

Human Subjects Research Training

Institutional Review Board, Office of Sponsored Programs and Research

South College is committed to the protection of human research subjects. The South College Institutional Review Board (IRB) was established to protect the rights and welfare of human research subjects. Prior to the initiation of any research activity involving human subjects, a research protocol must be submitted to the IRB and receive approval. The IRB will not grant approval of human subjects research protocols until all faculty, staff, and students associated with the project have completed Human Subjects Research Training and provided the IRB with a certificate of completion. This policy assures that all researchers receive the necessary training to protect human research participants and to remain compliant with federal regulations. The training is administered through the Collaborative Institutional Training Initiative (CITI). The CITI program is widely accepted as an industry standard among university and college IRBs, and by the federal government and other funding agencies. The CITI program allows individuals to complete the training at their convenience. Initial CITI training is valid for a period of three years. After the initial training period, a refresher course must be completed every three years.

Directions for completing Human Subjects Research Training:

Go to the CITI website:

<https://www.citiprogram.org/>

On the CITI homepage, create an account by clicking on the 'Register' button:

USA - English Text Size: A A Log In | Register | Help

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Over 6.2 million CITI Program courses have been completed since 2000

Username

Password
 Log In

Forgot Username or Password?

Log in through my institution
Log in via SSO

Create an account
Register

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

CITI Program Announcements
Conflicts of Interest (COI) Guide (April 2014)
Updates to Biosafety and Biosecurity and Export Control Content (April 2014)
CITI Program Quarterly Newsletter (April 2014)
New Module: Research, Ethics, and Society (RCR-Interdisciplinary) (March 2014)

Help & Support
How do I register?
Merge duplicate accounts
I forgot my Username or Password

Type 'South College' in the box and click on the 'Continue to Step 2' button:

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CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

South College Can't find your institution? It may use Single Sign On. Check here.

Drop-down lists have been replaced by this single search box. 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.

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.

Enter your name and email address, and continue to step 3:

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CITI - Learner Registration - South College

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

Create your user name, password, security question, and continue to step 4:

CITI - Learner Registration - South College

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](#)

Answer the demographic questions and continue to step 5:

*** 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](#)

If you are an MD, DO, PA, nurse, or psychologist you may elect to receive Continuing Education Unit (CEU) credit for this course. The University of Miami Leonard M. Miller School of Medicine designates this educational activity for a maximum of 9 *AMA PRA Category 1 Credits™*. Make a choice and continue to step 6:

USA - English

Text Size: A A

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CITI - Learner Registration - South College

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 most CITI courses - please see "Course List" link under the "CE Credits" tab on login page for details.

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

☐ Nurses - ANCC CNE

☐ Other Participants - Certificates of Participation

☐ Psychologists - APA Credits

☐ 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

Provide information requested by South College and continue to step 7:

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CITI - Learner Registration - South College

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

Please provide the following information requested by South College

* indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

For the response to question 1, select 'Biomedical Research Investigators' or 'Social & Behavioral Research Investigators,' whichever is appropriate for the type of research you will be conducting. For questions 2, 3, 4, and 6 select 'Not at this time, thank you.' Skip Question 5. Click the 'Complete Registration' button at the bottom of the page.

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 Research Investigators:** Training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

☐ **Social & Behavioral Research Investigators:** Training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

☐ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

☐ **Students conducting no more than minimal risk research**

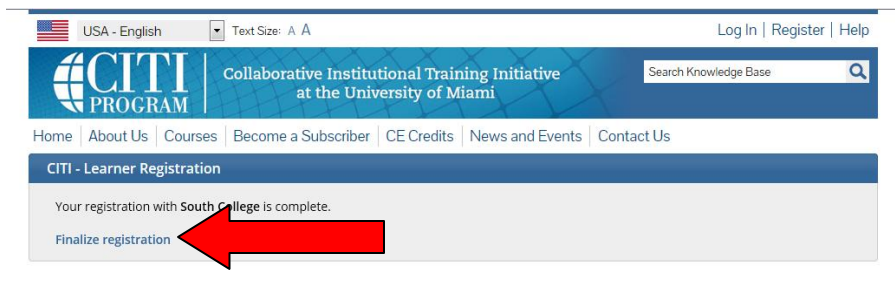
☐ **Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.

