	0/0 (0%)	-
Research with Persons who are Socially or Economically Disadvantaged (ID: 16539)	Incomplete	0/0 (0%)	-
Gender and Sexuality Diversity (GSD) in Human Research (ID: 16556)	Incomplete	0/0 (0%)	-
Research with Critically Ill Subjects (ID: 16592)	Incomplete	0/0 (0%)	-
Research with Decisionally Impaired Subjects (ID: 16610)	Incomplete	0/0 (0%)	-
Illegal Activities or Undocumented Status in Human Research (ID: 16656)	Incomplete	0/0 (0%)	-
Research with Subjects with Physical Disabilities & Impairments (ID: 16657)	Incomplete	0/0 (0%)	-
Research Involving Subjects at the End-of-Life (ID: 16658)	Incomplete	0/0 (0%)	-
Consent with Subjects Who Do Not Speak English (ID: 17260)	Incomplete	0/0 (0%)	-
Students in Research (ID: 1321)	Incomplete	0/0 (0%)	Yes
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)	Yes
Internet-Based Research - SBE (ID: 510)	Incomplete	0/0 (0%)	Yes
Research with Prisoners - SBE (ID: 506)	Incomplete	0/0 (0%)	Yes
Research with Children - SBE (ID: 507)	Incomplete	0/0 (0%)	Yes
Research in Public Elementary and Secondary Schools - SBE (ID: 508)	Incomplete	0/0 (0%)	Yes
International Research - SBE (ID: 509)	Incomplete	0/0 (0%)	Yes
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)	Incomplete	0/0 (0%)	Yes
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)	Yes
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)	Incomplete	0/0 (0%)	Yes

I already have a CITI profile affiliated with Sacramento State

1. Go to: <https://www.citiprogram.org/index.cfm?pageID=22> and log in with your existing username and password.

2. On your Main Menu under **My Learner Tools for California State University, Sacramento** click *Add a Course*



The screenshot displays the CITI Program website interface. At the top, there is a header with 'English' and 'Text size: A A' on the left, and 'Sac State ID: 4431184 | Log Out | Help' on the right. Below this is a blue banner with the 'CITI PROGRAM' logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar labeled 'Search Knowledge Base' is also present. Below the banner is a navigation menu with links for 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', and 'Support'. The main content area shows a 'Main Menu' section with a dropdown for 'California State University, Sacramento Courses'. This dropdown is expanded to show a table with columns for 'Course', 'Status', 'Completion Report', and 'Survey'. The table contains one row: 'Social-Behavioral-Educational: Researcher/Faculty/Doctoral Candidate/IRB Member' with 'Not Started' status and 'Not Earned' completion report. Below the table is a section titled 'My Learner Tools for California State University, Sacramento' with a list of links: 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. A red arrow points to the 'Add a Course or Update Learner Groups' link. At the bottom of the page, there are two blue buttons: 'Click here to affiliate with another institution' and 'Affiliate as an Independent Learner'.

3. View [Step 7: Question 1\) Human Subjects Research](#) and complete all remaining steps to finish registration. Press the link to take you to the appropriate step.

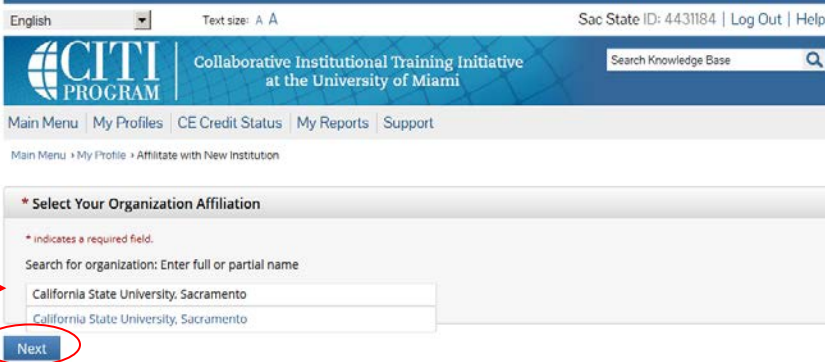
I already have an account, but not with Sacramento State

1. Go to: <https://www.citiprogram.org/index.cfm?pageID=22> and log in with your existing username and password.
2. You will be brought to the Main Menu where you can click the bar “Click here to affiliate with another institution”



The screenshot shows the CITI PROGRAM interface. At the top, there is a header with 'English', 'Text size: A A', and 'Sac State ID: 4431184 | Log Out | Help'. Below the header is the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar for 'Search Knowledge Base' is also present. The main navigation menu includes 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', and 'Support'. The 'Main Menu' is expanded to show 'California State University, Sacramento Courses'. Below this, there is a table with columns for 'Course', 'Status', 'Completion Report', and 'Survey'. The table contains one row for 'Social-Behavioral-Educational: Researcher/Faculty/Doctoral Candidate/IRB Member' with 'Not Started' status and 'Not Earned' completion. Below the table is a section titled 'My Learner Tools for California State University, Sacramento' with links for 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. At the bottom of the main menu, there are two blue buttons: 'Click here to affiliate with another institution' (highlighted with a red arrow) and 'Affiliate as an Independent Learner'.

3. Search for “California State University, Sacramento” and click Next



The screenshot shows the 'Select Your Organization Affiliation' form. At the top, there is a header with 'English', 'Text size: A A', and 'Sac State ID: 4431184 | Log Out | Help'. Below the header is the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar for 'Search Knowledge Base' is also present. The main navigation menu includes 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', and 'Support'. The 'Main Menu' is expanded to show 'My Profile' and 'Affiliate with New Institution'. Below this, there is a section titled '* Select Your Organization Affiliation' with a note '* indicates a required field.' and a search prompt 'Search for organization: Enter full or partial name'. A search box contains the text 'California State University, Sacramento' and a dropdown menu shows two results: 'California State University, Sacramento' and 'California State University, Sacramento'. Below the search box is a blue button labeled 'Next' (highlighted with a red circle).

4. View [Step 2: Enter your personal information and click “Continue to Step 3”](#) and complete all remaining steps to finish registration. Press the link to take you to the appropriate step.