**CITI Human Research Training**

Any person affiliated with West Liberty University that will be conducting research with human participants is required to complete ethics training.

CITI (Collaborative Institutional Training Initiative) is the provider for the training.

The required training for conducting research with people is the Human Subjects Research: **"Social Behavioral Educational (SBE) Basic course"** OR "**Biomedical Research**" depending on the type of research proposal. The majority of WLU human subjects research is applicable to the SBE course.

Additional or alternative ethics training may be required depending on the type of research proposal.

Contact the WLU IRB chair for more information.

A pdf file of the completion certificate(s) should be kept for your records.
Proof of completion is required as part of the WLU IRB application process.

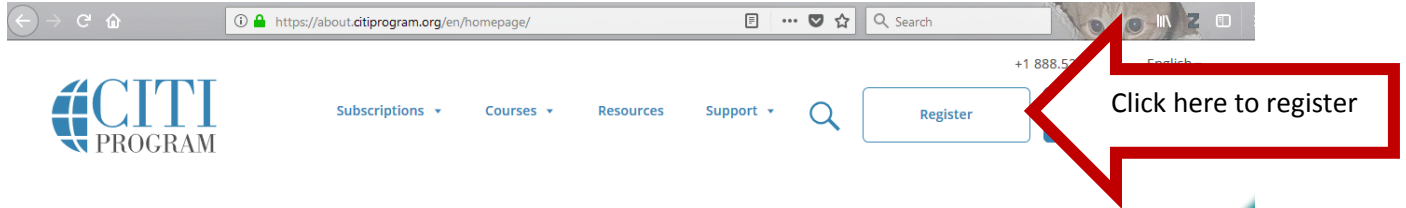After three years, additional training / refresher course(s), may be required.

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How to register and complete CITI training

The following pages include step by step instructions on how to register and sign up for the required training. The course typically requires about 3 hours to complete.
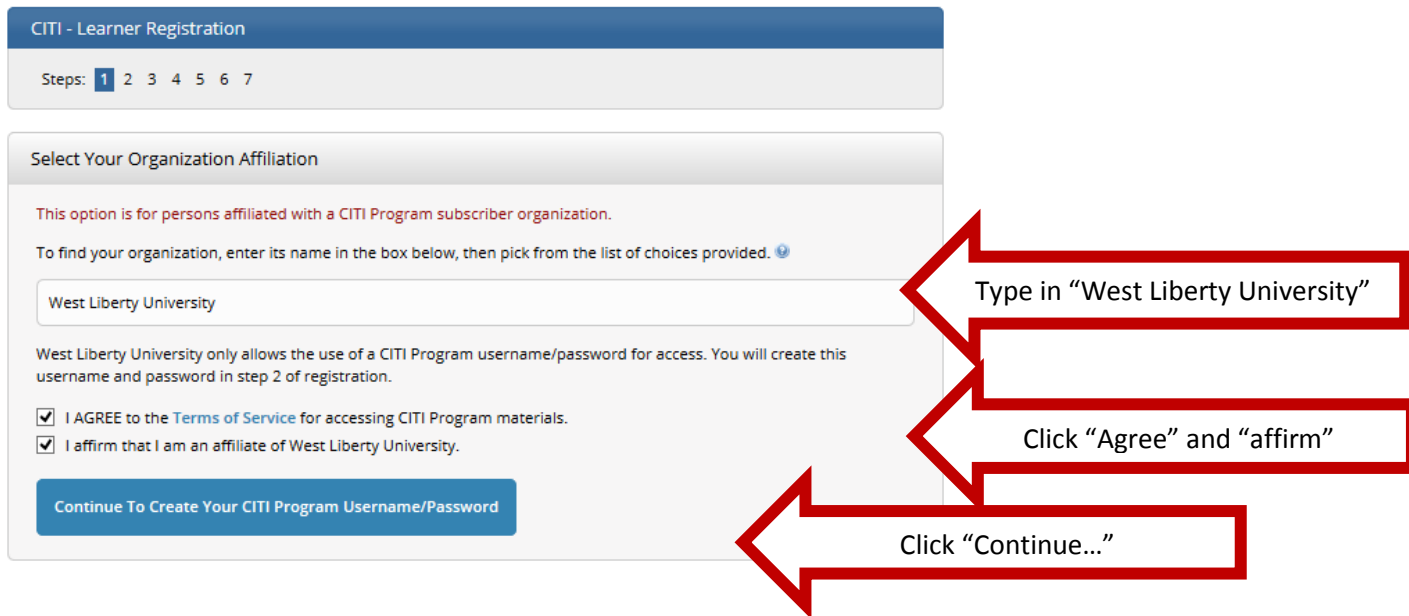
# Registration instructions for CITI training

**TO BEGIN**: Go to [www.citi.org](www.citi.org)  Click on the register button near the top right of the screen. If you have already registered, you can skip these steps and email a copy of your completion certificate to the IRB chair.



**Step 1**. Select your Organization Affiliation

Type in "West Liberty University", Click the "Agree" box and the "affirm" box. Then click on "Continue to Create Your CITI Program Username/Password"



**Step 2**. Personal information

Complete the required fields indicated with an "*". It is suggested that you use your WLU email address and a personal secondary email address.

