
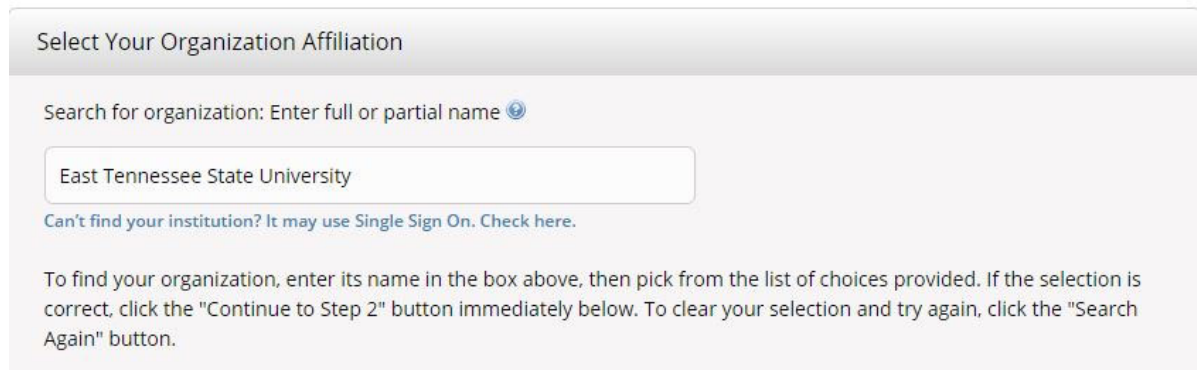


If you have current IRB training, you are not required to complete the CITI modules prior to your current training expiration. CITI training is valid for three-years from date completed.


First time users of CITI training program

1. Go to www.citiprogram.org
2. Select  on the right hand side.
3. Under “Select Your Organizational Affiliation” type **East Tennessee State University**. (Once you begin typing “East,” you should see a list of schools and can select from the list). Training will be free of charge.

*If you need to do CITI for VA purposes, you need to select ‘VA Mountain Home, TN-621’.



Select Your Organization Affiliation

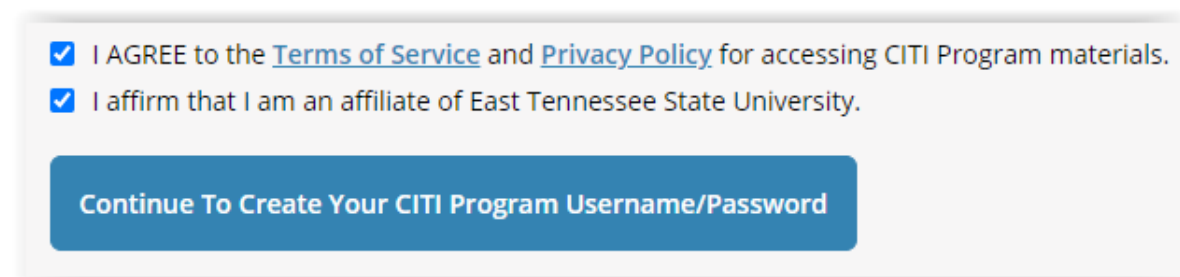
Search for organization: Enter full or partial name 

East Tennessee State University

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

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.

4. Check the ‘I Agree’ and ‘I affirm’ box, and continue to create your CITI program username/password.



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

I affirm that I am an affiliate of East Tennessee State University.

[Continue To Create Your CITI Program Username/Password](#)

5. Do Not select: Independent Learner Registration as [fees will apply](#).

The screenshot displays the CITI Program Learner Registration interface. At the top, the CITI PROGRAM logo is visible, along with navigation links for LOG IN, LOG IN THROUGH MY INSTITUTION, and REGISTER. The page title is 'CITI - Learner Registration', and a progress indicator shows seven steps, with step 1 being the current step. The main heading is 'Select Your Organization Affiliation'. Below this, there is a text box containing 'East Tennessee State University'. A checkbox is present for 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' Below this, there is a section for 'Independent Learner Registration' which is highlighted with a blue box. This section contains text explaining that this option is for persons not affiliated with a CITI Program subscriber organization and that fees apply. Another checkbox is present for 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.'

