CITI Ethics Training for Research with Human Subjects
Registering for curriculum titled “Investigators and Key Research Personnel”

Go to the CITI website www.citiprogram.org and click on “Register.”

Step 1:
To select your organization affiliation slowly type in “department” and click “Department of the Navy” from the drop down menu.

After selecting Department of the Navy, check both boxes agreeing to the site policy and your affiliation.
Step 2
Complete your personal information.

Personal Information

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address. If you have one, in case messages are blocked or you lose the ability to access the first one, if you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue To Step 3

Step 3:

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Create your username and password.

Step 4:
Select your country of residence.

Step 5:
Check “no” to the following three prompts.
- You are not interested in receiving Continuing Education Unit (CEU) for completed CITI Program courses.
- You do not want CITI to contact you for participation in research surveys.
- You do not want CITI to contact you for marketing purposes.

CITI - Learner Registration - Department of The Navy

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 re-certification 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 grade book page.

☐ No
Step 6: 
Provide you information and when asked “YOUR COMMAND” choose “Naval Postgraduate School – NPS Monterey.”
Step 7
When asked “What kinds of research are you conducting?” Choose “I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues and/or patient records.”

* indicates a required field.

* Answer the following questions carefully. The software will then present the course(s) that you are required to complete.

What kinds of research are you conducting?

Choose all that apply

- [✓] I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues from humans and/or patient records.
- [ ] I am conducting or plan to conduct or am otherwise involved in studies with laboratory animals
- [ ] I am a Midshipman at the USNA and I am required to complete the CITI basic course for Midshipmen.
- [ ] I am the designated Ombudsman for a protocol and I am required to complete the Ombudsman course.
- [ ] I am wanting to take courses in Spanish.
- [ ] I am wanting to take the Financial Conflict of Interest course.
- [ ] I am wanting to take courses in Vietnamese.
- [ ] I am wanting to take courses in Khmer.

Next
When asked “What is your research focus?” choose “The Social and Behavioral Sciences.”

When asked “What is your role in the research?” choose “Investigators and Key Research Personnel.”
Check “No, not at this time” to the following questions:
- “Are you required to complete the CITI Good Clinical Practice Course for the Department of the Navy?”
- “Are you required to complete the CITI Responsible Conduct of Research (RCR) for the Department of the Navy?”
- “Are you required to complete the CITI Responsible Conduct Research (RCR) for the the Navy?”
* Are you required to complete the CITI Good Clinical Practice course for the Department of the Navy?

Choose one answer:

- ✔️ No, not at this time.
- ☐ Yes, Complete the CITI GCP Course for DoN in English
- ☐ Yes, Complete the GCP – Social and Behavioral Research Best Practices for Clinical Research
- ☐ El curso de Buenas Prácticas Clínicas en Español.
- ☐ Curso Boas Práticas Clínicas - em Português.

Next

* Are you required to complete the CITI Responsible Conduct of Research (RCR) for the Department of the Navy?

Choose one answer:

- ✔️ No, not at this time.
- ☐ Yes, I need to take Responsible Conduct of Research for Biomedical Investigators

Next
Your registration is complete. Time to Finalize!

Welcome to the CITI Program. Your registration with Department of The Navy is complete.

Finalize Registration
Click on “Department of the Navy” and your course will appear.

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
<th>Survey</th>
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<tbody>
<tr>
<td>Investigators and Key Research Personnel - SBR</td>
<td>Passed 04/15/2013</td>
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