Rutgers Robert Wood Johnson Medical School

Preclerkship Introduction to
Physicianship Course

Step-by-step instructions for signing up for CITI Training

Introduction

CITI training provides computer-based instruction and testing on various areas of research ethics and regulatory compliance. CITI courses are free and do not require user ID from RWJMS to enroll. Anyone can create a profile in the "Rutgers – The State University of New Jersey" CITI account; personal email address is acceptable.

CITI courses include human subjects research, good clinical practice, HIPAA, and the responsible conduct of research (including academic integrity topics such as plagiarism and falsification of data). They are presented in a series of modules; therefore they do not have to be completed in one sitting. They may be exited and reentered as often as needed to complete the selected modules, with all progress being saved after each exit. **You are required to complete the Biomedical Research Basic Course and the Responsible Conduct of Research Course.**

Once a course is completed, a completion report is available for printing from the learner's menu. Human subjects courses are valid for three years. After the expiration of the required Basic course, individuals must either take the refresher course or retake the basic course. The average learner spends approximately 4-5 hours to complete the Biomedical Research Basic Course and the Responsible Conduct of Research Course (with approximately 5 logins to complete the course).

You are required to upload a copy of both of your CERTIFICATES (not completion reports) into the ExamSoft portal. During the orientation week, you will be introduced to ExamSoft and you will receive an email with detailed instructions to upload your certificates from Year 1 Coordinator, Ms. Wadee'ah Terry. For further information, you can contact Ms. Wadee'ah Terry: terrywa@rwjms.rutgers.edu. If you have completed CITI training through another institution, you do not have to complete the CITI training again but please submit your certificate of completion into the ExamSoft porta as described. If all modules were not completed at your previous institution, then you must log into CITI and complete those modules not completed previously. Please note that institutions may differ in the modules included in the Basic course and the responsible conduct course.

Check the lists on the *last two* pages of these instructions to ensure that you have completed all necessary modules within each course that are required at RWJMS.

Sign-up

To start the CITI training, go to the website at: **https://www.citiprogram.org/**

New users should create a new account by clicking the "Register" link.

Returning users can login with their username and password or click on the "Forgot login information" link to retrieve a forgotten username or password.

Registration Steps 1–7

Registration Step 1 - Will ask you to choose the institution you are affiliated with. In the "Select Your Organization Affiliation" drop down box, select "Rutgers – The State University of New Jersey."

English ▾

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

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

Rutgers- The State University of New Jersey (All Campuses)

Rutgers- The State University of New Jersey (All Campuses) allows the use of a CITI Program username/password or Single Sign On (SSO) for access.

Single Sign On (SSO) requires a username and password issued by Rutgers- The State University of New Jersey (All Campuses).

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of Rutgers- The State University of New Jersey (All Campuses).

| Continue To Create Your CITI Program Username/Password | or | Continue To SSO Login / Instructions |

--- or ---

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

☐ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.

Registration Step 2 - Will ask you to enter your personal information. Please use a non-Rutgers e-mail address as your primary email if you are completing the course before the start of medical school. You can enter your Rutgers e-mail address in the secondary e-mail field once you join the RWJMS.

English ▾

CITI - Learner Registration - Rutgers- The State University of New Jersey (All Campuses)

Steps : 1 **2** 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name
> Wadeeah

* Last Name
> Terry

* Email Address
> wadeeahterry@yahoo.com

* Verify email address
> wadeeahterry@yahoo.com ✕

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

Continue To Step 3

Step 3 - Will ask you to choose a User Id and a Password

CITI - Learner Registration - Rutgers- The State University of New Jersey (All Campuses)

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

hmd53

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password	* Verify Password
••••••••••	

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.

* Security Question

[▼]

* Security Answer

[   ]

Continue to Step 4

🔍 100% ▼

Registration Step 4 – Will ask you Country of Residence

CITI - Learner Registration - Rutgers- The State University of New Jersey (All Campuses)

Steps: 1 2 3 **4** 5 6 7

* indicates a required field.

