Go to https://www.citiprogram.org/

Go to **Create an account** (on right side of page) and click on Register.

In the box **Select Your Organization Affiliation**: Enter full or partial name, begin typing in Kutztown. You should only have to type kut before the name shows up for you to select.

After you select the university name, click on **Continue to Step 2**, and proceed to follow the directions there and in the remaining steps to complete registration. (More detailed information is available on the CITI site if you need help while registering. See http://citiprogram.desk.com/customer/portal/articles/163300-how-do-i-enroll-in-a-citi-course-for-the-first-time-)

Once you have registered and are logged in, scroll down to **Add a Course or Update Learner Groups** and select that option. This will bring you to a screen with multiple questions regarding all of the training available to Kutztown University (i.e., IRB, IACUC, Export Controls, Conflict of Interest, Responsible Conduct of Research). On this screen you answer the questions regarding the training that is available (answer "yes" or "no" or another option). For example, if you are conducting human subject research on campus, you would select the "social and behavioral researcher" option to get access to the modules you need to complete, and you would select "no," "not at this time," or "not required" for other training that is not needed. After answering the question you need to click the submit button, which will bring you to your main menu. On your main menu screen you will see links to the courses to take. For example, if you chose social and behavioral researcher from the list of questions, it will now appear as a link. When you click on that link you will come to a screen with the list of modules to complete.

Main Menu

Kutztown University of Pennsylvania Courses

Course	Status	Completion Report	CE Credits	Survey
Group 2: Students	Not Started	Not Earned	Not Available	
IACUC Community Member	Not Started	Not Earned	Not Available	
Post-Approval Monitoring (PAM)	Not Started	Not Earned	Not Available	
Reducing Pain and Distress in Laboratory Mice and Rats	Not Started	Not Earned	Not Available	
Social & Behavioral Research - Basic/Refresher	Incomplete	Not Earned	Not Earned	
Social and Behavioral Responsible Conduct of Research	Not Started	Not Earned	Not Earned	
Students and Instructors	Not Started	Not Earned	Not Earned	
Wildlife Research	Not Started	Not Earned	Not Available	

My Learner Tools for Kutztown University of Pennsylvania

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Click here to affiliate with another institution

Affiliate as an Independent Learner

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 5**

Would you like to take the Conflicts of Interest course?

Choose one answer

- ○ Yes
- ⊗ No

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.

Question 7

Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course.

- [x] Group 3: Administrators
- [x] Group 4: IACUC Members
- [x] Group 5: Other Researchers
- [x] Not at this time, thank you.

Skip

Submit

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Social & Behavioral Research - Basic/Refresher - Basic Course

To pass this course you must:

- Complete all 13 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

Your Current Score

88%

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Required Modules

	Date Completed	Score	CE Certified
Belmont Report and CITI Course Introduction (ID: 1127)	01/15/16	3/3 (100%)	Yes
Defining Research with Human Subjects - SBE (ID: 491)	01/15/16	5/5 (100%)	Yes
Assessing Risk - SBE (ID: 503)	01/15/16	4/5 (80%)	Yes
History and Ethical Principles - SBE (ID: 490)	01/15/16	5/5 (100%)	Yes
The Federal Regulations - SBE (ID: 502)	03/31/16	4/5 (80%)	Yes
Informed Consent - SBE (ID: 504)	03/31/16	5/5 (100%)	Yes
Internet-Based Research - SBE (ID: 510)	03/31/16	4/5 (80%)	Yes
Privacy and Confidentiality - SBE (ID: 505)	03/31/16	5/5 (100%)	Yes
Research with Children - SBE (ID: 507)	04/07/16	4/5 (80%)	Yes
Research in Public Elementary and Secondary Schools - SBE (ID: 508)	04/07/16	4/5 (80%)	Yes
Research and HIPAA Privacy Protections (ID: 14)	Incomplete	0/0 (0%)	Yes
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	04/26/16	3/5 (60%)	Yes
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)	04/26/16	5/5 (100%)	Yes

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Supplemental Modules

	Date Completed	Score	CE Certified
NOTE: Supplemental modules are provided for general interest only. You DO NOT receive credit for completing these modules			

	Date Completed	Score	CE Certified
NOTE: Supplemental modules are provided for general interest only. You DO NOT receive credit for completing these modules			
International Research - SBE (ID: 509)	04/07/16	4/5 (80%)	Yes
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)	04/26/16	4/4 (100%)	Yes
Hot Topics (ID: 487)	Incomplete	0/0 (0%)	

CE credits eligibility and purchase

Please check "Action" column for either of the two following options:

"Apply Now" - If multiple purchasing options appear for a same course, carefully select the number of credits you wish to purchase. Click the course title to view on the CE Information page the maximum number of credits designated for this course and your profession.

"Complete Modules" - Indicates the total number of CE certified modules you need to complete to earn CE credits. Please complete the needed additional CE certified modules to equal that number. **Be aware that test score of each and all completed modules must at least be 70%.**

CE Credit Status	Course	Category	Cost	Action
Eligible for 9 credits	Human Subjects Research Basic Course	AMA PRA Category 1 Credits™	$95.00	Complete 18 Modules
Eligible for 3 credits	Human Subjects Research Basic Course	AMA PRA Category 1 Credits™	$60.00	Complete 6 Modules
Eligible for 6 credits	Human Subjects Research Basic Course	AMA PRA Category 1 Credits™	$80.00	Complete 12 Modules