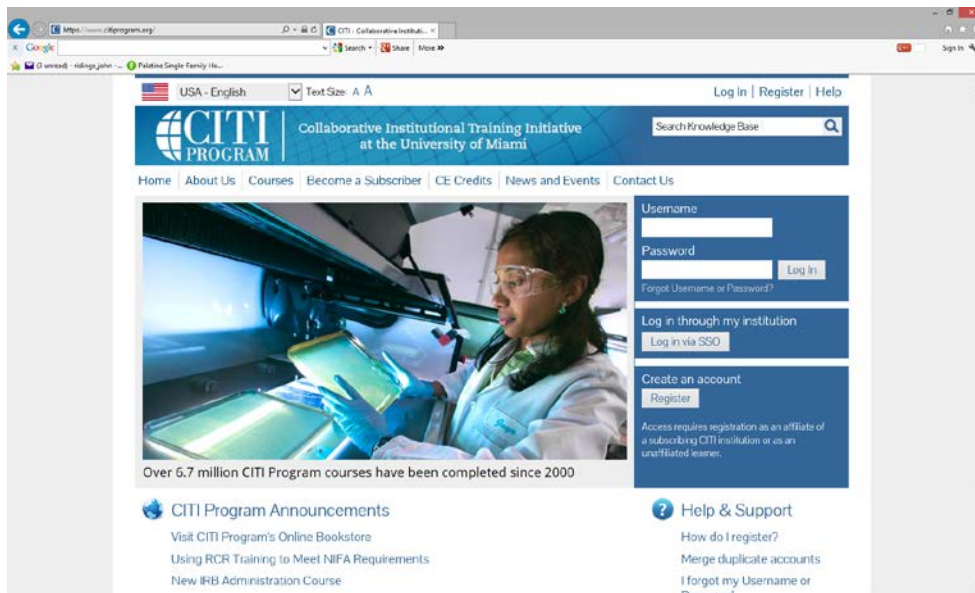


How to get CITI Certified
or
Renew your CITI Certificate
at
The Institute for Clinical Social Work