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* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

[   ]

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* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

○ Yes
○ No

[Continue To Step 5]

Registration Step 5 – Registration question 5 is directed at medical professionals. <mark>You should choose "No".</mark>

CITI - Learner Registration - Rutgers- The State University of New Jersey (All Campuses)

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 many CITI courses – with that availability indicated on course and module listings. **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

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

○ No

If you picked "YES", please check below the one type of credit you would like to earn

○ MDs, DOs, PAs - AMA PRA Category 1 Credits TM
○ Psychologists – APA Credits
○ Nurses – ANCC CNE
○ Other Participants – Certificates of Participation
○ Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

Continue To Step 6

Registration Step 6

Fill in the required information. Note that if you do not have a Rutgers email yet, you can provide your non-RUTGERS email where it asks your institutional email address.

*ROLE In Research: Clinical Researcher

Please provide the following information requested by Rutgers- The State University of New Jersey (All Campuses)

* indicates a required field.

Language Preference

[dropdown]

* Institutional Email Address

If available, please use an email address issued by Rutgers- The State University of New Jersey (All Campuses), rather than a personal one like @gmail, @hotmail, etc. This will help Rutgers- The State University of New Jersey (All Campuses) officials identify your learning records in reports.

Enter a valid Institutional Email Address.

* Verify Institutional Email Address

Re-enter Institutional Email Address.

Gender

[dropdown]

Highest Degree

[dropdown]

Employee Number

[text field]

* Department

[text field]

* Role In Research

[dropdown]

Address Field 1

[text field]

Address Field 2

[text field]

Address Field 3

[text field]

City

[text field]

State

[text field]

Zip/Postal Code

[text field]

Country

[text field]

Registration Step 7

In Step 7, please choose the options that I selected as shown below. This is the last sign-up step to complete your registration.

* Select Your Course Topics Of Interest

Choose all that apply

☐ Animal Research

☐ Export Control

☑ Human Subject Research

☐ Research Administration and Design

☑ Research Integrity & Conflict of Interest

☐ Research Standards: GCP & GCL

☐ View all Courses or view Spanish Courses

Next

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

Human Subject Research

Choose all that apply

☑ Biomedical / Clinical Research Investigators Basic

☐ Biomedical / Clinical Research Investigators Refresher

☐ Social & Behavioral Research Basic

☐ Social & Behavioral Research Refresher

☐ Bioethics

☐ Clinical Research Coordinator (CRC) Foundations

☐ Clinical Research Coordinator (CRC) Advanced

REGISTRATION IS COMPLETE

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CITI - Learner Registration

Welcome to the CITI Program. Your registration with Rutgers- The State University of New Jersey (All Campuses) is complete.

Finalize registration

Biomedical Research Basic Course

Biomedical/Clinical Research Investigators Basic Course

Avoiding Group Harms - U.S. Research Perspectives (ID: 14080)

Belmont Report and CITI Course Introduction (ID: 1127)

Students in Research (ID: 1321)

History and Ethics of Human Subjects Research (ID: 498)

Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)

Informed Consent (ID: 3)

Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)

Records-Based Research (ID: 5)

Genetic Research in Human Populations (ID: 6)

Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)

Vulnerable Subjects - Research Involving Prisoners (ID: 8)

Vulnerable Subjects - Research Involving Children (ID: 9)

Vulnerable Subjects - Research Involving Pregnant Women, Human Fetuses, and Neonates (ID: 10)

International Studies (ID: 971)

FDA-Regulated Research (ID: 12)

Research and HIPAA Privacy Protections (ID: 14)

Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)

Conflicts of Interest in Research Involving Human Subjects (ID: 17464)

Biomedical Responsible Conduct of Research Course

Research Misconduct (RCR- Basic) (ID: 16604)

Data Management (RCR-Basic) (ID: 16600)

Authorship (RCR-Basic) (ID: 16597)

Peer Review (RCR-Basic) (ID: 16603)

Mentoring (RCR-Basic) (ID: 16602)

Using Animal Subjects in Research (RCR-Basic) (ID: 13301)

Conflicts of Interest (RCR-Basic) (ID: 16599)

Collaborative Research (RCR-Basic) (ID: 16598)

Research Involving Human Subjects (RCR-Basic) (ID: 13566)