CITI Program Training Book

Houston Baptist University

Created by Dr. John Spoede & Dr. Cindy Simpson

Expectations:

All faculty members are required to complete the CITI (Collaborative Institutional Training Initiative).

It is a **FREE** service provided for all faculty members and students.

This is a training directed at understanding issues about conducting research.

Many institutions use this training for their faculty and staff.

HBU will also require students who are conducting research projects to complete a student version of this training.

There are 11 items covered in this book to assist you with completing this requirement.

1) go to https://www.citiprogram.org/

2) Click on the "Register" button

3) Type "Houston Baptist University" into the "Search for Organization" box, then click continue to Step 2

4) Complete Steps 1-7 to complete the registration process

Step 1

Step 2

CITI PROGRAM

Collaborative Institutional Training Initiative
at the University of Miami

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration - Houston Baptist 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

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration - Houston Baptist 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

Step 4

CITI PROGRAM
Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base 🔍

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration - Houston Baptist University

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

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⓔ
Why does CITI Program use these categories? ⓔ

* indicates a required field.

* I identify my Gender as:

○ Female
○ Male
○ Transgender or Other
○ Prefer not to answer

* I identify my Ethnicity as:

○ Hispanic or Latino ⓔ
○ Not Hispanic or Latino
○ Prefer not to answer

* I identify my Race as: (you may select more than one)

☐ American Indian or Alaska Native ⓔ
☐ Black or African American ⓔ
☐ Asian ⓔ
☐ Native Hawaiian or Other Pacific Islander ⓔ
☐ White ⓔ
☐ Prefer not to answer

Continue to Step 5

Step 5

CITI PROGRAM

Collaborative Institutional Training Initiative
at the University of Miami

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration - Houston Baptist 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 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

Step 6

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration - Houston Baptist University

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

Please provide the following information requested by Houston Baptist University

* indicates a required field.

Language Preference

[▼]

* Institutional email address

[ ]

Gender

[▼]

Highest degree

[▼]

Employee Number

[ ]

* Department

[ ]

* Role in research

[▼]

Address Field 1

[ ]

Address Field 2

[ ]

Address Field 3

[ ]

City

[ ]

State

[ ]

Zip/Postal Code

[ ]

Country

[ ]

Phone

[ ]

[Continue to Step 7]

Step 7

Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration - Houston Baptist 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

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

- ○ Group 1: COEBS Faculty
- ○ Group 2: COEBS Graduate Students
- ○ Group 3: COEBS Undergraduate Students
- ○ Not at this time.

Complete Registration

2:18 PM

5) Click on the hyperlink to "Complete Registration"

6) Click on the arrow next to Houston Baptist University Course to allow the menu to drop down.

7) Click on the hyperlink "COEBS Faculty"

8) Click on the hyperlink "Complete The Integrity Assurance Statement before beginning the course"

Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base 🔍

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu › Course COEBS Faculty

COEBS Faculty - Basic Course

To pass this course you must:

- Complete all 11 required modules
- Complete 1 of 5 elective 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

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Your Current Score

0%

Required Modules

	Date Completed	Score
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)

9) Click "I AGREE" if you agree to the terms of service and "Submit"

Assurance Statement

John Spoede:

CITI Program Terms of Service include the following provisions. Please read them carefully.

Only One Account:	I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program.
No Account Sharing:	I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.
Do My Own Work:	I will complete all required quizzes and any other assessments by myself, using only my own work.
No Quiz Sharing:	I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.
No Cheating:	I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.
My Actions Are Logged:	I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Select the appropriate statement then click the Submit button:

◉ I AGREE to the above and the other Terms of Service for accessing CITI Program materials.

○ I DO NOT AGREE, and wish to be contacted about one or more of the Terms of Service.

Submit

10) Work on complete the required modules and one elective module (Note: CITI will only allow you to work on completing one module at a time. Once you have completed a module the next module in the sequence will be available for you to complete.

11) Once all module are completed, print out a certificate of completion for your records.

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu

▼ Houston Baptist University Courses

ⓘ Course	ⓘ Status	ⓘ Completion Report	ⓘ CE Credits	ⓘ Survey
COEBS Faculty	Passed 04/27/2015	Print Report	Apply Now	Post-course evaluation

My Learner Tools for Houston Baptist University
- ⓘ Add a Course or Update Learner Groups
- ⓘ View Previously Completed Coursework
- ⓘ Update Institution Profile
- ⓘ Remove Affiliation

▶ Click here to affiliate with another institution

▶ Affiliate as an Independent Learner

If you have any questions you can contact

CITI Program Help Desk
305-243-7970 option 1
citisupport@med.miami.edu