6. Complete the following screens, selecting the “Continue” button after each:
- Personal Information
 - Create your Username and Password
 - Security Question and Answer
 - Country of Residence
 - Continuing Education Units
 - Information requested by East Tennessee State University

7. For **Human Subjects Research** select ‘Human subjects research (HSR) series’.

* In which of the following course series do you wish to enroll?

Choose all that apply

- Conflict of Interest Course: This course is required for anyone involved in the design, conduct, or reporting of research or externally funded scholarly activities.
- Human subjects research (HSR) series: These courses are for persons who are involved in the conduct of research involving living individuals, human tissue samples, or with archival data derived from human beings and are required by the ETSU IRBs for everyone involved in human subject research.
- Animal care and use (ACU) series: These courses are for persons who are involved in the conduct research that utilizes live, nonhuman, animal subjects (e.g., mice, rats) or tissues derived from live animal subjects.
- Responsible Conduct of Research (RCR) series: These courses are for persons who are required (or wish) to complete an overview course in research ethics. This course is also generally required for persons supported by NIH or NSF funds.
- Good Clinical Practice and ICH (GCP) series: Clinical investigators and clinical trial staff who are involved in the design, conduct, oversight, or management of clinical trials should complete training in Good Clinical Practice. NIH supported clinical trial investigators must complete this course.

8. Answer “NO” to the question about if this is for classroom activities designed solely for educational purposes:

* Are you a student participating in research related to classroom activities designed solely for educational purposes?

Choose one answer

- Yes, I would like to take the Students in Research Course.
This course is for students participating in no more than minimal risk classroom projects. This course is NOT for students who are conducting their own research as part of a Master's or Doctoral thesis or a student who is a research study staff for an IRB-approved research project. It is recommended that Faculty Advisors also complete the "Student Course" either on its own or as an optional module within the curriculum of their appropriate learner group.
- No, I do not want to enroll in this course.

9. For the next question asking if you are involved in human subjects research being reviewed by the ETSU IRB, select Option 1, “Yes, I conduct biomedical research”

* Are you an investigator, study staff, or external collaborator involved in human subjects research being reviewed by the ETSU IRBs?

Choose all that apply

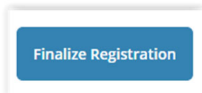
Yes, I conduct biomedical research (e.g., HIPAA covered, patient record review, clinical investigations).

Yes, I conduct non-biomedical research (e.g., social, behavioral, or educational research).

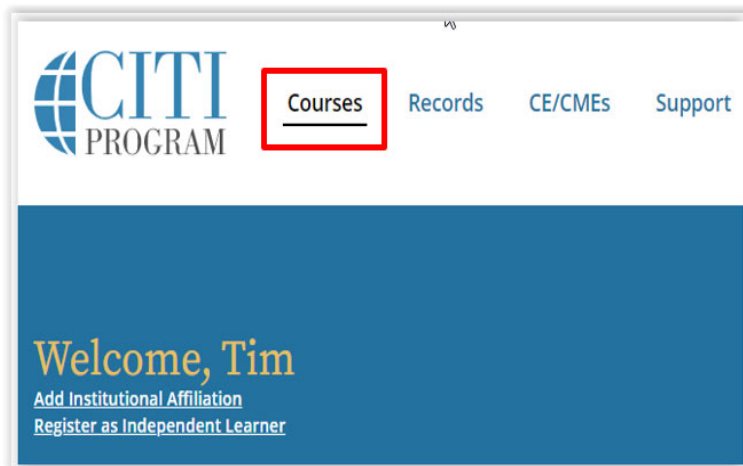
Yes, I am an investigator on an HUD protocol.

