CITI Program Registration Instructions for Human Subject Training

Go to https://louisiana.edu/

Step 1: hover your mouse over Research

Step 2: Click “For Researchers”
Step 3: Hover over Research Integrity

Step 4: Click on Institutional Review Board

Step 5: Scroll down to Training

Step 6: Click on CITI
Step 7: Click on Register

Step 8: Select UL Lafayette

Step 9 – Add your name and email
Step 10 – Create Login

Create your Username and Password:
- Your username should consist of 4 to 50 characters. Your username is not case sensitive, "A12345CD" is the same as "a12345cd". Once created, your username will be part of the completion report.
- User Name

Your password should consist of 8 to 50 characters. Your password is case sensitive, "A12345CD" is not the same as "a12345cd".
- Password
- Verify Password

Please choose a security question and provide an answer that you will remember. Note: If you forget your login information, you will have to provide this answer to the security question in order to access your account.
- Security Question
- Security Answer

Create Password

Step 11 - Enter country of residence

Search for country: Enter full or partial name (e.g., "United States") or your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices.
- Country of Residence: United States

Click

Continuing Education Credit (CEU)

Next you will have the opportunity to choose if you would like to receive continuing education credit which can be used for some professional certifications. Non-CEU training is provided at no charge to you. Checking “Yes” to CEU will incur a charge payable via credit card to obtain the CEU certificate. Unless you have a professional certification that accepts CITI training for CEU, it is recommended that you select no at this stage.

Type security answer

Select a security question

Click

Click

Create Username

Type security answer

Create Password
Step 12 – CEUs & preferences

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

- Recommended: Select your preference

- Skip if you are not receiving CEU credit: Select your preference

- Can CITI Program contact you at a later date regarding participation in research surveys?
  - Yes
  - No
  - Not sure, ask me later

- Can CITI Program contact you at a later date with marketing information?
  - Yes
  - No

- Continue to Step 6

Step 13 – Contact Info

- Email Required

- Department Required

- Role Required

- Continue to Step 7
Step 14 – Course selections

Many courses are available. Human Subjects is in question 8. You may add other courses now or later.

**Question 1**

Responsible Conduct of Research

Please make your selection below to receive one of the courses in Responsible Conduct of Research.

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Not at this time.

**Question 2**

Would you like to take the Conflicts of Interest course?

This question is included.

- Yes
- No

---

**Question 3**

CITI US Export Control

Please make your selection below to receive the CITI US Export Control Regulations course.

- CITI Export Controls
- Not at this time.

---

**Question 4**

Biosafety/Biosecurity

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

- Introduction to Biosafety
- Introduction to Biosafety for Students
- Basic Biosafety Training
- Biosafety Retraining
- Animal Biosafety
- Shipping and Transport of Regulated Substances
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Biodefense
- Emergency and Incident Response to Biological Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Institutional Biosafety Committee Member
- Biosafety Complete Training
- Dual Use Research of Concern (DURC)
- Not at this time.

---

**Recommended**

- Recommended for people using technology or equipment where foreign persons are involved
- Recommended for people handling blood
- Recommended if not handling blood

**Course not required for IRB approval**

- Course not required for IRB approval

**CoI training recommended for persons with grants & outside employment – not required for IRB approval**
Step 14 – Course selections continued

Question 5
If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

- Health Information Privacy and Security (HIPS) Course - Information for Clinicians
- Health Information Privacy and Security (HIPS) Course - Information for Investigators
- Health Information Privacy and Security (HIPS) Course - Information for Students or Instructors
- Health Information Privacy and Security (HIPS) Course - Information for Fundraisers
- Health Information Privacy and Security (HIPS) Course - Information for Marketers
- Not at this time.

Recommended for handling health information
Recommended if not handling health information
Leave Question 6 blank

Question 6
Laboratory Animal Research
Do you conduct studies that use Lab animals?
1. If YES, then you must complete the Basic course and the appropriate species specific modules.

Question 7
Would you like to take the IRB Chair course?
This question is required. Choose one answer.
- Yes
- Not at this time.

Course not required for IRB approval

Question 8
Human Subjects Research
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.

- Social & Behavioral Research Investigators
- Basic Additional Modules of Interest
- Basic Human Subjects Research
- IRB member - Human Subjects Research
- Public Health Researchers

Required for IRB approval

Question 9
Would you like to take the Institutional/Signatory Officials for Human Subjects Research course?
- Yes
- Not at this time

Course not required for IRB approval

Question 10
Revised Common Rule
Please make your selection below if you wish to be enrolled in the Revised Common Rule course.
- Revised Common Rule
- Not at this time

Recommended for inducing sleep
Course not required for IRB approval
Step 15: Complete Registration

Click