## CITI Program Training Book



## **Houston Christian University**

#### **Expectations:**

All faculty members are required to complete the CITI (Collaborative Institutional Training Initiative).

It is a **FREE** service provided for all faculty members and students.

This is a training directed at understanding issues about conducting research.

Many institutions use this training for their faculty and staff.

HCU will also require students who are conducting research projects to complete a student version of this training.

There are 11 items covered in this book to assist you with completing this requirement.

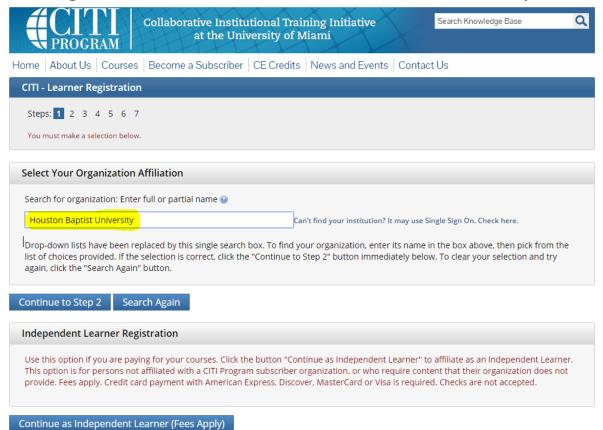
## 1)go to <a href="https://www.citiprogram.org/">https://www.citiprogram.org/</a>



## 2) Click on the "Register" button

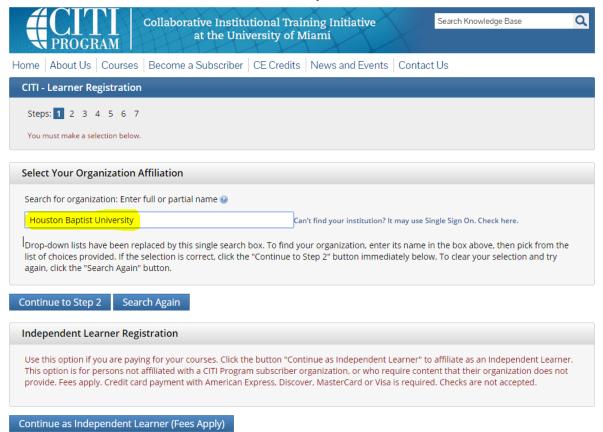


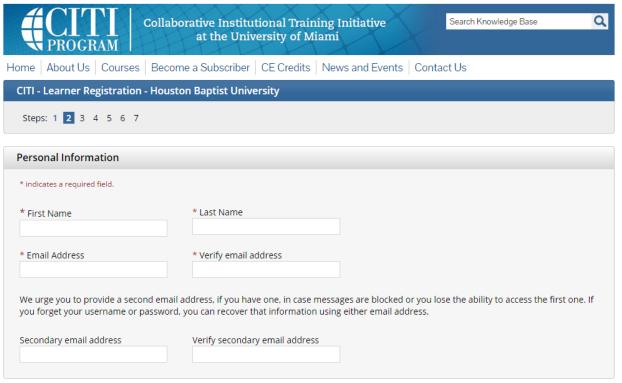
# 3) Type "Houston Baptist University" into the "Search for Organization" box, then click continue to Step 2

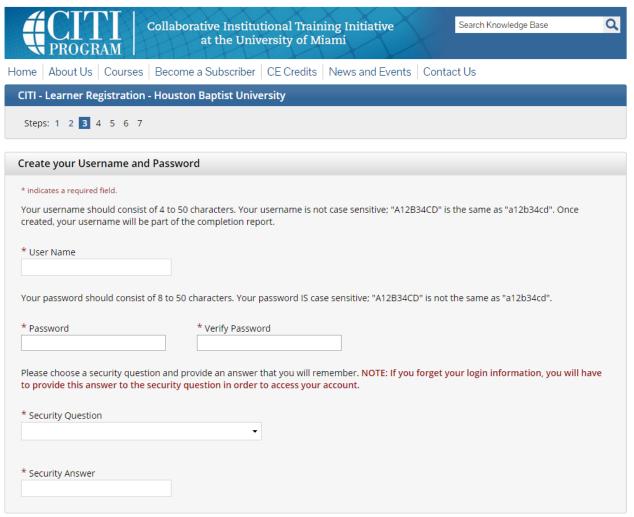


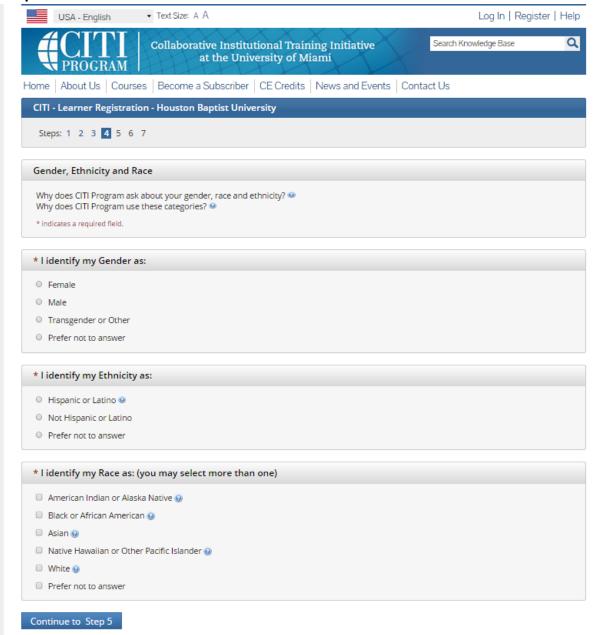
# 4) Complete Steps 1-7 to complete the registration process

