

## Instructions for Registering for Responsible Conduct of Research CITI Training

Go to [www.citiprogram.org](http://www.citiprogram.org) and click "Register" at the top right of the screen.



# CITI Program offers CE credits & units

Earn CE credits and units while meeting organizational training requirements.

[View Courses](#)



### Step 1. Select your Organization Affiliation: Western Carolina University

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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

Western Carolina  ✕ [Can't find your institution? It may use Single Sign On. Check here.](#)

Western Carolina University

Drop down lists have been replaced by this single search box.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](#) [Search Again](#)

## Step 2. Enter your name and email address.

CITI - Learner Registration - Western Carolina University

Steps: 1 2 3 4 5 6 7

### Personal Information

\* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

[Continue to Step 3](#)

## Step 3. Create a username, password, and security question.

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
<input type="password" value="....."/>	<input type="password" value="....."/>

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.**

#### Step 4. Enter gender, ethnicity, and race (optional)

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 [?](#)

#### Step 5. Enter Continuing Education Credit preferences (optional – most will choose “no”).

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

#### Step 6. Enter requested information. For the question, “Which course do you plan to take?” choose “Basic Human Subjects – Social and Behavioral Focus.”

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by Western Carolina University

\* indicates a required field.

Language Preference

\* Institutional email address

Gender

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

**Question 1.** Select “No, I am not required to complete this course at this time.”

**\* 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?

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 3.** Select “No, I am not a member of the WCU IRB.”

**Question 4.** Select “Social & Behavioral RCR”.

**\* Question 3**

Are you a member of the WCU IRB?

Choose one answer

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

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**Question 4**

### 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.

Choose one answer

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

**Question 5.** Select “No,” unless you are required to take Conflict of Interest training (not required for IRB submission.)

**Question 5**

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

Choose one answer

Yes

No

**Question 8.** Select “No, I do not use animals in my research.”

**Question 9.** Leave blank

Click Submit

\* **Question 8**

### Animal Research

Do you conduct research involving animals? Choose all that apply

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.

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.

Submit

When finished, click “Complete Registration” and then “Finalize Registration” on the following page.

You will then be able to start the “Social / Behavioral Research – Basic Course.” You will be required to complete the “Integrity Assurance Statement” before beginning.

Main Menu > Course Social/Behavioral Research

### Social/Behavioral Research - Basic Course

To pass this course you must:

- Complete all 6 required modules
- Achieve an average score of 80% on all quizzes for the above

You have unfinished modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

Your Current Score

0%

Required Modules