☐ **Not at this time, thank you.**

*** Question 2**

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

Finalize registration:



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

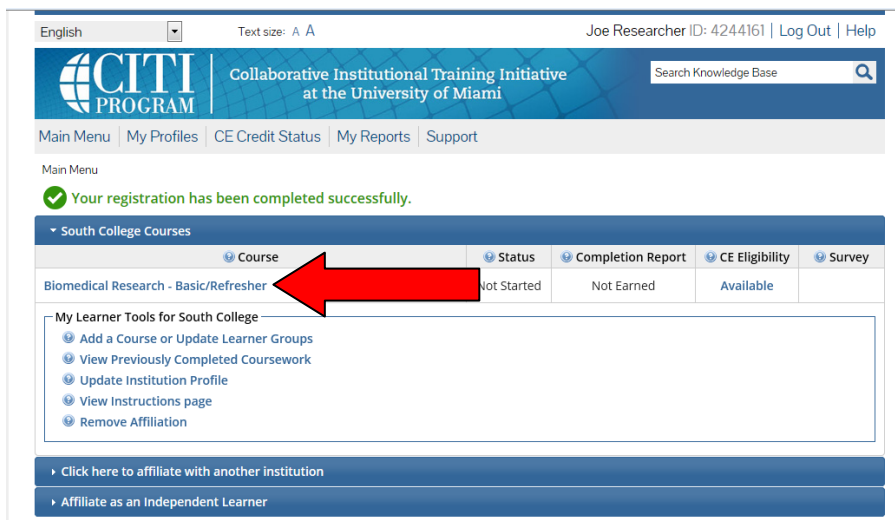
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CITI - Learner Registration

Your registration with South College is complete.

[Finalize registration](#)

Click on the course name to get started:



English Text size: A A Joe Researcher ID: 4244161 | Log Out | Help

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

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

Main Menu

✓ Your registration has been completed successfully.

▼ South College Courses

Course	Status	Completion Report	CE Eligibility	Survey
Biomedical Research - Basic/Refresher	Not Started	Not Earned	Available	

My Learner Tools for South College


- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

➤ Click here to affiliate with another institution

➤ Affiliate as an Independent Learner

Complete the Integrity Assurance Statement before beginning the course:

English
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Joe Researcher ID: 4244161 | Log Out | Help


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

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

Main Menu > Course Biomedical Research - Basic/Refresher

Biomedical Research - Basic/Refresher - Basic Course

To pass this course you must:

- Complete all 15 required modules
- Achieve an average score of 80% on all quizzes

You have unfinished modules remaining

Complete The Integrity Assurance Statement before beginning the course

Your Current Score: **0%**

Required Modules

	Date Completed	Score	CE Eligible
History and Ethics of Human Subjects Research (ID: 498)	Incomplete	0/0 (0%)	Yes
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)	Yes
Informed Consent (ID: 3)	Incomplete	0/0 (0%)	Yes
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	Incomplete	0/0 (0%)	Yes
Records-Based Research (ID: 5)	Incomplete	0/0 (0%)	Yes
Genetic Research in Human Populations (ID: 6)	Incomplete	0/0 (0%)	Yes

Agree and Submit:

Main Menu > Assurance Statement

Assurance Statement

Joe Researcher:

CITI Program [Conditions of Use](#) 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 [Conditions of Use](#) for accessing CITI Program materials.

☐ I DO NOT AGREE, and wish to be contacted about one or more of the Conditions of Use.

Submit

If you elected to receive CME/CEU credit, view the CEU information page:

English
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Collaborative Institutional Training Initiative
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Search Knowledge Base

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


Main Menu > Course Biomedical Research - Basic/Refresher

Biomedical Research - Basic/Refresher - Basic Course

To pass this course you must:

- Complete all 15 required modules
- Achieve an average score of 80% on all quizzes

You have unfinished modules remaining

 View the Continuing Education Information page before beginning the course

Your Current Score
0%

Required Modules

	Date Completed	Score	CE Eligible
History and Ethics of Human Subjects Research (ID: 498)	Incomplete	0/0 (0%)	Yes
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)	Yes
Informed Consent (ID: 3)	Incomplete	0/0 (0%)	Yes
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	Incomplete	0/0 (0%)	Yes
Records-Based Research (ID: 5)	Incomplete	0/0 (0%)	Yes

View the page and click the 'Continue to Course' button at the bottom of the page.

