

## CITI Human Research Training

Any person affiliated with West Liberty University that will be conducting research with human participants is required to complete ethics training.

[CITI](#) (Collaborative Institutional Training Initiative) is the provider for the training.

The required training for conducting research with people is the Human Subjects Research: **“Social Behavioral Educational (SBE) Basic course”** OR **“Biomedical Research”** depending on the type of research proposal. The majority of WLU human subjects research is applicable to the SBE course.

Additional or alternative ethics training may be required depending on the type of research proposal.

Contact the WLU IRB chair for more information.

A pdf file of the completion certificate(s) should be kept for your records.  
Proof of completion is required as part of the WLU IRB application process.

After three years, additional training / refresher course(s), may be required.

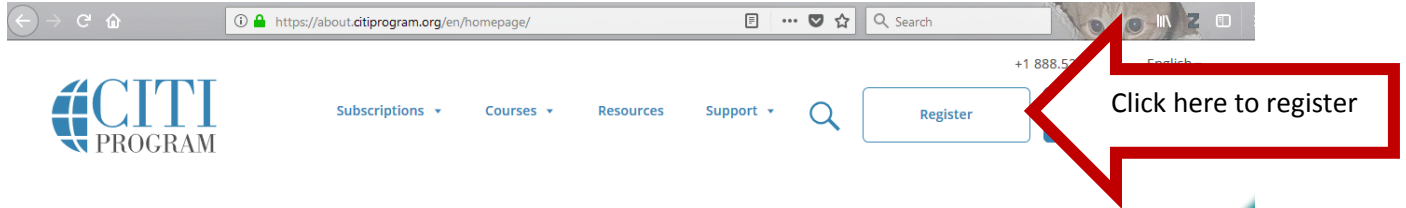
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How to register and complete CITI training

The following pages include step by step instructions on how to register and sign up for the required training. The course typically requires about 3 hours to complete.

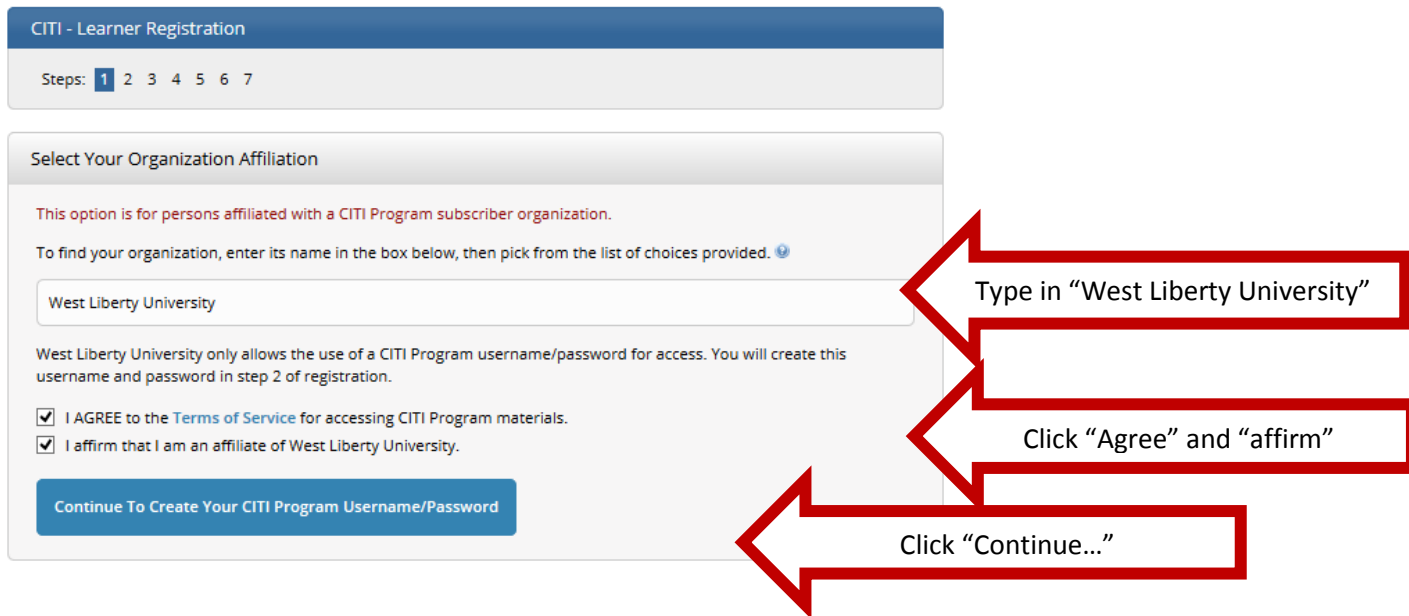
## Registration instructions for CITI training

