



DOWNSTATE
HEALTH SCIENCES UNIVERSITY



How to **register** as a **new user** with CITI Program

Summer Student Registration

STEPS TO REGISTERING WITH CITI

CITI (Collaborative Institutional Training Initiative) is the online course that ensures that people participating in any aspect of Human Research are familiar with the core principals and ethics of Social/Behavioral research.

OBJECTIVES:

- 1. Register** for the CITI Program online training using these instructions
- 2. Pass the CITI program online training: *Minimum/passing score 70***
- 3. Submit copy of CITI Program completion report and certificate as soon as possible, you need this before you can begin.**



STEPS TO REGISTERING WITH CITI

Go to CITI homepage: www.citiprogram.org and click on **“Register”**



The screenshot shows the CITI Program website header with the logo on the left and navigation links: Courses, Organizations, Individuals, and About. On the right, there are links for Support, FAQs, and Contact Us, along with Register and Log In buttons. A red arrow points to the Register button. Below the header is a newsletter subscription prompt. The main content area features a large heading: "The Trusted Standard in Research, Ethics, and Compliance Training". Below this is a paragraph describing the CITI Program's mission. Two buttons, "Demo a Course" and "Benefits for Organizations", are positioned below the text. To the right is a large image of people around a table with various icons, and a blue banner at the bottom right of the image stating "Over 10 Million Learners with 19+ Million Course Completions".

CITI PROGRAM

Courses Organizations Individuals About

Support FAQs Contact Us

Register Log In

Subscribe to Our Weekly Newsletter

The Trusted Standard in Research, Ethics, and Compliance 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

Over 10 Million Learners with 19+ Million Course Completions

STEPS TO REGISTERING WITH CITI

Step: Start typing “SUNY” then select “**SUNY Downstate Health Sciences University**”. Agree to the terms and conditions. Click “**Continue to Create Your CITI Program Username/Password**”.

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. ⓘ

SUNY Downstate Health Sciences University

SUNY Downstate Health Sciences 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 SUNY Downstate Health Sciences University.

Continue To Create Your CITI Program Username/Password

———— 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.

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

STEPS TO REGISTERING WITH CITI

Step 2: Enter your personal info.

CITI - Learner Registration - SUNY Downstate Health Sciences University

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

STEPS TO REGISTERING WITH CITI

Step: Create a Username (use your First & Last Name) and Password. *Write your Username and Password in a place you can findit!*

CITI - Learner Registration - SUNY Downstate Health Sciences 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](#)

STEPS TO REGISTERING WITH CITI

Step: Enter the country of residence. You may answer the last question as you wish.

CITI - Learner Registration - SUNY Downstate Health Sciences University


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.

United States

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? 

Yes

No

[Continue To Step 5](#)

STEPS TO REGISTERING WITH CITI

STEP: Answer “no” to receiving Continuing Education credits.

CITI - Learner Registration - SUNY Downstate Health Sciences 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 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™

Psychologists - APA Credits

Nurses - ANCC CNE

Other Participants - Certificates of Participation

Social Workers - CE Credits

Pharmacists - CPE Credits

Continue To Step 6

STEPS TO REGISTERING WITH CITI

STEP- Enter all Mandatory Information. For Department, Role, Address, and number enter the info as below.

CITI - Learner Registration - SUNY Downstate Health Sciences University

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

Please provide the following information requested by SUNY Downstate Health Sciences University

* indicates a required field.

Language Preference

English ▾

* Institutional Email Address

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

SPRINTER@downstate.edu

* Verify Institutional Email Address

SPRINTER@downstate.edu

* Highest Degree

BA, BS or BSN ▾

Employee Number

* Department

Medicine

* Role?

Student Researcher - Undergraduate ▾

Address Field 1

Address Field 1

Office of Diversity Education and Research

Address Field 2

450 Clarkson Ave

Address Field 3

SUNY Downstate Health Sciences University

City

Brooklyn

State

NY

Zip/Postal Code

12203

Country

United States of America

* Office Phone

718-270-1000

Home Phone

Continue To Step 7

STEPS TO REGISTERING WITH CITI

Step- Choose **Group 2, Social/Behavioral** for Questions 1, 2 & 6. For all other required questions select “not at this time”. Then click “Complete registration”

CITI - Learner Registration - SUNY Downstate Health Sciences 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

Select the group appropriate to your research activities.