Continuing Education Credits, Certificate and Administrative Fees

Physicians (AMA PRA Category 1 Credit™)	3 Credits	6 certified modules	US\$ 70.00
	AND / OR		
	6 Credits	12 certified modules	US\$ 90.00
	OR		
	9 Credits	18 certified modules	US\$ 105.00
Psychologists (CEP Credit)	9 Credits	18 certified modules	US\$ 105.00
Nurses CNE (Contact Hours)	6 Credits	12 certified modules	US\$ 80.00

Certificate of Participation for all other Participants

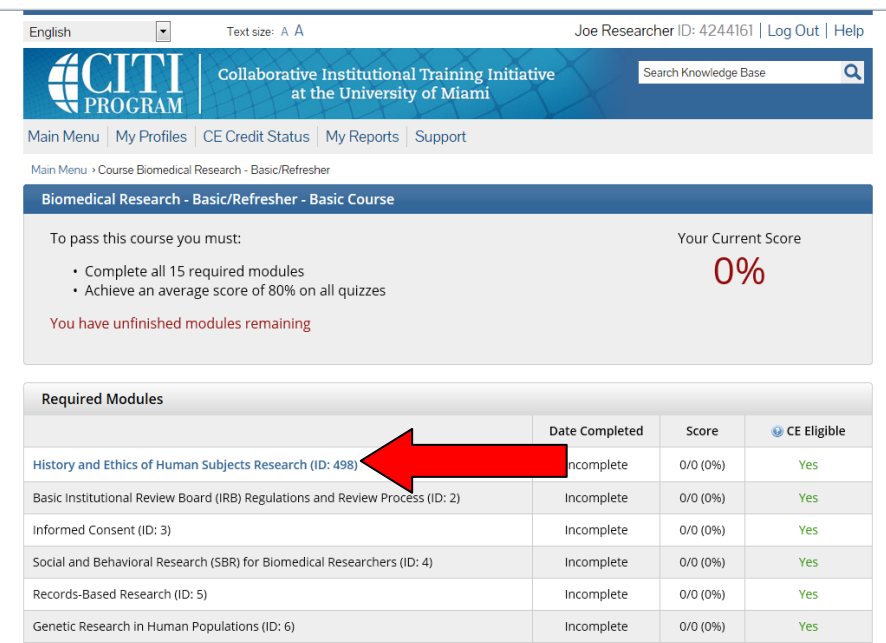
(AMA PRA Category 1 Credit™)	3 Credits	6 certified modules	US\$ 60.00
	AND / OR		
	6 Credits	12 certified modules	US\$ 80.00
	OR		
	9 Credits	18 certified modules	US\$ 95.00

Please verify with your licensure agency that it accepts these credits toward your recertification

Method of Participation

- Complete the number of unique certified modules below in order to qualify for the corresponding CE credits or units:

Click on the first module to begin your training:



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

Main Menu > Course Biomedical Research - Basic/Refresher

Biomedical Research - Basic/Refresher - Basic Course

To pass this course you must:

- Complete all 15 required modules
- Achieve an average score of 80% on all quizzes

You have unfinished modules remaining

Your Current Score: **0%**

Required Modules	Date Completed	Score	CE Eligible
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Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)	Yes
Informed Consent (ID: 3)	Incomplete	0/0 (0%)	Yes
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	Incomplete	0/0 (0%)	Yes
Records-Based Research (ID: 5)	Incomplete	0/0 (0%)	Yes
Genetic Research in Human Populations (ID: 6)	Incomplete	0/0 (0%)	Yes

The course is presented in a series of modules, each with an associated quiz. You may complete each module and quiz at different times and the website will keep track of the quizzes you have completed and the scores. All of the required modules must be completed with a combined score of 80%.

After you complete the quiz on the last module, click on “Print a certificate of completion” and submit a copy to the IRB with your Human Subjects Research Protocol.

Refer to the South College IRB Policies and Procedures Manual for Human Subjects Research for instructions on how to complete and submit a research protocol to the IRB.

<http://www.southcollegetn.edu/assets/sc/PDF/SCTN/IRB%20Policies%20and%20Procedures%20Manual%205-13-13.pdf>

If you have questions, please contact the South College Office of Sponsored Programs and Research at (865) 288-5779.