**TO BEGIN:** Go to [www.citi.org](http://www.citi.org) Click on the register button near the top right of the screen. If you have already registered, you can skip these steps and email a copy of your completion certificate to the IRB chair.



### Step 1. Select your Organization Affiliation

Type in “West Liberty University”, Click the “Agree” box and the “affirm” box. Then click on “Continue to Create Your CITI Program Username/Password”

A screenshot of the "CITI - Learner Registration" form. At the top, it says "CITI - Learner Registration" and "Steps: 1 2 3 4 5 6 7", with step 1 highlighted. The main heading is "Select Your Organization Affiliation". Below this, there is a note: "This option is for persons affiliated with a CITI Program subscriber organization." and instructions: "To find your organization, enter its name in the box below, then pick from the list of choices provided." A text input field contains "West Liberty University". Below the input field, there is a note: "West Liberty 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." There are two checked checkboxes: "I AGREE to the Terms of Service for accessing CITI Program materials." and "I affirm that I am an affiliate of West Liberty University." At the bottom, there is a blue button labeled "Continue To Create Your CITI Program Username/Password". Three red arrows point to specific elements: one points to the input field with the text "Type in 'West Liberty University'", another points to the checkboxes with the text "Click 'Agree' and 'affirm'", and a third points to the "Continue" button with the text "Click 'Continue...'".

### Step 2. Personal information

Complete the required fields indicated with an “\*”. It is suggested that you use your WLU email address and a personal secondary email address.

CITI - Learner Registration - West Liberty University

Steps: 1 2 3 4 5 6 7

### Personal Information

\* indicates a required field.

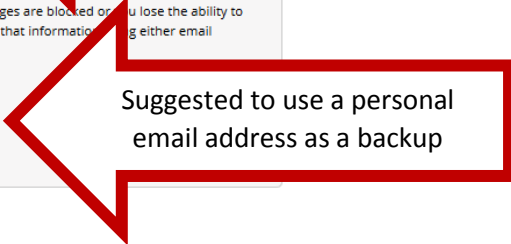
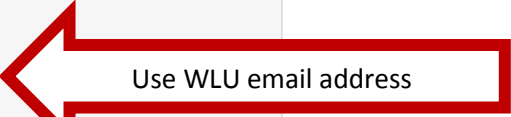
\* First Name  \* Last Name

\* 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



### Step 3. Create Username and Password

Complete the required fields indicated with an “\*”. It is suggested that you use your WLU email (*without* the @westliberty.edu) as your username. If that is already being used, then pick something you can remember.

CITI - Learner Registration - West Liberty 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 response.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive. "a12b34cd".

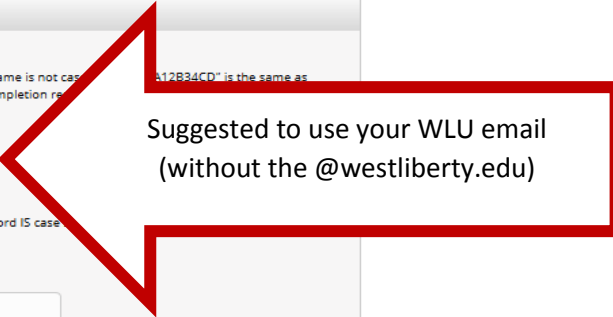
\* Password  \* Verify Password

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. Country of Residence

Type in “United States” for the country of residence.

