

Step 1 Go to:

<https://about.citiprogram.org/en/homepage/>

Step 2 Register or log in:


The screenshot shows the CITI Program homepage. At the top, there is a navigation bar with the CITI PROGRAM logo and links for Courses, Organizations, Individuals, and About. A search bar and two buttons, 'Register' and 'Log In', are highlighted with red circles. Below the navigation bar, there is a banner with the text 'The Trusted Standard in Research, Ethics, and Compliance Training' and 'Celebrating 21 Years of Serving the Research Community'. There are also buttons for 'Demo a Course' and 'Benefits for Organizations'.

If you don't have a CITI account, you will need to register and follow the prompts:

The screenshot shows the CITI Program registration page. At the top, there is the CITI PROGRAM logo and a language dropdown menu set to 'English'. Below the logo, there are three buttons: 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. The 'REGISTER' button is highlighted. Below the buttons, there is a section titled 'CITI - Learner Registration' with a progress bar showing steps 1 through 7. Step 1 is selected. The current step is 'Select Your Organization Affiliation'. The text indicates that this option is for persons affiliated with a CITI Program subscriber organization. A search box contains 'Southern California University of Health Sciences'. Below the search box, there is text stating 'Southern California University of Health Sciences 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 and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of Southern California University of Health Sciences.' At the bottom, there is a blue button labeled 'Continue To Create Your CITI Program Username/Password' with a red arrow pointing to it.

If you have an existing CITI account, you can log in and add SCU as an affiliation:

First Log in (we are looking into single sign on, so for now the “Log in through my Organization” is not yet working):



English ▾

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

Username [Forgot?](#)

Password [Forgot?](#)

Log In

Select “Add Affiliation”:

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](#).

Southern California University of Health Sciences [View Courses](#)

Would you like to affiliate with another Institution? [Add Affiliation](#)

Would you like to remove an existing affiliation? [Remove Affiliation](#)

Enter affiliation information and agree to terms:

Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. [i](#)

Southern California University of Health Sciences

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Southern California University of Health Sciences. [i](#)

Continue

Step 3 Once logged in OR registered and logged in, select “View Courses” to see what is available to you through the SCU affiliation:

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](#).

Southern California University of Health Sciences

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

Step 4 Scroll to the bottom and select “Add a Course” and select your courses from “the questions” when prompted and the system will populate your course list with the most appropriate courses:

Learner Tools for Southern California University of Health Sciences

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [Remove Affiliation](#)

Signing up for courses is done by content groupings, not individual courses.

The “questions” are the course groupings. In the example below, “question 4” is the group “human subjects research (HSR)” and there are options below that are the learner groups. Learner groups compile content sets for your specific needs based on the type of research you are doing and what your role is in that research. You can select one learner group under each “question” at a time. The “Learner Group” selection will add that course set to your course list and will include a content series that you will work through. You can select “Not at this time” for items that do not apply to you. You may take as many learner group sets as you like (“add course” and go back to complete other “learner groups” below each “question” as desired).

PLEASE NOTE: To submit a proposal for human subjects to the SCU IRB the minimum you must complete is Biomed and/or Social and Behavioral Research depending on the research type with a score of 80%. Please submit your certificate when applying to the IRB:

Course Content Summary and examples:

Question 4: Most need to complete a course set from Question 4:

Go to question 4:

Question 4

Human Subjects Research (HSR)

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.

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.


This is what will be added to your course list (you probably only need one or the other, if you are not sure which let me know and I can help you decide):

Southern California University of Health Sciences

Biomedical Research

Stage 1 - Basic Course

0 / 14 modules completed

Not Earned 

Start Now


OR

Southern California University of Health Sciences

Social & Behavioral Research

Stage 1 - Basic Course

0 / 9 modules completed

Not Earned 

Start Now

Other courses as needed for your research goals or role:

Question 1: Animal Research:

If you work with Animals, select a learner group set from Question 1

Question 2: Conflict of Interest:

These courses are intended for investigators who receive funding from a PHS agency, including the National Institutes of Health (NIH), or who are required by their organization to be familiar with the PHS financial conflicts of interest regulations.

Question 3: Good Clinical Practice

GCP content is suitable for research teams involved in clinical trials of drugs, biologics, and devices, as well as those involved in behavioral intervention and social science research studies. It is not the same as the question 4 HSR training and is additional training for those conducting clinical trials.

Question 4: Human Subjects Research (HSR)

See beginning of this section

Question 5: Signatory official and IRB Chair

Unless you are the IRB chair, you don't need this one.

Question 6: Public Health Research

While public health research is subject to the same rigorous scientific and ethical standards as other human subjects research, both the unique features and legislative mandates of public health require special treatment. This course supplements the foundational training provided in a basic Human Subjects Research (HSR) course (either **Biomedical** or **Social-Behavioral-Educational**). If you are a PH researcher, you should take this supplement in addition to the HSR that is appropriate to your role.

Question 7: Revised Common Rule

This course is intended to help the research community understand the revisions to the Common Rule issued on 19 January 2017 with a general compliance date of 21 January 2019. This course is appropriate for: Researchers, Research Team Members, Institutional Review Boards (IRBs), Institutional/Signatory Officials, IRB Chairs, IRB Administrators and Staff, Human Subject Protection Staff, Students.

It is recommended that **all IRB members complete** this course in addition to the IRB Member HSR course set.

Question 8: Information Privacy and Security (IPS)

It is suitable for anyone who works with individually identifiable health data (HIPAA-defined "PHI"), or FERPA-covered educational records and data, or has responsibilities for setting policies and procedures with respect to these types data.

Question 9: Responsible Conduct of Research (RCR)

The National Institutes of Health (NIH), National Science Foundation (NSF), and U.S. Department of Agriculture (USDA) require certain categories of researchers to receive RCR training. RCR is increasingly viewed as an essential component of training, regardless of a researcher's source of funding.

RCR consists of a basic course, additional content that can be incorporated based on organizational and learner needs, and a refresher course, which reemphasizes and expands on key concepts. It is suitable for any person involved in research ranging from upper-level undergraduates to established faculty.

It is not the same as the question 4 HSR training and is additional training for those working in studies funded by the NIH, NSF, and USDA, but benefits any researcher.

Other:

There are many other areas of study. If you find a "course" on the CITI main page and can't find it in our SCU offerings, let me know and we may be able to order it for you.