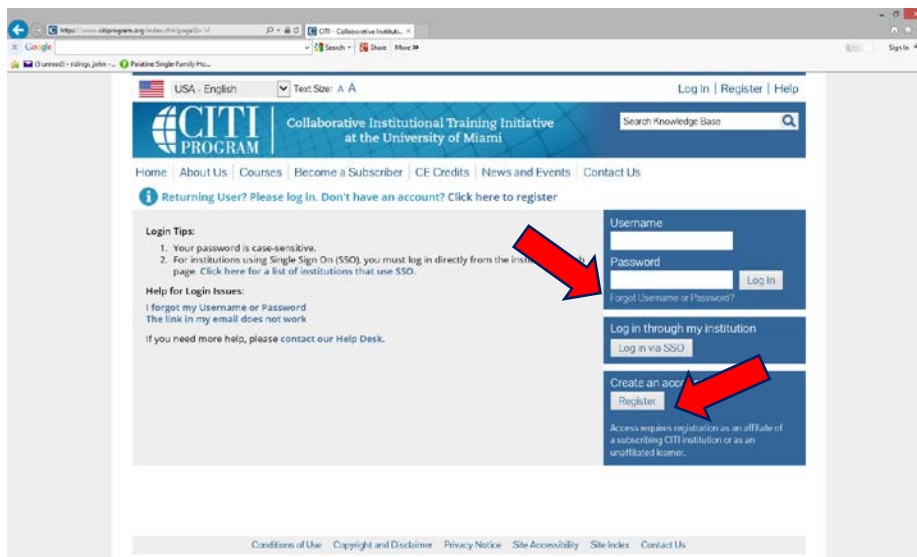
10-Nov-14

Step 1: Go to

<https://www.citiprogram.org>

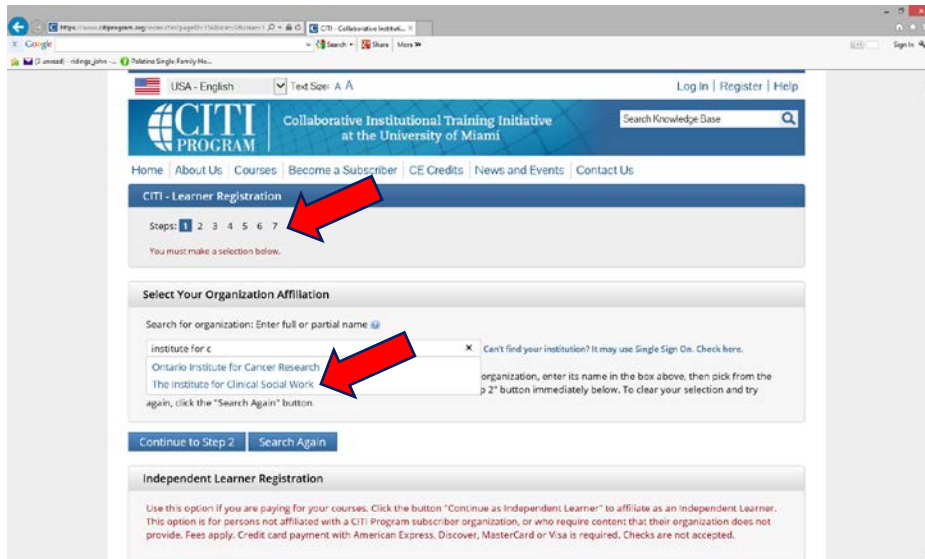


Step 2: If you already have a username and password, log in. If you have forgotten you username or password, click the Forgot Username or Password link. If you are a new user, click Register.

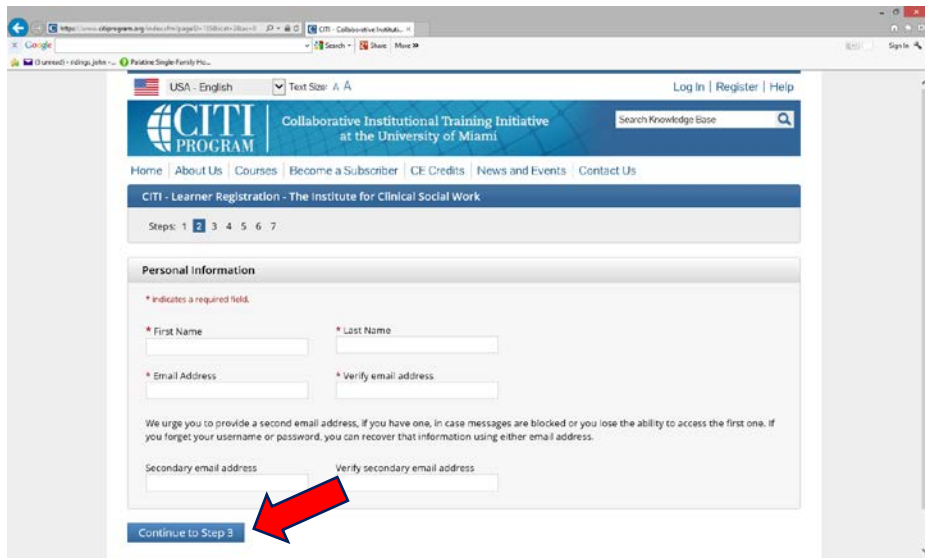


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Step 3: Start to type in The Institute for Clinical Social Work in the Search box. ICSW will populate, just click it. You will also see at the top that there are 7 main steps to complete for registration to be complete.



Step 4: Enter all required fields. I would recommend using your ICSW email as the primary email and your personal email as the secondary email address.



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Step 5: Design your own User Name and Password. These will not change unless you return to the CITI system and manually change them, so pick a username and password that you will remember.

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm/pageID=118&cat=3&step=5>. The page title is "Create your Username and Password". It contains the following fields and instructions:

- User Name:** A text input field. Instruction: "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."
- Password:** A text input field. Instruction: "Your password should consist of 8 to 50 characters. Your password IS case sensitive; 'A12B34CD' is not the same as 'a12b34cd'."
- Verify Password:** A text input field.
- Security Question:** A dropdown menu.
- Security Answer:** A text input field.

A red arrow points to the "Continue to Step 4" button at the bottom of the form. At the bottom of the page, there are links for "Conditions of Use", "Copyright and Disclaimer", "Privacy Notice", "Site Accessibility", "Site Index", and "Contact Us".

Step 6: Complete all required demographic fields.

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm/pageID=421&cat=3&step=6>. The page title is "CITI - Learner Registration - The Institute for Clinical Social Work". It contains the following demographic fields:

- Gender, Ethnicity and Race:** A section header with a note: "Why does CITI Program ask about your gender, race and ethnicity?" and "Why does CITI Program use these categories?".
- Identify my Gender as:** Radio buttons for Female, Male, Transgender or Other, and Prefer not to answer.
- Identify my Ethnicity as:** Radio buttons for Hispanic or Latino, Not Hispanic or Latino, and Prefer not to answer.
- Identify my Race as: (you may select more than one):** Checkboxes for American Indian or Alaska Native, Black or African American, Asian, Native Hawaiian or Other Pacific Islander, White, and Prefer not to answer.

