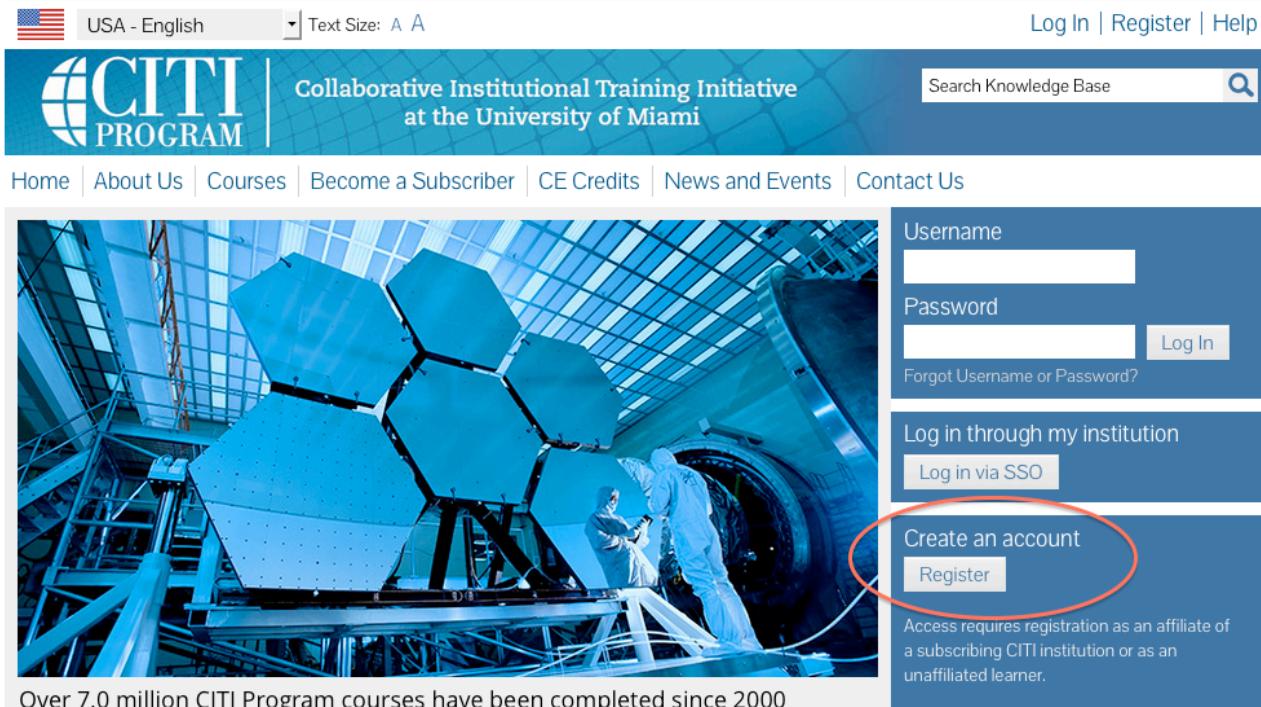


Getting Started

If you have **never registered before** (you do not have a CITI Program username) please go to <https://www.citiprogram.org> and register an account in the system by clicking on "Register" button under "Create an account" from the homepage. After typing and selecting your institution from the dynamic drop down list, follow the prompts to create your account.



The screenshot shows the CITI Program homepage. At the top, there are language and text size options, and a navigation bar with links to Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The main content area features a large image of a satellite being assembled in a clean room, with the text "Over 7.0 million CITI Program courses have been completed since 2000". To the right is a login form with fields for Username and Password, a "Log In" button, and links for "Forgot Username or Password?" and "Log in through my institution" (with a "Log in via SSO" button). Below this is a section for "Create an account" with a "Register" button. A red circle highlights the "Register" button. At the bottom of this section, a note states: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner."

CITI Program Announcements

- Visit CITI Program's Online Bookstore
- New Modules and Courses Released in 2014
- New External IRB Review Module
- Human Subjects Research - SBE Guide
- New CE Credits: RCR Refresher Course

Help & Support

- [How do I register?](#)
- [Merge duplicate accounts](#)
- [I forgot my Username or Password](#)
- [More...](#)

CITI Program Step 1 start. Please type Pace University in “Select Your Organization Affiliation” as shown in the text box below. And continue.

PROGRAM |

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

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 [?](#)

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

Drop-down lists have been replaced by this single search box.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

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. 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.