CITI - Learner Registration - West Liberty 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.

Continue To Step 5

#### Step 5. CE credits

Click “No” for the CE credits (some faculty may want to choose yes if there are interested also working toward CE credits)

Click “No” for the other two sections unless you want CITI to contact you for research/marketing purposes.

CITI - Learner Registration - West Liberty 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 credit 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 text 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

## Step 6. WLU specific information

Complete the required fields indicated with an “\*”. This includes your WLU email address, department, and role in research. The other questions are optional.

For “Role in Research” Choose your main role. For most faculty this will be “Principle Investigator”, or “Co-Investigator), for most students this will be “Student Researcher”. If you are unsure of what to choose, contact the IRB chair.

CITI - Learner Registration - West Liberty University

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by West Liberty University

\* indicates a required field.

Language Preference

\* Institutional Email Address

Gender

Highest Degree

Employee Number

\* Department

\* Role In Research

Address Field 1

WLU email required

Required (Dept. or program)

Required (Faculty = Principle or Co-investigator, Student = Student Researcher)

**Step 7.** Select curriculum - below outlines the SBE course. If it has been determined that your research is Biomedical, complete the Biomedical Research course instead of the SBE course.

The **Social & Behavioral Research Investigators** is the required course for the majority of researchers at WLU. The IRB will contact the principle investigator if additional CITI training may be required. If you think that your research falls under a biomedical category, contact the IRB chair to discuss training requirements before completing the SBE course. Then click “Complete Registration” at the bottom of the page.

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

**Human Subjects Research**

Please choose one learner group 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 Research Investigators: Choose this group to satisfy CITI training requirements for Investigators involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements and staff involved primarily in Social and Behavioral research with human subjects.
- Research with data on laboratory specimens- ONLY: No direct contact with human subjects.
- IRB Members: (IRB members only)
- Not at this time.

Social and Behavioral: Required (contact the IRB chair if you think your research falls under a different category presented here)

Then click on "Finalize Registration"

CITI - Learner Registration

Welcome to the CITI Program. Your registration with West Liberty University is complete.

Finalize Registration

Finalize registration

You should then see your course screen. Click on the course to begin.

CITI PROGRAM Collaborative Institutional Training Initiative

Log Out Help

Main Menu / My Courses My Profiles My Records My CEUs Support

Main Menu / My Courses

✔ Your registration has been completed successfully.

Course	Status	Completion Record	Survey
Social & Behavioral Research			

My Learner Tools for West Liberty University

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

Click on the course name to begin

**Then work your way through the course modules.**

You must click on the “Complete the Integrity Assurance...” before you can begin the modules.

If you have any questions, email the IRB chair.

Home > Course Social & Behavioral Research

### Social & Behavioral Research - Basic Course

To pass this course you must:

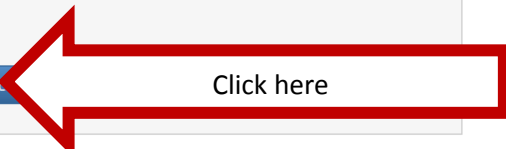
- Complete all 14 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

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
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	Incomplete	0/0 (0%)
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)



**Keep a pdf copy of your completion certificate. Proof of completion is required as part of the WLU IRB application process.**



Completion Date: 30-Nov-2017  
Expiration Date: 29-Nov-2020  
Record ID: 20180825

This is to certify that:  
**Topper D. Bear**

Has completed the following CITI Program course:

**Social & Behavioral Research - Basic/Refresher** (Curriculum Group)  
**Social & Behavioral Research** (Course Learner Group)  
**1 - Basic Course** (Sage)

Under requirements set by:  
West Liberty University



