

CITI Program Registration Instructions

Initial registration for NEW learners:

1. Go to <http://www.citiprogram.org> and select '**Register for the CITI Course**'.
2. Select your learner institution, **Kessler Foundation Research Center**, from the drop down menu.
3. Enter your user name and password (use your **Kessler user name**, if possible).
4. Provide the required information. (Under Course Options, choose the Basic Humanand Subject - Biomedical, and only enter your work information into the address and phone.)
5. Complete the CITI registration page by answering two (2) enrollment questions when prompted. All learners **MUST** choose one (1) answer for **EACH** question.
 - a. **Question 1:** Please review this question carefully and after selecting one of the options, hit Next.
 - b. **Question 2:** Please review this question carefully and after selecting one of the options, hit Next.

This should take you to the main Learner's Menu. You are now registered.

Completing the course:

1. To begin the course, scroll down the Learner's Menu page to the section labeled My Courses. Click on the link '**Enter**' (bold red text) under the Status heading. This will take you to the Grade Book, and permit access to the required modules and associated quizzes.
 - a. Each module of the required **Basic Course** takes approximately 20 – 25 minutes to complete. You may log in as many times as necessary; however, you may only print a 'Course Completion Report' after **all** required modules / quizzes are completed. When returning to CITI, select '**Log in Here**' (**already registered**) and proceed to the My Courses '**Enter**' link to access modules and quizzes again.
 - b. The minimum passing aggregate score is **80%**. A running tally is compiled in the **Grade Book**. If you want to improve your score on an individual module, you may repeat any quiz, any number of times.

If you have **ALREADY** taken the **CITI Basic Course** at another institution:

1. If you have taken the CITI education at **another institution** within the last **three (3) years**, you **may not** need to repeat the **Basic Course** at this time; however, Kessler Foundation Research Center needs to **verify** that the CITI modules you have completed meet the Kessler Foundation Research Center human subjects protection education requirement. To do this, you must **change your affiliation to include Kessler Foundation Research Center**.

- a. Return to the Learner Menu (Main Menu) and select '**Affiliate with another institution**'. Work through this screen. You will be prompted to answer three enrollment questions.

Question 1: Please select 'Yes, I would like to take the CITI Basic Course required by Kessler Foundation Research Center.

Question 2: Select a learner group.

Question 3: You **MUST** select '**I have not previously completed an approved Basic Course**' here. The rationale is that you have not taken a **Kessler Foundation Research Center approved** course yet, and this allows the computer system to compare CITI modules already taken with those required by Kessler Foundation Research Center.

- b. Go back to the Learner's Menu page and the section labeled My Courses. Look at the link '**Enter**' under the Status heading. This will take you to the Grade Book. If this '**Enter**' link appears in red text, you still need to complete modules to satisfy the Kessler Foundation Research Center human subjects protection education requirement. Click on the link to gain access to the required modules and associated quizzes. A green link indicates the requirements have completed.

Printing a completion report:

Print or download a '**Course Completion Report**' as evidence that you have met Kessler Foundation Research Center 's educational requirement. Please maintain a copy for your records. A copy will be sent automatically and electronically to your Kessler Foundation Research Center campus CITI education administrators. You may also return to the CITI site in the future to obtain a copy of your completion report and include with submissions to the IRB, as needed.

Refresher requirements:

Please remember, Kessler Foundation Research Center requires that once you have completed a Basic Course, you must complete the CITI refresher Course every **three (3) years**. You will receive an automatic reminder from CITI approximately **90 days** prior to your three year anniversary date.

- Technical issues should be addressed to citisupport@med.miami.edu or to (305) 243-7970

All other issues should be directed to the IRB Coordinator:

Malica T Dock
Kessler Foundation Research Center
1199 Pleasant Valley Way
West Orange, NJ 07052
Tel: 973-243-6972
Fax: 973-324-3546
Email mdock@kesslerfoundation.org