Continue as Independent Learner (Fees Apply)

Accessibility | Copyright | Privacy Notice | Terms of Service | Site Index | Contact Us

CITI Program Step 2: Enter your personal information. **Anything other than your personal information invalidates the training and may be considered research misconduct.**

The screenshot shows the CITI Program registration page for Pace University. At the top, there are language and text size options, a search bar, and links for Log In, Register, and Help. The main header reads "CITI PROGRAM" and "Collaborative Institutional Training Initiative at the University of Miami". Below the header, a navigation bar includes links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. A sub-header for "CITI - Learner Registration - Pace University" is followed by a step navigation: Steps: 1 2 3 4 5 6 7, where Step 2 is highlighted. The main content area is titled "Personal Information" and contains fields for First Name, Last Name, Email Address, Verify email address, Secondary email address, and Verify secondary email address. A note encourages users to provide a second email address for recovery purposes. At the bottom of the form is a "Continue to Step 3" button. The footer includes links for Accessibility, Copyright, Privacy Notice, Terms of Service, Site Index, and Contact Us.

USA - English Text Size: A A

Log In | Register | Help

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration - Pace University

Steps: 1 2 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

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

Accessibility | Copyright | Privacy Notice | Terms of Service | Site Index | Contact Us

CITI Program Step 3: Create Username and Password.

*** If there are any typos in the Username, CITI Program as well as Sponsored Research will not be able to change or correct it.**

CITI - Learner Registration - Pace 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

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

CITI Program Step 4: Enter your gender, ethnicity, and race information. If Hispanic or Latino is selected, then on the following question select “Prefer not to answer” to continue onto the next step.

CITI - Learner Registration - Pace University

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 [?](#)
 Not Hispanic or Latino
 Prefer not to answer

*** I identify my Race as: (you may select more than one)**

American Indian or Alaska Native [?](#)
 Black or African American [?](#)
 Asian [?](#)
 Native Hawaiian or Other Pacific Islander [?](#)
 White [?](#)
 Prefer not to answer

Continue to Step 5

CITI Program Step 5: "Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program Courses?"

CITI - Learner Registration - Pace University

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 grad 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

*** Can CITI Program contact you at a later date regarding participation in research surveys? **

Yes
 No
 Not sure. Ask me later

[Continue to Step 6](#)

CITI Program Step 6: "Please provide the following information requested by Pace University" such as Language Preference, Institutional email address, What is your role in Research has a drop down menu – please select the appropriate role i.e., Principal Investigator, Student Researcher – Graduate Level, or Student Research-Undergraduate, etc.

The screenshot shows the CITI Program Learner Registration - Pace University step 6 form. The top navigation bar includes links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. A search bar is also present. The main content area is titled "CITI - Learner Registration - Pace University" and "Step 6 of 7". The form asks for the following information:

- Language Preference:** A dropdown menu.
- * Institutional email address:** A text input field.
- Gender:** A dropdown menu.
- Highest degree:** A dropdown menu.
- Employee Number:** A text input field.
- * Department:** A text input field.
- * Role in research:** A dropdown menu with the following options:
 - Clinical Researcher
 - Co-Investigator
 - Compliance Officer
 - Data manager
 - IACUC Administrator
 - IACUC Chair
 - IACUC Member
 - Institutional Official
 - Interviewer
 - IRB administrator
 - IRB Chair
 - IRB Member
 - Lab. Research Staff
 - Pharmacist
 - Principal Investigator
 - Recruiter
 - Research Administrator
 - Research Assistant
 - Research Fellow - Post Graduate
- Country:** A text input field.
- Phone:** A text input field.

