

# Signing Up for CITI Training



1. Go to the [CITI](https://www.citiprogram.org/) website.



[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

**i** We have released the E6(R3) revision of the ICH Guideline for Good Clinical Practice course. For more information, please visit our [Knowledge Base article](#).

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

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

[See our full list of SSO-enabled organizations](#)

2. Click on the center option "Log in through my organization" and type in Pace.

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

Associate your SSO account with a CITI Program account

Please choose an option:

☐ I already have a CITI Program account.

☒ I don't have a CITI Program account and I need to create one.

Create a new CITI Program account

By clicking the button below, you will create a new CITI Program account.

[Create A New CITI Program Account](#)

3. Choose the correct response. Please note that if you do have another account, you can affiliate Pace with that account to make sure the courses are aligned and Pace has access to your records.

# Profiles

## Member Profile

[Home](#) > [Profiles](#) > Update

Your account has been successfully registered.

In case you lose access to log in via Pace University, please submit a security question and answer, and optionally provide a secondary email address.

Fields marked with an asterisk (\*) are required.

Security Question \*

Security Answer \*

Your secondary email address

4. Create your profile. A secondary email address is not required, but may be useful later if you lose access to your Pace email.

## Continuing Education

### Your CE Credit Status

#### What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits.

[Learn more about CE credits.](#)

#### Are you a licensed professional who would like to earn CE credits?

☒ No ☐ Yes

Submit

#### Purchasing or Claiming your earned CE/CME credits

Follow steps below to purchase or claim CE/CME credits you already earned:

- Click on "Courses" tab at top left of this page and click "View Courses" for your institution.
- Scroll down to "Active Courses" and/or "Completed Courses" section, as applicable.
- Click on the "Apply Now" or "Claim Now" link posted in your course box(es) at top-right corner next to a "CE" badge.



5. Most Pace students, faculty, and staff will choose no here. Individuals who do need continuing education credits can choose yes, but please know there will likely be a cost for the CE certificates.

## Select Curriculum

Pace University

### Pace University Courses

Please make your selection below to enroll in the appropriate courses.

This question is required. Choose all that apply.

- ☐ Human Subjects Research (HSR)
- ☐ Revised Common Rule
- ☐ Responsible Conduct of Research (RCR)
- ☐ Conflicts of Interest (COI)
- ☐ Information Privacy & Security (IPS)
- ☐ Animal Care and Use (ACU)
- ☐ COVID-19: Back to Campus (2020-2021) and Remote Contact Tracing
- ☐ Good Clinical Practice (GCP)
- ☐ IRB Administration

Start Over

Next

6. Choose the appropriate box. If your study involves humans, choose the first box. If you are doing studies with animals, choose “Animal Care and Use.”

## Animal Care and Use (ACU)

Do you conduct studies that use Lab animals?

If YES, then you must complete the Basic course and the appropriate species specific modules.

If you are an IACUC Member you should complete the "Essentials for IACUC Members".

**This question is required. Choose all that apply.**

- ☐ If you plan to use animals in research or teaching, "Working with the IACUC" course is required.
  - ☐ If you are an IACUC member you are required to complete the "Essentials for IACUC Members" course now.
  - ☐ IACUC Community Member
  - ☐ Institutional Official
  - ☐ If you planning to make your own antibodies rather than contracting with a commercial enterprise, then you should complete the "Antibody Production" course now.
  - ☐ If you 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".
- Species/model Specific Modules**  
Choose the appropriate specific animal elective module(s) depending on your work and interests

- ☐ IACUC Community Member
  - ☐ Institutional Official
  - ☐ If you planning to make your own antibodies rather than contracting with a commercial enterprise, then you should complete the "Antibody Production" course now.
  - ☐ If you 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".
- Species/model Specific Modules**  
Choose the appropriate specific animal elective module(s) depending on your work and 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 Ferrets
  - ☐ I work with Guinea Pigs
  - ☐ 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

Start Over

Next

7. Follow the directions to choose the appropriate courses. Your course list will load on the next page.

### Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

### Courses Ready to Begin

[Learner Tools](#)

Pace University  
Social & Behavioral Research  
Stage 1 - Basic Course

0 / 15 modules completed

Start Now

### Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

#### Learner Tools for Pace University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

Step 8. Once selections are made, your course list will appear here to track progress.