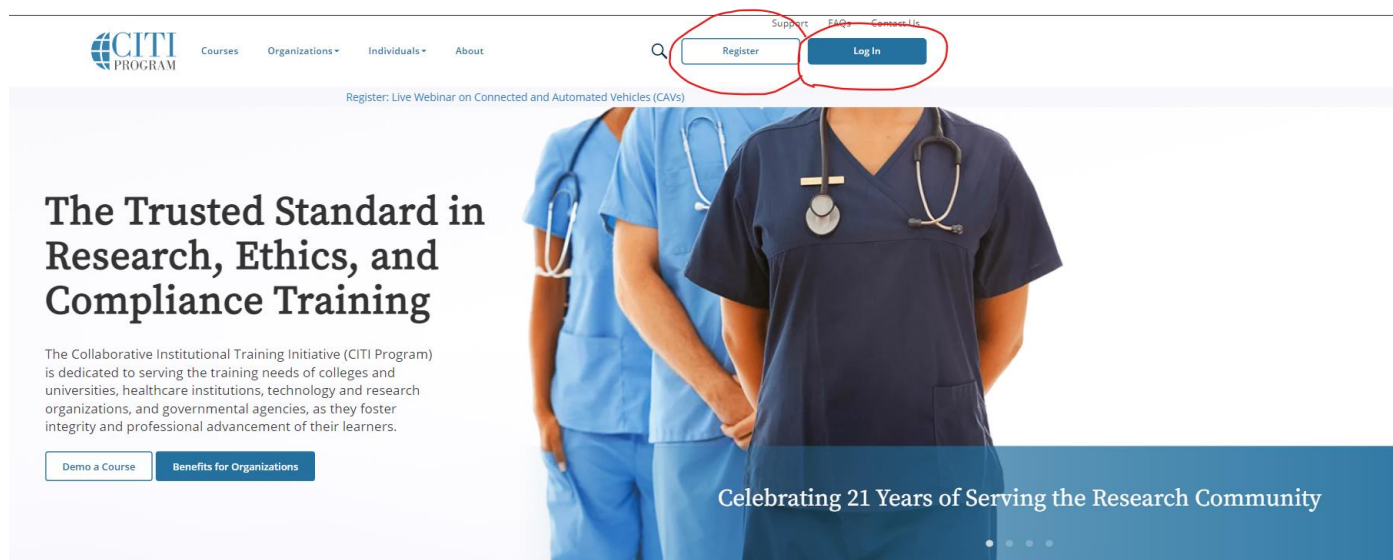


Step 1 Go to:

<https://about.citiprogram.org/en/homepage/>

Step 2 Register or log in:



If you don't have a CITI account, you will need to register and follow the prompts:

English ▾

[LOG IN](#) [LOG IN THROUGH MY ORGANIZATION](#) [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. ⓘ

Southern California University of Health Sciences

Southern California University of Health Sciences only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

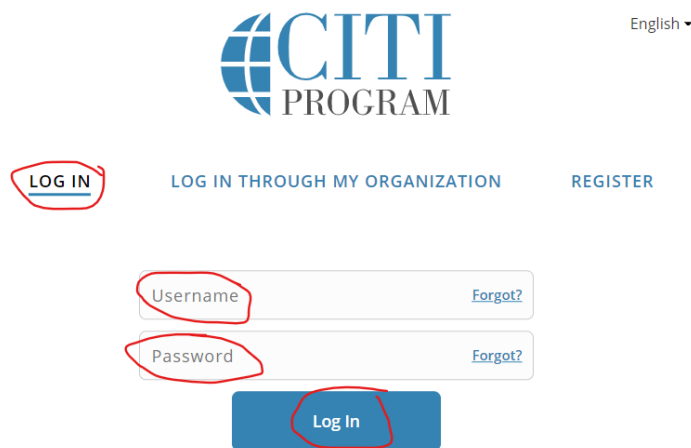
☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

☒ I affirm that I am an affiliate of Southern California University of Health Sciences.

