LECOMT Institutional Review Board

INSTRUCTIONS FOR COMPLETING REQUIRED CITI TRAINING

1. Go to www.citiprogram.org (NOTE: If you receive these instructions electronically, please type the address into your web browser. Please do not click on the link.)

2. At the top right hand corner of the page, select "Register"

3. In the box under "Select your Organization Affiliation," type and select Lake Erie College of Osteopathic Medicine

4. The following two boxes will appear; please check those boxes and then click "Continue to Create Your CITI Program Username/Password":
   a. Agree to Terms of Service and Privacy Policy
   b. Affirm you are an affiliate of LECOM

(NOTE: box "b" will not appear until you have checked box "a")

5. Complete your name and email address as requested, then click "Continue to Step 3"

6. Create your username and password and select and answer a security question, then click "Continue to Step 4"

7. Enter your country of residence, then click "continue to step 5"

8. Three questions will appear. Answer all and click "Continue to step 6":
   a. Select whether you are interested in receiving Continuing Education credit
      i. If so, choose the type relevant to your title/position
   b. Select whether CITI can contact you at a later date to participate in research studies
   c. Select whether CITI can contact you with marketing information

9. Enter the requested demographical information and click "Continue to step 7)

    a. Items marked with an * are required (institutional email address, language preference, role in research, department)

    b. All other items are optional

10. A screen called "Select Curriculum" containing four questions will appear so that you can select your course(s). After making your selections, click "Complete registration"

    a. Question 1 – Human Subjects Research

       i. This is REQUIRED for IRB membership/approval

       ii. Select your role in research. I.e. IRB member, Principal Investigator, Co-Investigator, Student Researcher

    b. Question 2 – Good Clinical Practice

       i. This is not required

       ii. To not add the course, do not mark any selection under this question

       iii. If you choose to complete this course anyway, the IRB does not need any documentation

    c. Question 3 – Health Information Privacy and Security (HIPS)

       i. This is not required

       ii. To not add the course, do not mark any selection under this question

       iii. If you choose to complete this course anyway, the IRB does not need any documentation

    d. Question 4 – Laboratory Animal Research

       i. This is not required

       ii. To not add the course, do not mark any selection under this question

       iii. If you choose to complete this course anyway, the IRB does not need any documentation

11. Click "Finalize registration"

12. You will receive a message that your registration has been completed. Under that message, click on "Lake Erie College of Osteopathic Medicine" to open the pull down menu.

13. On the pull down menu, click on the hyperlink that under "Course(s)" that contains your role in research (i.e. "IRB Members – Basic/Refresher")

    a. The first time you do this, there will be a hyperlink for you to "Complete Integrity Assurance Statement." Please click on this

link, read the statements provided, click the box to agree, and then click "Submit."

b. This will begin your course. You must complete all listed modules in the Human Subjects Research course.

NOTE: You do not have to complete the course in one sitting. Your progress will be saved so that you can log in to work on your course as needed.

14. When all modules have been completed, you will have access to two documents:

a. Completion Certificate certifies that you have completed the course. You may print or save this for your records if you wish to.

b. Completion Report contains a list of all completed modules along with the score achieved on each. You MUST print or save this document for submission to the IRB.