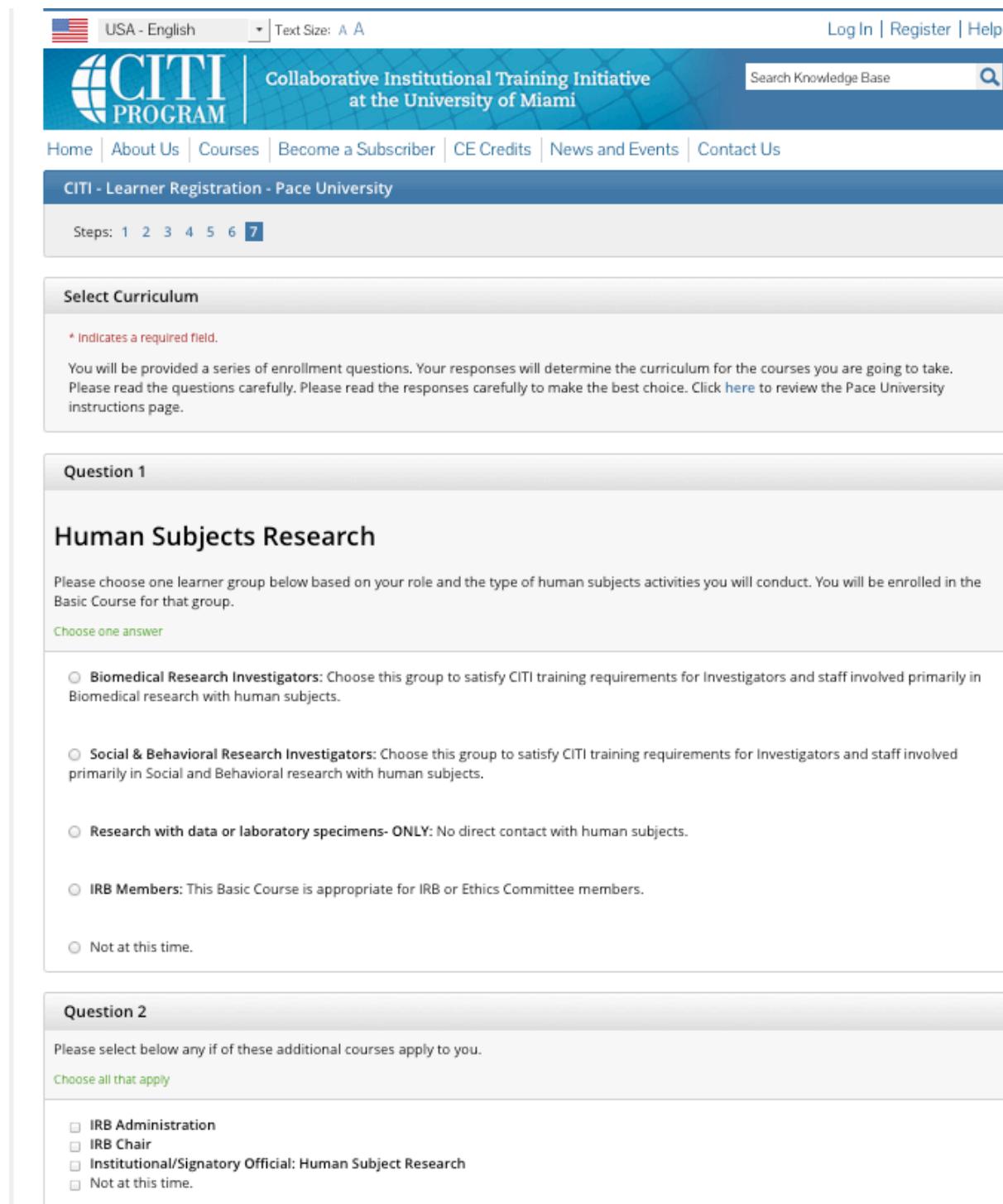
At the bottom of the form is a blue button labeled "Continue to Step 7".

CITI Program Step 7: select the Appropriate Module(s) you'll be required to complete.

For example:

All NSF and NIH grantees are required to take Responsible Conduct of Research (RCR) and the Conflicts of Interest (COI) course certification every three years starting February 2015, and present to Sponsored Research a Certificate of Completion,

All those conducting Human Subjects Research are required to take the Human Subjects and the Refresher Course every three years.



USA - English Text Size: A A Log In | Register | Help

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

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration - Pace University

Steps: 1 2 3 4 5 6 7

Select Curriculum

* Indicates a required field.

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. Click [here](#) to review the Pace University instructions page.

Question 1

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.

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.

Question 2

Please select below any if of these additional courses apply to you.

Choose all that apply

IRB Administration

IRB Chair

Institutional/Signatory Official: Human Subject Research

Not at this time.

Question 3

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

- "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
- Institutional Officials
- Post-Approval Monitoring (PAM)
- 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.
- 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 Frogs, Toads or other Amphibians
- I work with Mice. Family: Muridae Cricetidae
- I work with Rats. Genus: Rattus
- 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 Dogs
- I work with Swine
- I work with Horses
- I work with Non-Human Primates (NHP)
- I work with Fish
- I work with Zebrafish
- Wildlife Research

Question 4

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.

Question 5

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

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 at this time.

*** Question 6**

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No

Complete Registration