Step 1









#### Collaborative Institutional Training Initiative at the University of Miami

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#### CITI - Learner Registration - Houston Baptist University

Steps: 1 2 3 4 5 6 7

#### \* indicates a required field.

#### \* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for recertification are available for many CITI courses – with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

#### -Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

#### -No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

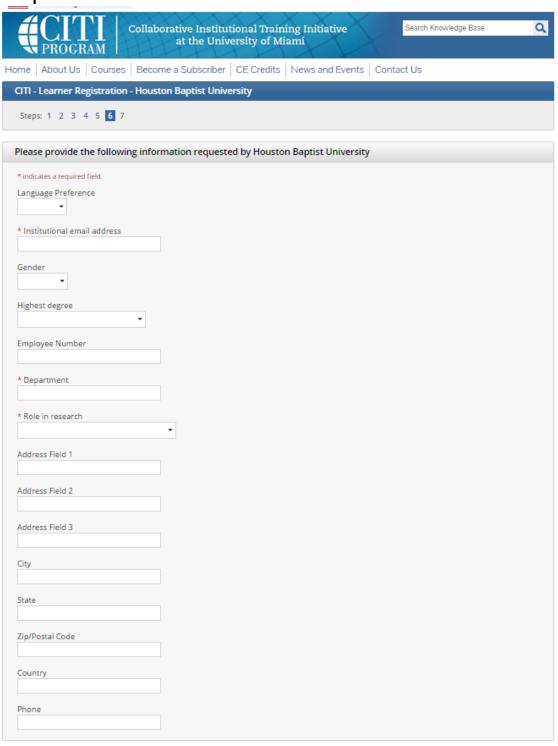
O No

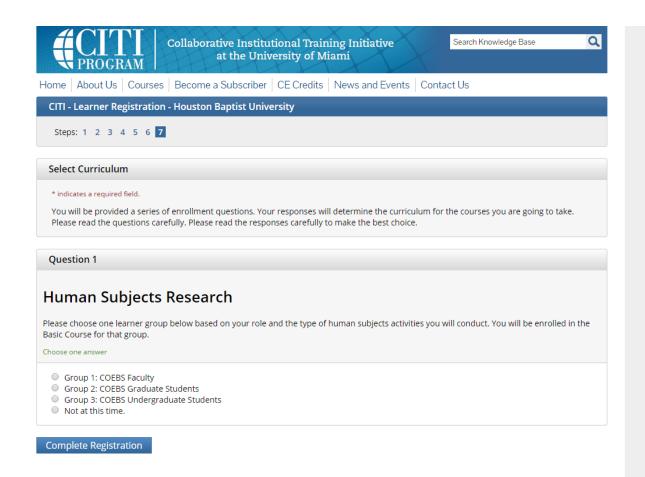
#### If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PAs AMA PRA Category 1 Credits TM
- Psychologists APA Credits
- Nurses ANCC CNE
- Other Participants Certificates of Participation
- O Social Workers Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