Continue To Create Your CITI Program Username/Password

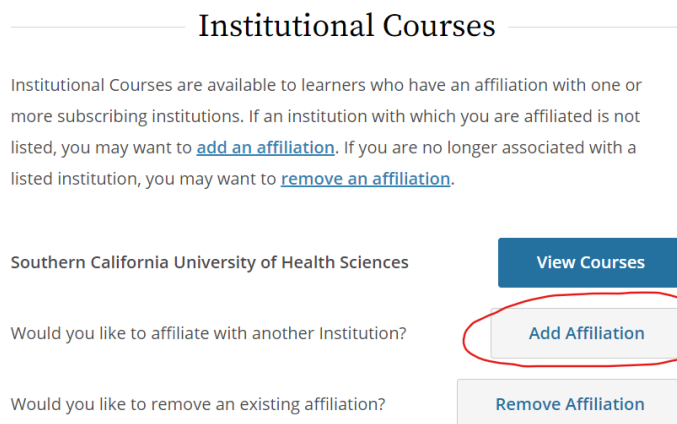
If you have an existing CITI account, you can log in and add SCU as an affiliation:

First Log in (we are looking into single sign on, so for now the “Log in through my Organization” is not yet working):



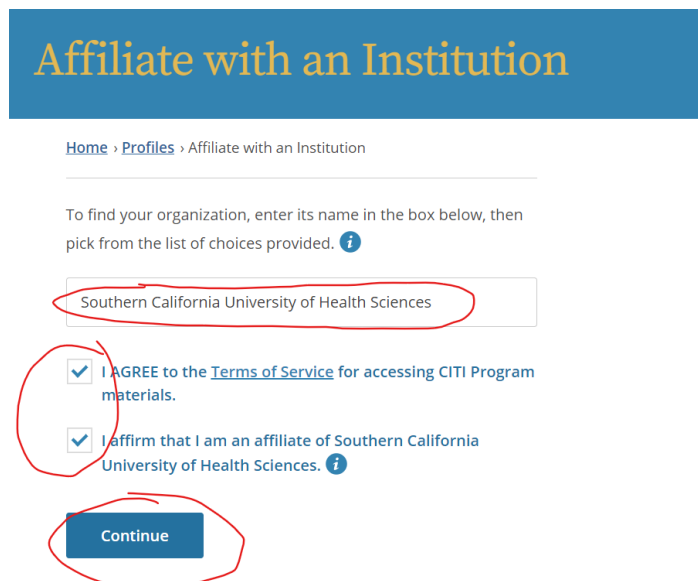
The login page for the CITI PROGRAM. At the top left is the CITI PROGRAM logo. At the top right is a language dropdown menu set to "English". Below the logo are three links: "LOG IN" (circled in red), "LOG IN THROUGH MY ORGANIZATION", and "REGISTER". Below these links are two input fields: "Username" and "Password", both circled in red. Each field has a "Forgot?" link to its right. Below the input fields is a blue "Log In" button, also circled in red.

Select “Add Affiliation”:



The "Institutional Courses" page. It has a title "Institutional Courses" centered at the top. Below the title is a paragraph explaining that institutional courses are available to learners with affiliations and providing links for adding or removing affiliations. Below the paragraph are three rows of options. The first row shows "Southern California University of Health Sciences" with a blue "View Courses" button. The second row asks "Would you like to affiliate with another Institution?" with a circled "Add Affiliation" button. The third row asks "Would you like to remove an existing affiliation?" with a "Remove Affiliation" button.

Enter affiliation information and agree to terms:



The "Affiliate with an Institution" page. It has a blue header with the title "Affiliate with an Institution" in yellow. Below the header is a breadcrumb trail: "Home > Profiles > Affiliate with an Institution". Below the breadcrumb is a paragraph: "To find your organization, enter its name in the box below, then pick from the list of choices provided." followed by an information icon. Below this is a search box containing "Southern California University of Health Sciences", which is circled in red. Below the search box are two checkboxes, both checked and circled in red. The first checkbox is "I AGREE to the Terms of Service for accessing CITI Program materials." The second checkbox is "I affirm that I am an affiliate of Southern California University of Health Sciences." followed by an information icon. Below the checkboxes is a blue "Continue" button, also circled in red.