Choose one answer

- Group 1: Biomedical Investigators and Key Personnel
- Group 2: Social / Behavioral Investigators and Key Personnel
- Group 3: IRB Members
- Revised Common Rule
- I am not involved in human subjects research.

Question 2

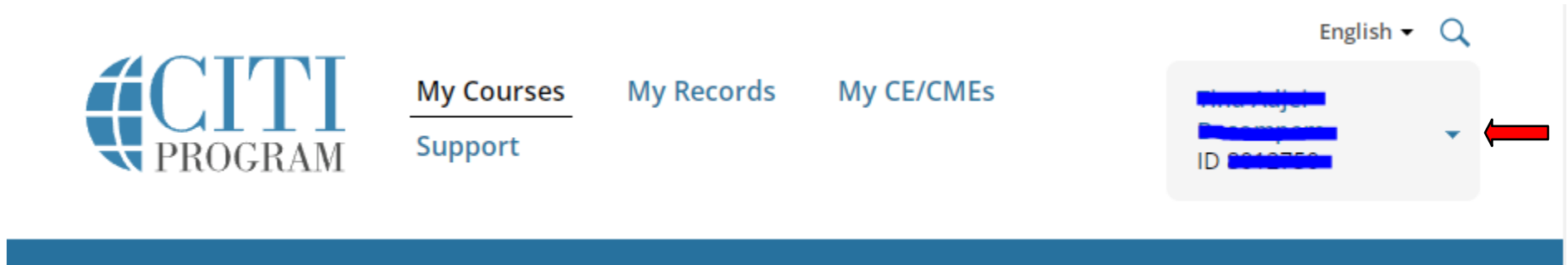
Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

Choose one answer

- Group 1: Biomedical Investigators and Key Personnel
- Group 2: Social / Behavioral Investigators and Key Personnel
- I have not previously completed an approved Basic Course.

STEPS TO REGISTERING WITH CITI

Step- Write down toy ID (upper right hand corner, blocked out in this example) along with your user name and password so you can refer to it later.



Step- Click on “View Courses” for SUNY Downstate Health Sciences University to access your courses.

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](#).

SUNY Downstate Health Sciences University	View Courses
Would you like to affiliate with another Institution?	Add Affiliation
Would you like to remove an existing affiliation?	Remove Affiliation

STEPS TO REGISTERING WITH CITI

Step- Complete all required modules under the Group 2. Social/ Behavioral Investigators and key Personnel- Basic Course

Scoring

- A running tally is compiled in the Grade Book
- If you want to improve a score on a quiz, you may repeat it
- You have to achieve an average score of 70% to pass the overall Basic Course

Completion & Submitting

- Remember, *it will take 7-10 hours to complete* the CITI course so plan your time accordingly.
- When you have completed and passed the CITI course, save the “completion report” and “completion certificate” to hand in.
- You must complete the CITI course & submit the completion report and certificate as soon as possible.

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Belmont Report and Its Principles (ID: 1127)	27-Mar-2019	3/3 (100%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	27-Mar-2019	5/5 (100%)
Consent with Subjects Who Do Not Speak English (ID: 17260)	27-Mar-2019	5/5 (100%)
History and Ethical Principles - SBE (ID: 490)	27-Mar-2019	5/5 (100%)
Defining Research with Human Subjects - SBE (ID: 491)	28-Mar-2019	4/5 (80%)
The Federal Regulations - SBE (ID: 502)	28-Mar-2019	5/5 (100%)
Assessing Risk - SBE (ID: 503)	28-Mar-2019	5/5 (100%)
Informed Consent - SBE (ID: 504)	28-Mar-2019	5/5 (100%)
Privacy and Confidentiality - SBE (ID: 505)	28-Mar-2019	5/5 (100%)