#### \* Can CITI Program contact you at a later date regarding participation in research surveys? (

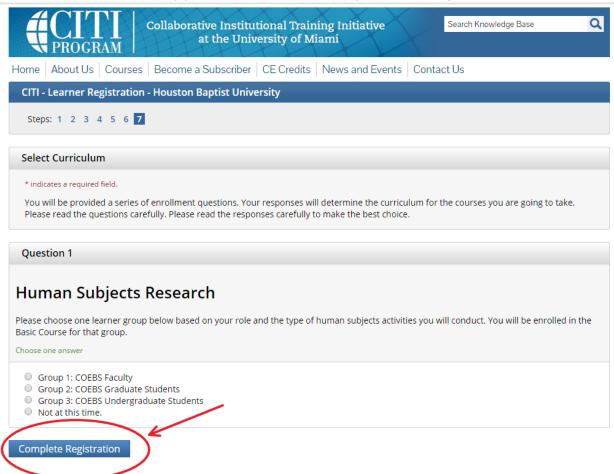
- Yes
- O No
- Not sure. Ask me later



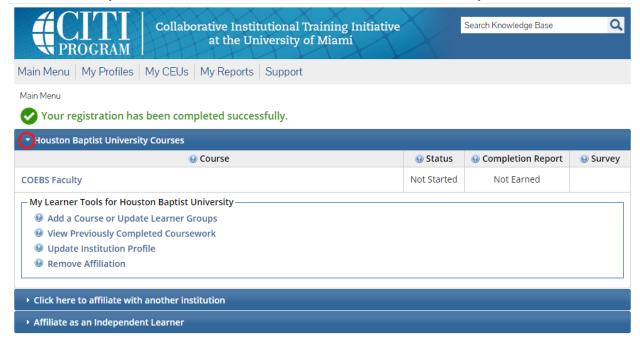


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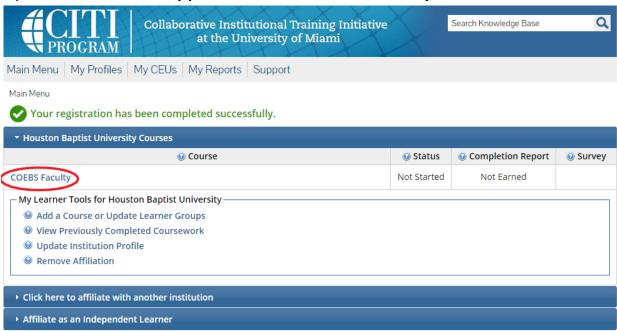
## 5) Click on the hyperlink to "Complete Registration"



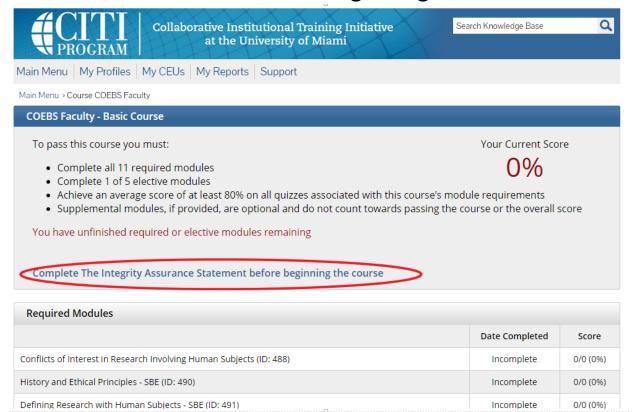
# 6) Click on the arrow next to Houston Christian University Course to allow the menu to drop down.



## 7) Click on the hyperlink "COEBS Faculty"



# 8) Click on the hyperlink "Complete The Integrity Assurance Statement before beginning the course"



# 9) Click "I AGREE" if you agree to the terms of service and "Submit"

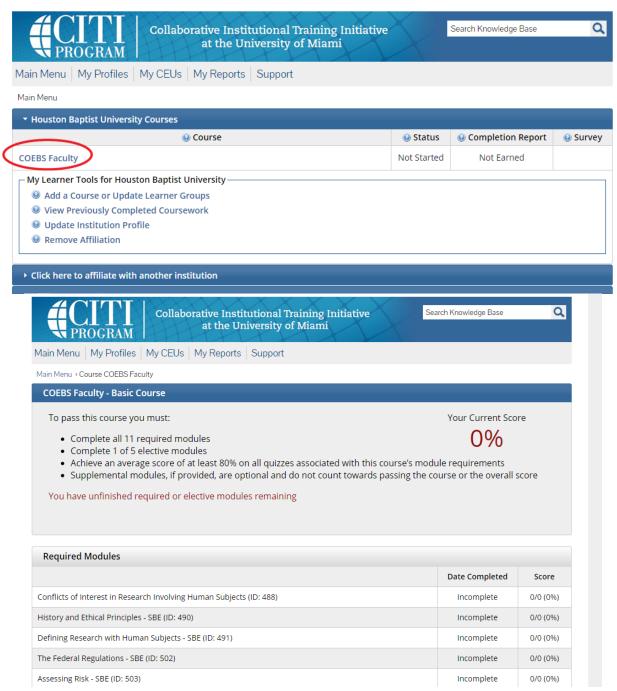
# Assurance Statement John Spoede: CITI Program Terms of Service include the following provisions. Please read them carefully. Only One Account: I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program. No Account Sharing: I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised. Do My Own Work: I will complete all required quizzes and any other assessments by myself, using only my own work. No Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means. No Cheating: I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners. My Actions Are Logged: I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Select the appropriate statement then click the Submit button:

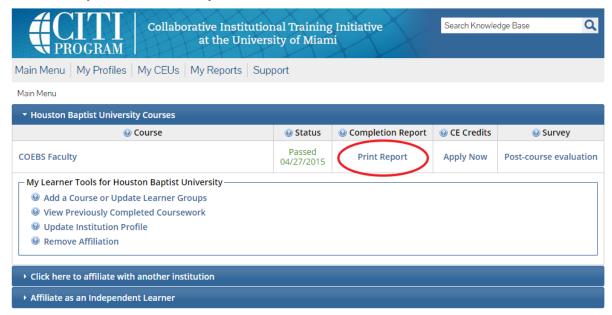
Submit

I AGREE to the above and the other Terms of Service for accessing CITI Program materials.
TDO NOT AGREE, and wish to be contacted about one or more of the Terms of Service.

10) Work on complete the required modules and one elective module (Note: CITI will only allow you to work on completing one module at a time. Once you have completed a module the next module in the sequence will be available for you to complete.



11) Once all module are completed, print out a certificate of completion for your records.



If you have any questions you can contact

CITI Program Help Desk 305-243-7970 option 1 citisupport@med.miami.edu