No, I do not conduct HSR.

10. Select Finalize to complete enrollment.



11. From the CITI dashboard Click "Courses"



12. Select VIEW COURSES:

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](#).

East Tennessee State University [View Courses](#)

Would you like to affiliate with another Institution? [Add Affiliation](#)

Would you like to remove an existing affiliation? [Remove Affiliation](#)

- To Begin the course(s) you have selected: Select 'START NOW' and 'Agree to the terms of service' and submit.

East Tennessee State University

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

East Tennessee State University
Biomedical Researchers
 Stage 1 - Basic Course

0 / 12 modules completed [Start Now](#)

I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

Cancel

Submit

14. On the same page, if you want to view your completed courses, or add or remove a course, just select the option you want:

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 East Tennessee State University

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

15. Complete all the required modules within the selected course. All modules in a required course must be completed to earn a certificate.

*An overall score of 80% or better is required for a passing grade.

*Below the required courses you will find supplemental modules that you can choose to take if you are interested in taking those.

Required Modules		
Modules	Completed	Score
Belmont Report and Its Principles (ID 1127)	Incomplete	- Start
History and Ethics of Human Subjects Research (ID 498)	Incomplete	- Start
Basic Institutional Review Board (IRB) Regulations and Review Process (ID 2)	Incomplete	- Start
Informed Consent (ID 3)	Incomplete	- Start
Social and Behavioral Research (SBR) for Biomedical Researchers (ID 4)	Incomplete	- Start
Genetic Research in Human Populations (ID 6)	Incomplete	- Start
Populations in Research Requiring Additional Considerations and/or Protections (ID 16680)	Incomplete	- Start
FDA-Regulated Research (ID 12)	Incomplete	- Start
Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID 14777)	Incomplete	- Start
Research and HIPAA Privacy Protections (ID 14)	Incomplete	- Start
Conflicts of Interest in Human Subjects Research (ID 17464)	Incomplete	- Start
East Tennessee State University (ID 1002)	Incomplete	- Start

16. Choose 'View Previously Completed Coursework'

17. It is important that you **print your completion report** after finishing the test on the last module to save for your records. Choose ‘View Print Share’ and select an itemized list of completed modules or print a certificate.

Human Research

Group 1 Biomedical research Investigators and Key Personnel (non-VA)

Stage	Completion Report #	Start Date	Required Modules	Elective Modules	Learner's Score	Passing Score	Completion Date	Expiration Date	Completed Modules	Completion Record
1 - Basic Course	17774747	10/30/2015	Completed	None Required	96%	80%	12/13/2015	12/12/2018	View	View-Print-Share
2 - Refresher Course	28654673	12/16/2018	Completed	None Required	97%	80%	12/16/2018	12/15/2021	View	View-Print-Share

East Tennessee State University
ID 663

Group 1 Biomedical research Investigators and Key Personnel (non-VA)

Name	Stage	Completion Date	Expiration Date	Record ID
Theresa Cannon	2 - Refresher Course	16-Dec-2018	15-Dec-2021	28654673

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#) [Copy Link](#)

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#) [Copy Link](#)

18. If you identified as researcher when you chose your courses, your certificate will show a completion and expiration date. If you chose HSR as a class activity your certificate will not show an expiration date.



Registered users who wish to renew their training:

1. If you have already registered at CITI, just enter your username and password and select **“Log in.”**
2. If you are eligible to complete a refresher course, it will appear on your dashboard.

▼ East Tennessee State University Courses			
Course	Status	Completion Record	Survey
Group 2. Social and Behavioral Research Investigators and Key Personnel (non-VA)	Not Started	Not Earned	

3. If you do NOT see a refresher course on your dashboard but you know that your CITI training has expired, select **“Add Course”** to choose the appropriate course.
4. Complete the required modules.