A red arrow points to the "Continue to Step 5" button at the bottom of the form. At the bottom of the page, there are links for "Conditions of Use", "Copyright and Disclaimer", "Privacy Notice", "Site Accessibility", "Site Index", and "Contact Us".

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Step 7: Complete all fields required by ICSW.

Step: 1 2 3 4 5 6 7

Please provide the following information requested by The Institute for Clinical Social Work

* Indicates a required field.

Language Preference

* Institutional email address

* Gender

* Highest degree

Employee Number

Department

* Role in human subjects research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

* Office Phone

* Which course do you plan to take?

Home Phone

Step 8: You must select a role. If you are the lead or primary researcher on the study, select Student Research – Graduate Level or Principal Investigator. If you are a Chair or Co-Chair, select Institutional Official.

Highest degree

Ph.D.

Employee Number

Department

* Role in human subjects research

- Clinical Researcher
- Interviewer
- IRB administrator
- IRB Chair
- IRB Member
- Pharmacist
- Principal Investigator
- Co Investigator
- Recruiter
- Statistician
- Study nurse
- Study Coordinator
- Site Coordinator
- Social Worker
- Research Assistant
- Data manager
- Compliance Officer
- IACUC Administrator
- IACUC Chair
- IACUC Member
- Institutional Official
- Lab. Research Staff
- Research Administrator
- Research Fellow - Post Graduate
- Research Integrity Officer
- Student Researcher - Graduate level
- Student Researcher - Undergraduate
- Veterinarian

Which course do you plan to take?

Home Phone

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Step 9: You must tell CITI which course you need to take. If you are uncertified, you need to select Basic Human Subjects – Social & Behavioral Focus and if your certificate has expired, you should select Refresher Course – Social & Behavioral Research.

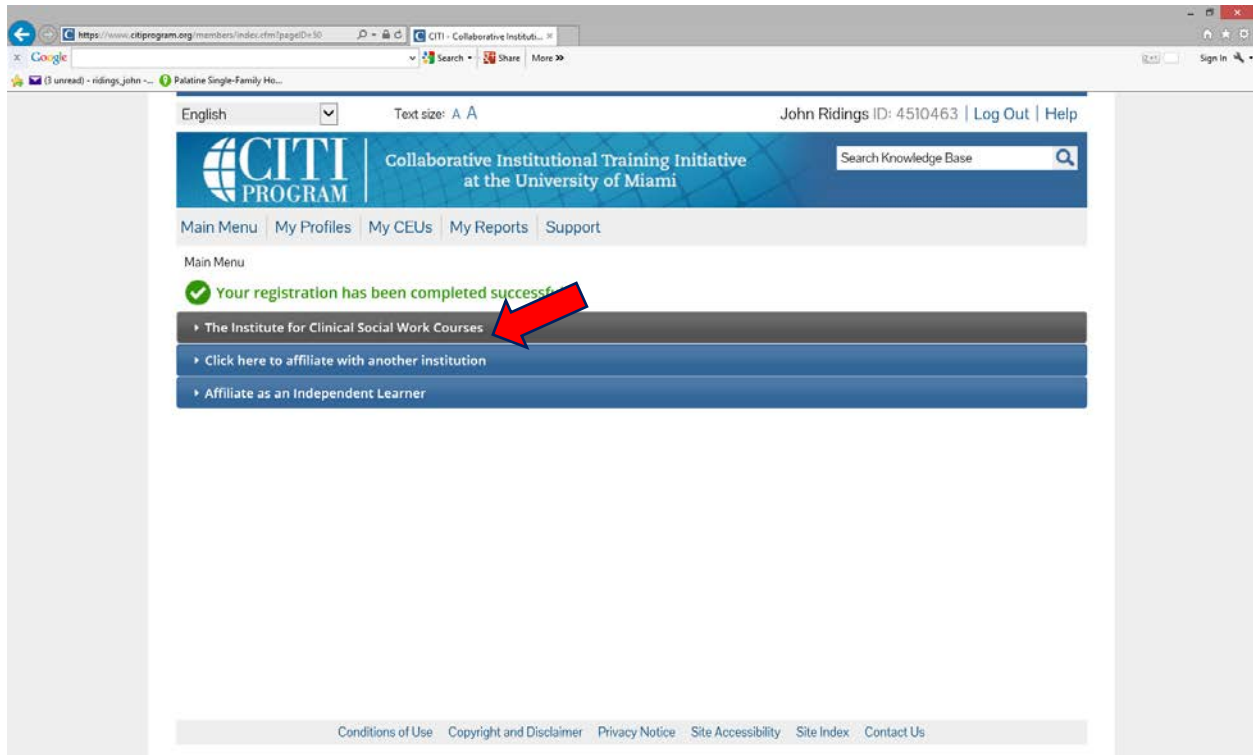
The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm/pageID=158&cate=3&ace=1>. The page contains several form fields for address information: Address Field 2, Address Field 3, City, State, Zip/Postal Code, and Country. Below these is a field for Office Phone. A dropdown menu is open, showing the question: "* Which course do you plan to take?". The dropdown options are: Basic Human subjects - Biomedical, Basic Human Subjects - Social & Behavioral Focus, Basic Human Subjects - Biomedical & Social & Behavioral Focus, Biosafety / Biosecurity, Good Clinical Practice, Health Information Privacy and Security (HIPPS), Laboratory Animal Welfare, Responsible Conduct of Research, Refresher Course - Biomedical Research, Refresher Course - Social and Behavioral Research, and Other. Two red arrows point to the "Basic Human Subjects - Social & Behavioral Focus" and "Refresher Course - Social and Behavioral Research" options. At the bottom of the page, there are links for Privacy Notice, Site Accessibility, Site Index, and Contact Us.

