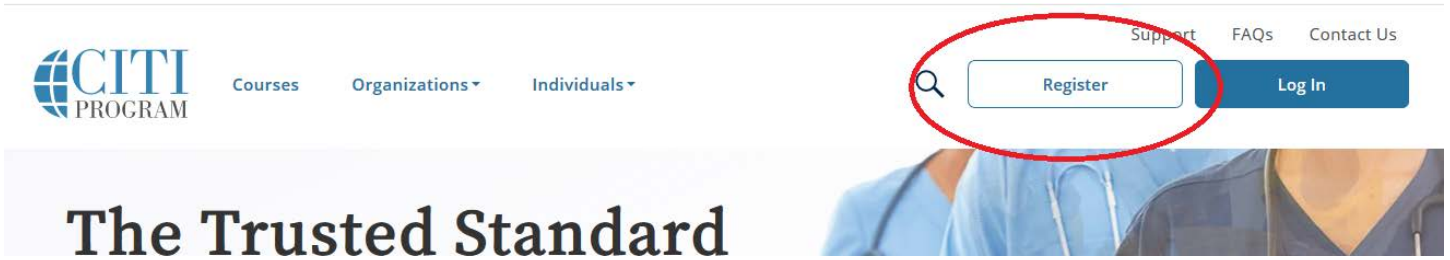


Instructions for Registering for Human Subjects CITI Training

Go to www.citiprogram.org and click “Register” at the top right of the screen.



The Trusted Standard

Step 1. Select your Organization Affiliation: Western Carolina University

A screenshot of the CITI Program registration page. The header features the 'CITI PROGRAM' logo and a language dropdown set to 'English'. Navigation links include 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. The main content area is titled 'CITI - Learner Registration' and shows a progress bar with steps 1 through 7, where step 1 is active. The current step is 'Select Your Organization Affiliation'. It includes instructions: '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.' A search box contains 'Western Ca' and a dropdown menu shows 'Western Carolina University'. Below this is an 'Independent Learner Registration' section with instructions: '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.' At the bottom, there is a checkbox for 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.'

Step 2. Enter your name and email address



English ▾

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

CITI - Learner Registration - Western Carolina 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 a username, password, and security question

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

CITI - Learner Registration - Western Carolina 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

Steph 4. Select country of residence



English ▾

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

CITI - Learner Registration - Western Carolina 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

United States Minor Outlying Islands

* 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](#)

Step 5. Enter Continuing Education Credit preferences (optional – most will choose ‘no’)

CITI - Learner Registration - Western Carolina 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 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

Step 6. Enter your email again and select the role that is appropriate to you. Select ‘Basic Human Subjects Social & Behavioral Focus’ for the question, ‘Which course do you plan to take?’ All other questions are optional.

Please provide the following information requested by Western Carolina University

* indicates a required field.

Language Preference
English ▾

* Institutional Email Address
We recommend providing an email address issued by Western Carolina University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Western Carolina University officials identify your learning records in reports.

jncarson@wcu.edu

* Verify Institutional Email Address
jncarson@wcu.edu

Gender
▾

Highest Degree
IRB administrator
IRB Chair
IRB Member
Principal Investigator
Co-Investigator
Research Assistant
Institutional Official
Student Researcher - Graduate level
Student Researcher - Undergraduate
Veterinarian
▾

Address Field 1
▾

Address Field 3

City

State

Zip/Postal Code

Country

Phone

* Which Course Do You Plan To Take?

- Basic Human subjects - Biomedical Basic Human subjects - Biomedica
- Basic Human Subjects - Biomedical & Social & Behavioral Focus
- Basic Human Subjects - Social & Behavioral Focus
- Biosafety / Biosecurity
- Good Clinical Practice
- Health Information Privacy and Security (HIPS)
- Laboratory Animal Welfare
- Other
- Refresher Course - Biomedical Research
- Refresher Course - Social and Behavioral Research
- Responsible Conduct of Research

atch the [getting started video](#).

Step 7. Select your curriculum by answering the following questions:

Question 1. Select 'Yes, I conduct Social and Behavioral Research with human subjects.'