**CITI - Learner Registration - West Liberty University**

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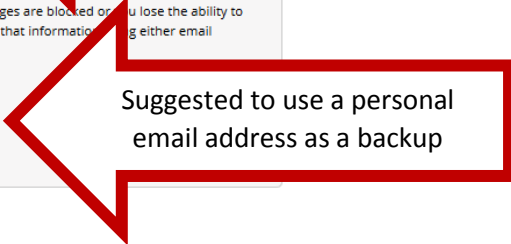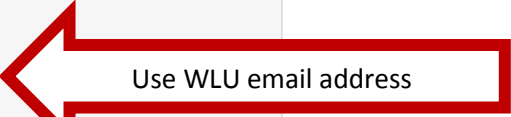
**Personal Information**

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

Use WLU 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

Suggested to use a personal email address as a backup

Continue To Step 3

**Step 3**. Create Username and Password

Complete the required fields indicated with an "*". It is suggested that you use your WLU email (*without* the @westliberty.edu) as your username.  If that is already being used, then pick something you can remember.

**CITI - Learner Registration - West Liberty 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 cas          a12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion re

* User Name

Suggested to use your WLU email (without the @westliberty.edu)

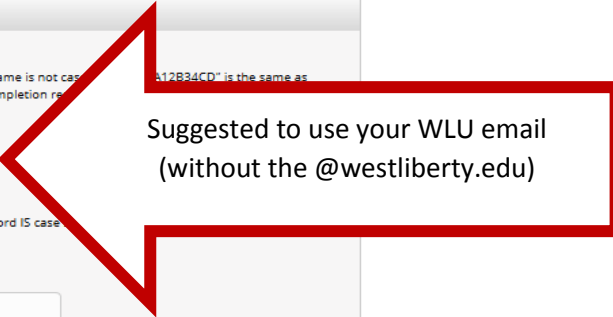Your password should consist of 8 to 50 characters. Your password IS case          "a12b34cd".

* 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

**Step 4**. Country of Residence

Type in "United States" for the country of residence.



**Step 5**. CE credits

Click "No" for the CE credits (some faculty may want to choose yes if there are interested also working toward CE credits)
Click "No" for the other two sections unless you want CITI to contact you for research/marketing purposes.

**Step 6**. WLU specific information

Complete the required fields indicated with an "*". This includes your WLU email address, department, and role in research. The other questions are optional.

For "Role in Research" Choose your main role. For most faculty this will be "Principle Investigator", or "Co-Investigator), for most students this will be "Student Researcher". If you are unsure of what to choose, contact the IRB chair.



**Step 7**. Select curriculum - below outlines the SBE course. If it has been determined that your research is Biomedical, complete the Biomedical Research course instead of the SBE course.

The Social & Behavioral Research Investigators is the required course for the majority of researchers at WLU. The IRB will contact the principle investigator if additional CITI training may be required. If you think that your research falls under a biomedical category, contact the IRB chair to discuss training requirements before completing the SBE course. Then click "Complete Registration" at the bottom of the page.

## 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.

### Question 1

**Human Subjects Research**

Please choose one learner group below based on your role and the type of human subjects activities you will condu[...] 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 Inves[...] involved primarily in Biomedical research with human subjects.

○ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requ[...] and staff involved primarily in Social and Behavioral research with human subjects.

**Social and Behavioral: Required (contact the IRB chair if you think your research falls under a different category presented here)**

○ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.

○ IRB Members: [...] **(IRB members only)**

○ Not at this time.

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**Then click on "Finalize Registration"**

### CITI - Learner Registration

Welcome to the CITI Program. Your registration with **West Liberty University** is complete.

**Finalize Registration** ← Finalize registration

**You should then see your course screen. Click on the course to begin.**

Main Menu / My Courses    My Profiles    My Records    My CEUs    Support

Main Menu / My Courses

✓ Your registration has been completed successfully.

▼ West Liberty University Courses

| Course ❓ | Status ❓ | Completion Record ❓ | Survey ❓ |
|---|---|---|---|
| Social & Behavioral Research | | | |

Click on the course name to begin

My Learner Tools for West Liberty U[...]
- ❓ Add a Course
- ❓ Remove a Course
- ❓ View Previously Completed Coursework
- ❓ Update Institution Profile
- ❓ Remove Affiliation

**Then work your way through the course modules.**

You much click on the "Complete the Integrity Assurance…" before you can begin the modules.

If you have any questions, email the IRB chair.

Home › Course Social & Behavioral Research

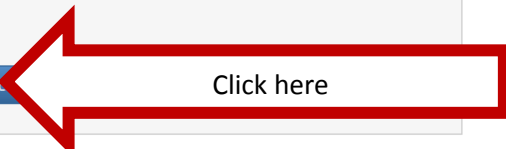**Social & Behavioral Research - Basic Course**

To pass this course you must:

- Complete all 14 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the

Your Current Score

0%

Click here

| Required Modules | Date Completed | Score |
|---|---|---|
| Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680) | Incomplete | 0/0 (0%) |
| History and Ethical Principles - SBE (ID: 490) | Incomplete | 0/0 (0%) |
| | | 0/0 |

**Keep a pdf copy of your completion certificate. Proof of completion is required as part of the WLU IRB application process.**

CITI PROGRAM

Completion Date  30-Nov-2017
Expiration Date  29-Nov-2020
Record ID

This is to certify that:

Topper D. Bear

Has completed the following CITI Program course:

Social & Behavioral Research - Basic/Refresher  (Curriculum Group)
Social & Behavioral Research  (Course Learner Group)
1 - Basic Course  (Stage)

Under requirements set by:

West Liberty University

CITI
Collaborative Institutional Training Initiative

Save a pdf copy of the completion certificate.  Date Lastname, Firstname Course

(i.e. 20180825, Bear, Topper SBE)