Step 3 Once logged in OR registered and logged in, select “View Courses” to see what is available to you through the SCU affiliation:

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Southern California University of Health Sciences

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

Step 4 Scroll to the bottom and select “Add a Course” and select your courses from “the questions” when prompted and the system will populate your course list with the most appropriate courses:

Learner Tools for Southern California University of Health Sciences

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

Signing up for courses is done by content groupings, not individual courses.

The “questions” are the course groupings. In the example below, “question 4” is the group “human subjects research (HSR)” and there are options below that are the learner groups. Learner groups compile content sets for your specific needs based on the type of research you are doing and what your role is in that research. You can select one learner group under each “question” at a time. The “Learner Group” selection will add that course set to your course list and will include a content series that you will work through. You can select “Not at this time” for items that do not apply to you. You may take as many learner group sets as you like (“add course” and go back to complete other “learner groups” below each “question” as desired).

PLEASE NOTE: To submit a proposal for human subjects to the SCU IRB the minimum you must complete is Biomed and/or Social and Behavioral Research depending on the research type with a score of 80%. Please submit your certificate when applying to the IRB:

Course Content Summary and examples:

Question 4: Most need to complete a course set from Question 4:

Go to question 4:

Question 4

Human Subjects Research (HSR)

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.

- ☒ **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.

This is what will be added to your course list (you probably only need one or the other, if you are not sure which let me know and I can help you decide):


Southern California University of Health Sciences

Biomedical Research

Stage 1 - Basic Course

0 / 14 modules completed

Start Now

Not Earned 

OR


Southern California University of Health Sciences

Social & Behavioral Research

Stage 1 - Basic Course

0 / 9 modules completed

Start Now

Not Earned 

Other courses as needed for your research goals or role:

Question 1: Animal Research:

If you work with Animals, select a learner group set from Question 1

Question 2: Conflict of Interest:

These courses are intended for investigators who receive funding from a PHS agency, including the National Institutes of Health (NIH), or who are required by their organization to be familiar with the PHS financial conflicts of interest regulations.

Question 3: Good Clinical Practice

GCP content is suitable for research teams involved in clinical trials of drugs, biologics, and devices, as well as those involved in behavioral intervention and social science research studies. It is not the same as the question 4 HSR training and is additional training for those conducting clinical trials.

Question 4: Human Subjects Research (HSR)

See beginning of this section

Question 5: Signatory official and IRB Chair

Unless you are the IRB chair, you don't need this one.

Question 6: Public Health Research

While public health research is subject to the same rigorous scientific and ethical standards as other human subjects research, both the unique features and legislative mandates of public health require special treatment. This course supplements the foundational training provided in a basic Human Subjects Research (HSR) course (either **Biomedical** or **Social-Behavioral-Educational**). If you are a PH researcher, you should take this supplement in addition to the HSR that is appropriate to your role.

Question 7: Revised Common Rule

This course is intended to help the research community understand the revisions to the Common Rule issued on 19 January 2017 with a general compliance date of 21 January 2019. This course is appropriate for: Researchers, Research Team Members, Institutional Review Boards (IRBs), Institutional/Signatory Officials, IRB Chairs, IRB Administrators and Staff, Human Subject Protection Staff, Students.

It is recommended that **all IRB members complete** this course in addition to the IRB Member HSR course set.

Question 8: Information Privacy and Security (IPS)

It is suitable for anyone who works with individually identifiable health data (HIPAA-defined "PHI"), or FERPA-covered educational records and data, or has responsibilities for setting policies and procedures with respect to these types data.

Question 9: Responsible Conduct of Research (RCR)

The National Institutes of Health (NIH), National Science Foundation (NSF), and U.S. Department of Agriculture (USDA) require certain categories of researchers to receive RCR training. RCR is increasingly viewed as an essential component of training, regardless of a researcher's source of funding.

RCR consists of a basic course, additional content that can be incorporated based on organizational and learner needs, and a refresher course, which reemphasizes and expands on key concepts. It is suitable for any person involved in research ranging from upper-level undergraduates to established faculty.

It is not the same as the question 4 HSR training and is additional training for those working in studies funded by the NIH, NSF, and USDA, but benefits any researcher.

Other:

There are many other areas of study. If you find a "course" on the CITI main page and can't find it in our SCU offerings, let me know and we may be able to order it for you.