Step 10: Click the Students conducting no more than minimal risk research. The IRB Members option is only for IRB members. The Good Clinical Practice course is optional.

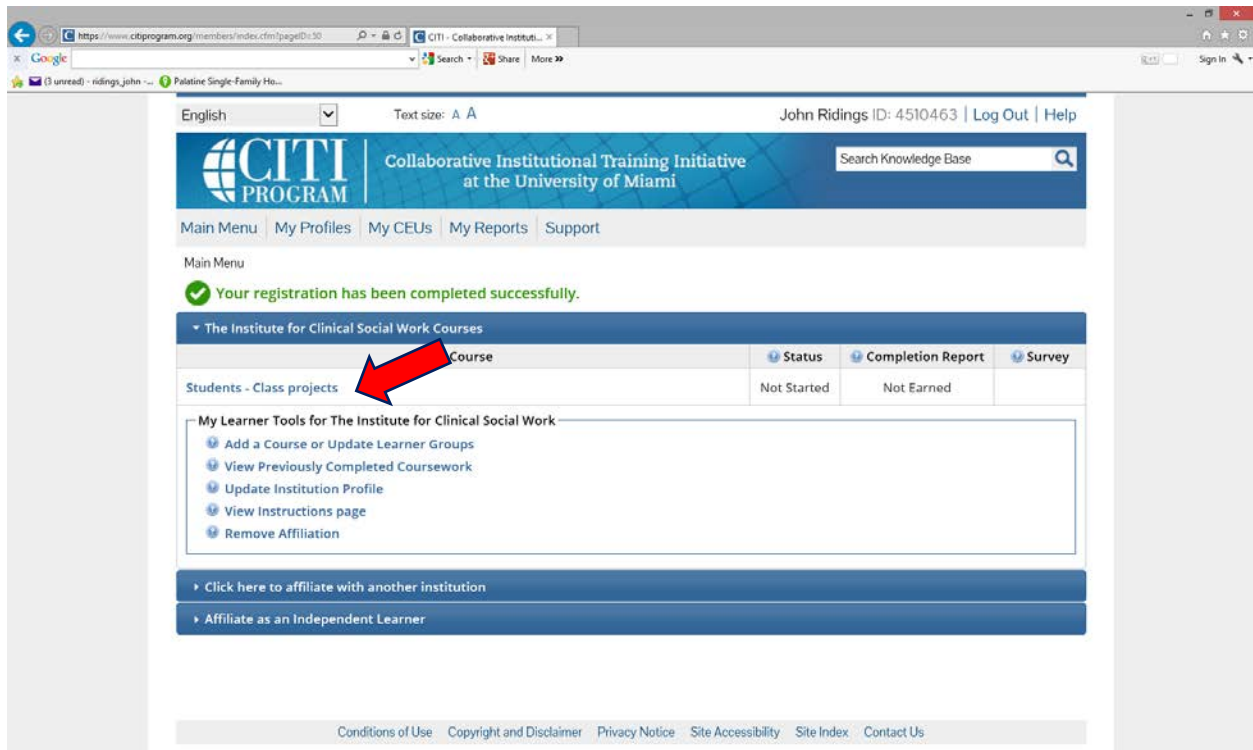
The screenshot shows the same web browser window, now displaying the "Human Subjects Research" section. The question is: "* Question 1: Human Subjects Research". Below the question, it says: "Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group." The instruction "Choose one answer" is shown in green. There are two radio button options: "IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members." and "Students conducting no more than minimal risk research". A red arrow points to the second option. Below this is "Question 2": "If you want to take Good Clinical Practice (GCP) please make your selection below." The instruction "Choose all that apply" is shown in green. There is one checkbox option: "Good Clinical Practice (GCP)". A red arrow points to this checkbox. At the bottom left of the form, there is a blue button labeled "Complete Registration". A red arrow points to this button. At the bottom of the page, there are links for Conditions of Use, Copyright and Disclaimer, Privacy Notice, Site Accessibility, Site Index, and Contact Us.

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Step 11: Click on the The Institute for Clinical Social Work Courses bar



Step 12: Click on the Students – Class projects link



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Step 13: Complete The Integrity Assurance Statement before beginning the course.

English Text size: A A John Ridings ID: 4510463 | Log Out | Help

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

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu > Course Students - Class projects

Students - Class projects - Basic Course

To pass this course you must:

- Complete all 3 required modules
- Achieve an average score of at least 80% on all quizzes for the above

Your Current Score **0%**

You have unfinished modules remaining

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

Required Modules

	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
Students in Research (ID: 1321)	Incomplete	0/0 (0%)
The Institute for Clinical Social Work (ID: 12880)	Incomplete	0/0 (0%)

Conditions of Use | Copyright and Disclaimer | Privacy Notice | Site Accessibility | Site Index | Contact Us

Read the statement and then click Agree

Assurance Statement

John Ridings:

CITI Program **Terms of Service** 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 **Terms of Service** for accessing CITI Program materials.

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

Submit

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Step 14: Click on the first module (Belmont Report and CITI Course Introduction)

English Text size: A A John Ridings ID: 4510463 | Log Out | Help

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

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu > Course Students - Class projects

Students - Class projects - Basic Course

To pass this course you must:

- Complete all 3 required modules
- Achieve an average score of at least 80% on all quizzes for the above

Your Current Score **0%**

You have unfinished modules remaining

Required Modules	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
Students in Research (ID: 1321)	Incomplete	0/0 (0%)
The Institute for Clinical Social Work (ID: 12880)	Incomplete	0/0 (0%)

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Step 15: Once you have read through the module, click Take the quiz for Belmont Report and CITI Course Introduction

Main Menu > Students - Class projects > Belmont Report and CITI Course Introduction

Belmont Report and CITI Course Introduction

Introduction

To Complete Your CITI Course You Will:

- Review the *Belmont Report*.
- Complete all required modules and quizzes.
- Review any optional modules of interest.
- Review materials provided by your institution.
- Complete a voluntary, anonymous user satisfaction survey.
- Download a Course Completion Report.

A few words about the images in the courses.

Most images have a title or short description. Move the cursor over the image to see the text.

The Belmont Report

The *Belmont Report*, released in 1979 by the National Commission for the Protection of Human Subjects in Biomedical and Behavioral Research, provides the ethical framework for the Federal Regulations designed to protect human research subjects.

The *Belmont Report* is required reading for all CITI program participants.

- Follow the link below to begin the course by completing a short quiz on the *Belmont Report*
- After you submit the quiz the link to the next required module will appear in the footer.

Revised 05-14-13

[Take the quiz for Belmont Report and CITI Course Introduction](#)

[Return to the module list for this course](#)

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Step 16: Answer all the question. Some questions have multiple responses.

The screenshot shows a web browser window displaying the CITI Program website. The page title is "Belmont Report and CITI Course Introduction Quiz". The instructions state: "Please provide an answer for all questions. Each question is one point. Click on the Submit button to register your answers. After submitting your answers, the correct answer to each question and an explanation will be displayed. Navigational links to the next module will be provided. All quiz questions count towards your score. You should answer all questions." The first question is: "Which of the following are the three principles discussed in the Belmont Report?" with four radio button options: "Privacy, Confidentiality, Equitable selection of subjects.", "IRB review, Federal regulations, Declaration of Helsinki.", "Respect for Persons, Beneficence, Justice.", and "Informed Consent, Institutional Assurance, Researcher responsibility." The second question is: "Which of the following is an example of how the Principle of Beneficence can be applied to a study employing human subjects?" with one radio button option: "Ensuring that persons with diminished autonomy are protected." Two red arrows point to the question text for each question.

Step 17: Once you submit your quiz you will be given your score.

The screenshot shows the same web browser window displaying the "Quiz Results - Belmont Report and CITI Course Introduction" page. The header shows the user's name "John Ridings ID: 4510463" and options for "Log Out" and "Help". The main content area displays: "You correctly answered 3 of 3 and received 3 of 3 possible points." A red arrow points to this text. Below this, it says "Scroll down to review the quiz questions and the explanation of the answers." The first question is repeated: "Which of the following are the three principles discussed in the Belmont Report?" The user's answer is "Respect for Persons, Beneficence, Justice." and the correct answer is also "Respect for Persons, Beneficence, Justice." The points earned for this question are 1. The second question is also repeated: "Which of the following is an example of how the Principle of Beneficence can be applied to a study employing human subjects?"

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If you do not score 100% you may consider clicking Return to the module list for this course. You will be shown the module and the “same” list of questions over again.

The screenshot shows a web browser window displaying a quiz page. The URL is <https://www.citiprogram.org/members/index.cfm?pageID=172&stage=0>. The page contains two questions:

Question 2: Which of the following is an example of how the Principle of Beneficence can be applied to a study employing human subjects?
Your answer: Determining that the study has a maximization of benefits and a minimization of risks.
Correct Answer: Determining that the study has a maximization of benefits and a minimization of risks.
Points Earned: 1

Question 3: All of the following are true regarding the Belmont Report, EXCEPT:
Your answer: The Belmont Report indicates that it is necessary to rigorously avoid conflicts of interest.
Correct Answer: The Belmont Report indicates that it is necessary to rigorously avoid conflicts of interest.
Comment: The Belmont Report defines and delineates between "Practice" and "Research", describes the concept of "Respect for Person" and provides formulations for the ethical distribution of research benefits and risks (Principle of Justice). The Belmont report does not describe the necessity to effectively manage conflicts of interest.
Points Earned: 1

Below the questions, there are several links: "Take the next required module: Students", "Return to the module list for this course" (highlighted with a red arrow), "View this module again and re-take the quiz. Note: You can re-take quizzes until your Completion Report is issued.", "Submit a comment about this exam", and "Go to the Main Menu".

Step 18: Once you have complete all modules you should see a passed indication in the Status section of your dashboard. Click the print report link.

The screenshot shows the CITI program dashboard. The user is identified as John Ridings with ID 4510463. The dashboard includes a search bar and a navigation menu. The main content area displays a table of completed courses:

Course	Status	Completion Report	Survey
Students - Class projects	Passed 11/10/2014	Print Report	Post-course evaluation

A red arrow points to the "Print Report" link in the "Completion Report" column. Below the table, there are sections for "My Learner Tools for The Institute for Clinical Social Work" and "Click here to affiliate with another institution".

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You should save your certificate to your desktop or an inbox and submit a copy to studentandfacultyservices@icsw.edu. Your certificate is valid for 3 years. After 3 years you will need to log back into CITI and take the Refresher Course – Social & Behavioral Research.

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI)
STUDENTS CONDUCTING NO MORE THAN MINIMAL RISK RESEARCH CURRICULUM COMPLETION REPORT
Printed on 11/10/2014

LEARNER John Ridings (ID: 4510463)
PHONE 7732636225
EMAIL jridings@icsw.wedu
INSTITUTION The Institute for Clinical Social Work
EXPIRATION DATE 11/09/2017

STUDENTS - CLASS PROJECTS
COURSE/STAGE: Basic Course/1
PASSED ON: 11/10/2014
REFERENCE ID: 14547842

REQUIRED MODULES	DATE COMPLETED	SCORE
Belmont Report and CITI Course Introduction	11/10/14	3/3 (100%)
Students in Research	11/10/14	10/10 (100%)
The Institute for Clinical Social Work	11/10/14	No Quiz

For this Completion Report to be valid, the learner listed above must be affiliated with a CITI Program participating institution or be a paid

Please contact Dr. John Ridings at jridings@icsw.edu if you have any questions or problems.