Question 2. Select 'No, I am not a member of the WCU IRB'



[Courses](#)

[Records](#)

[CE/CMEs](#)

[Support](#)

[Admin](#)



English ▾

Jamie Carson
ID 8741647 ▾

Select Curriculum

Western Carolina University

[View instructions page.](#)

Question 1

Human Subjects Research

Provide a response to all questions. Are you required to complete the CITI Course on the Protection of Human Research Subjects before beginning your research project?

This question is required. Choose all that apply.



- Yes, I conduct Social and Behavior Research with human subjects.
- Yes, I conduct Biomedical Research with human subjects.
- No, I am not required to complete this course at this time.

Question 2

Are you a member of the WCU IRB?

This question is required. Choose one answer.

- Yes, I am a member of the WCU IRB
- No, I am not a member of the WCU IRB

Question 3. Select 'No,' unless you are required to take Responsible Conduct of Research training (not required for IRB submission)

Question 4. Select 'No,' unless you are required to take Conflict of Interest training (not required for IRB submission).

Question 7. Select 'Research does not require GCP module'.

Question 3

Responsible Conduct of Research Course Enrollment

Please select your RCR learner group below to be enrolled in RCR coursework. You may leave this blank if this does not apply to you. This course is not required for human subjects research.

- Social & Behavioral RCR
- No thank you, not at this time.

Question 4

Would you like to take the Conflict of Interest mini-course?

- Yes
- No

Question 7

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

This question is required. 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)
- Research does not require GCP module.

Question 8. Select 'No, I do not use animals' unless you are required to take Laboratory Animal Welfare training. (Not required for IRB submission)

Question 9. Skip, unless you are required to take a specific animal course

Question 10. Select 'Not at this time,' unless you are required to take the FERPA course. (Not required for IRB submission)

Question 8

Animal Research

Do you conduct research involving animals? Choose all that apply

This question is required. Choose all that apply.

- Yes, I use animals in my research.
- No, I do not use animals.
- I am a member of WCU IACUC (choose this only if you are an active committee member).

Question 9

If you use animals in research, the following species-specific electives are available to you, choose all that apply.

- Wildlife Research
- I work with Mice. Family: Muridae Cricetidae
- I work with Frogs, Toads or other Amphibians
- I work with Rabbits, Family: Leporidae
- I work with Dogs
- I work with Fish.
- I work with Zebrafish: (Danio rerio)
- I work with Rats.
- I work with Reptiles.

Question 10

Would you like to take the Family Educational Rights and Privacy Act (FERPA) course?

- Yes
- Not at this time.

Question 11. Select 'Not at this time,' unless your research is funded by NIH.

Question 12. Select 'No,' unless you would like to take Covid-19 training. Click 'Complete Registration'.

Question 11

Are you conducting human subjects research FUNDED by NIH?

- Yes
- Not at this time.

Question 12

COVID-19: Back to Campus (2020-2021), Remote Contact Tracing, Participating in Vaccine Research & Insights for Higher Ed Leaders

I wish to access the course *COVID-19: Back to Campus (2020-2021)* and acknowledge that I have read and understood the statement below:

This course's materials were developed or reviewed by medical, research, and environmental health and safety professionals in coordination with the Association of American Medical Colleges (AAMC) in an effort to help researchers, students, and administrative staff, manage the risks associated with COVID-19 as they return to campus. Some of these materials may be based on resources and guidance documents produced by the U.S. Centers for Disease Control and Prevention, the U.S. Department of Labor's Occupational Health and Safety Administration, and the National Institutes of Health. The materials are presented by the CITI Program for dissemination of information to members of the AAMC as well as other institutions. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. This information must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy.

NOTE: Access to this course will terminate on 1 March 2021.

COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research & Insights for Higher Ed Leaders. The information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

This question is required. Choose one answer.

- Yes
- No

Step 8. Finalize Registration



The screenshot shows the CITI PROGRAM logo at the top center, with a language dropdown menu set to 'English' on the right. Below the logo are three navigation links: 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. A blue header bar reads 'CITI - Learner Registration'. Below this, a grey box contains the message: 'Welcome to the CITI Program. Your registration with Western Carolina University is complete.' A blue button labeled 'Finalize Registration' is circled in red. At the bottom, there is a link: 'New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).'

You will then be taken to your home page. Select ‘View Courses’ to go to your enrolled courses and begin training.

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](#).

Western Carolina University

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation