

CITI Training

1. You must have current human subjects training via CITI before submitting a protocol.
Faculty and staff training is valid for **3** years; **student** training is valid for **1** year.
 - a. First-time applicants must register with CITI and complete training. Go to citiprogram.org. Select the Register option on the top right.



- b. Affiliate with the University by typing High Point University on the next screen and Agree to the Terms of Service and Privacy Policy. Then Continue.

The screenshot shows the 'CITI - Learner Registration' page. At the top, there is a logo for 'CITI PROGRAM' and a language dropdown set to 'English'. Below the logo are three buttons: 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. The main content area is titled 'CITI - Learner Registration' and shows a progress bar with steps 1 through 7. Step 1 is selected. Below the progress bar is a section titled 'Select Your Organization Affiliation'. It contains a text box with 'High Point University' entered. A red arrow points to this text box. Below the text box is a note: 'High Point University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' Below this note are two checkboxes, both of which are checked: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of High Point University.' Below the checkboxes is a blue button labeled 'Continue To Create Your CITI Program Username/Password'. A red arrow points to this button.

- c. Answer the next several pages of questions (name, email address, etc.) to complete your registration. You will need the email address and password you create to login to your CITI account in the future.
- d. You will be asked several questions about the type of training you need to complete.
 - i. Question 1 – Everyone will choose an option. The most common are Biomedical (i.e., health sciences, biology, exercise science) or Social and Behavioral (i.e., psychology, education, communication, political science.).

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You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

*** = Required field**

*** QUESTION 1**

General Research (Principal Investigators)

You are required to take both the Responsible Conduct of Research (RCR) and Conflicts of Interest (COI) if you're conducting research. Please make your selection below to receive the courses in the Responsible Conduct of Research. You will automatically be given the Conflicts of Interest (COI) course along with the Responsible Conduct of Research (RCR) course that you select.

Choose one answer

- ☐ Biomedical Responsible Conduct of Research Course
- ☐ Social and Behavioral Responsible Conduct of Research Course
- ☐ Physical Science Responsible Conduct of Research Course
- ☐ Humanities Responsible Conduct of Research Course
- ☐ Responsible Conduct of Research for Engineers
- ☐ Responsible Conduct of Research for Administrators
- ☐ Not Participating in Research at this Time

- ii. Question 2 – Everyone will choose an option. This will match the topic of your selection from question 1 (biomedical or social and behavioral) unless you are a student and your research supervisor allows you to the select 'Students conducting no more than minimal risk research' option. Discuss this with your research supervisor. Only faculty/staff who are current members of the IRB committee need to select the IRB Members option.

QUESTION 2

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:** 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.
- ☐ **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.
- ☐ **Revised Common Rule**
- ☐ **Not at this time.**

- iii. Question 3 – This course is not required by the IRB unless your project is Federally funded. Majority of investigators will select ‘not at this time’.

* QUESTION 3

Good Clinical Practice

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

Choose all that apply

- ☐ Good Clinical Practice Course, US FDA Focus
- ☐ Good Clinical Practice Course for Clinical Trials Involving Medical Devices (international focus).
- ☐ Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / international focus)
- ☐ Not at this time.

- iv. Question 4 – Not required by the IRB unless the project also involves the use of animal research. Rare that you will make a selection here.

QUESTION 4

Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

Choose all that apply

- ☐ "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- ☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
- ☐ IACUC Community Member
- ☐ Antibody Production
- ☐ If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your Institution may require this.
- ☐ Post-Approval Monitoring (PAM)
- ☐ If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".

Choose the appropriate species specific electives depending on your work or interests.

- ☐ I work with Mice. Family: Muridae Cricetidae
- ☐ I work with Frogs, Toads or other Amphibians
- ☐ I work with Rats. Genus: Rattus
- ☐ Working with Genetically Modified Mice in Research Settings
- ☐ I work with Swine
- ☐ I work with Dogs
- ☐ I work with Hamsters. Family: Muridae
- ☐ I work with Gerbils
- ☐ I work with Guinea Pigs
- ☐ Working With Ferrets in Research Settings
- ☐ I work with Rabbits, Family: Leporidae
- ☐ I work with Cats
- ☐ I work with Fish
- ☐ I work with Zebrafish: Danio rerio
- ☐ I work with Non-Human Primates (NHP)
- ☐ Working With Animals In Biomedical Research - Refresher Course
- ☐ Wildlife Research

- v. Question 5 – Biosafety Committee would determine if you need to complete this course. Not required by IRB otherwise. Rare that you would select an option here.

QUESTION 5

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

Choose all that apply

- ☐ Introduction to Biosafety
- ☐ Basic Biosafety Training
- ☐ Biosafety Retraining
- ☐ Animal Biosafety
- ☐ Shipping and Transport of Regulated Biological Materials
- ☐ OSHA Bloodborne Pathogens
- ☐ Select Agents, Biosecurity and Bioterrorism
- ☐ Emergency and Incident Response to Biohazard Spills and Releases
- ☐ Human Gene Transfer Trials
- ☐ NIH Recombinant DNA (rDNA) Guidelines
- ☐ OSHA Personal Protective Equipment Training
- ☐ Institutional Biosafety Committee Member
- ☐ Biosafety Complete Training

- vi. Question 6 – Information Privacy Security – Everyone will select an option. **Faculty and Staff** select IPS for Researchers (Researchers will be the course name that will appear in your course list). **Students** select IPS for Students and Instructors (Students and Instructors will be the course name that will appear in your course list).

QUESTION 6

Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

Choose one answer

- ☐ IPS for Clinicians
- ☐ IPS for Researchers
- ☐ IPS for Students and Instructors
- ☐ IPS for Fundraisers
- ☐ IPS for Marketers
- ☐ I am not required to complete the IPS course at this time.

vii. Question 7 – for **Pharmacy Students** only, otherwise select ‘Not at this time’

QUESTION 7

Please select the appropriate option below for HPU Pharmacy Students.

Choose one answer

- ☐ HPU Pharmacy Student (OSHA and HIPAA training)
- ☐ Personal Protective Equipment (to be completed as a P2 and P3 student)
- ☐ Not at this time.

viii. Question 8 – for **Physician Assistant Program** only, otherwise select ‘Not at this time’

QUESTION 8

Please select the appropriate option below for HPU Physician Assistant Program.

Choose one answer

- ☐ Yes, I am a HPU Physician Assistant
- ☐ Not at this time.

ix. Question 9 – for **Athletic Training Program** only, otherwise select ‘Not at this time’

QUESTION 9

Please select the appropriate option below for HPU Athletic Training Students.

Choose one answer

- ☐ Yes, I am a HPU Athletic Training Student
- ☐ Not at this time

- x. Question 11 (there is no 10) – Radiation Safety – This is not required unless you are working on a project involving radiation.

QUESTION 11

Radiation Safety

Would you like to take the Radiation Safety course?

Choose all that apply

- ☐ Yes
- ☐ No

- e. Your course list will now be established. You should have four courses. Complete each by selecting the each course and taking the quiz. Only the required modules must be completed (not the optional modules). Once each course is complete, select View-Print-Share Record from your course list.



High Point University Conflicts of Interest Stage 2 - Refresher Course Post-Course Survey  Passed 24-Sep-2021	Review Course	View - Print - Share Record
High Point University IRB Members - Basic/Refresher Stage 2 - Refresher Course Post-Course Survey  Passed 28-Aug-2019	Review Course	View - Print - Share Record
High Point University Researchers Stage 1 - Basic Course Post-Course Survey  Passed 11-Feb-2016	Review Course	View - Print - Share Record
High Point University Social & Behavioral Research - Basic/Refresher Stage 2 - Refresher Course Post-Course Survey  Passed 28-Aug-2019	Review Course	View - Print - Share Record

- f. Select View/Print under Completion Report on the left side.

High Point University

ID 2555

Conflicts of Interest

Name	Stage	Completion Date	Expiration Date	Record ID
Kimberly Wear	2 - Refresher Course	24-Sep-2021	24-Sep-2022	38043895

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#)

[Copy Link](#)

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#)

[Copy Link](#)



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- g. Save as a pdf. This is the record of your completion of the training. Please send all Completion Reports to Dr. Kimberly Wear Jones, Chair of the IRB (kwjones@highpoint.edu).