

# ACCESSING AND COMPLETING THE CITI "REFRESHER COURSE"

LOG IN TO YOUR ACCOUNT AT: [www.citiprogram.org](http://www.citiprogram.org)

## -CITI LOGIN AND REGISTRATION-

**CITI Collaborative Institutional Training Initiative**

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**Welcome**

**CITI Login and Registration Page**

The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

**New Users [Register Here](#)**

**Already Registered? [Login Below](#)**

Username

Password

[Forgot username or password?](#)

To ensure that all users enjoy rapid response times, access is temporarily limited to 1500 concurrent users. As learners log off others will be permitted to log on. **There are currently 406 users logged in to the site.**

**Notice:** The CITI Course site is best viewed with Microsoft Internet Explorer ver. 5.0 or later or Firefox ver. 1.5 or later.

Enter your username and password to log in to your existing CITI account.

Forgot your username and/or password? Click the link for help.

## -MAIN MENU-

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**Main Menu**

- This is the email address we have for you:  If this is not correct, click [here](#) to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) | [Change login information](#) | [Click here to Apply for CME/CEU Credits](#)

**Department of The Navy** [View Department of The Navy instructions page](#)

You have enrolled for the following courses:

<b>My Courses</b>	Status	Completion Reports	CME/CEU Credits	<b>Voluntary Satisfaction Survey</b>
		<a href="#">Print</a>	<a href="#">CME/CEU Credits</a>	<a href="#">Please Complete Now</a>

**Add a course or update your learner groups for Department of The Navy**

**Department of The Navy Learner Utilities**

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information](#) for Department of The Navy
- [See a list of all modules that you have completed](#) (goes back to approximately May 2005)
- [Click here to see your previously completed coursework for Department of The Navy](#)
- [Remove my affiliation](#) from Department of The Navy

Click the link "Add a course or update your learner groups"

-TYPE OF RESEARCH-

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**Select Curriculum - Department of The Navy**

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**.

**Next Question** **Cancel**

Click the "Next Question" button after making your selection

Select the appropriate response(s) to the questions. NOTE: if you select "research with laboratory animals" you will be presented with additional screens not described in these directions.

-RESEARCH FOCUS-

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**Select Curriculum - Department of The Navy**

What is your research focus? Biomedical or social and behavioral sciences

Choose all that apply

- The Social and Behavioral Sciences.
- The Biomedical Sciences
- Training Rural Area

**Next Question** **Start Over**

Click the "Next Question" button after making your selection

Select your primary research focus by clicking in the appropriate box. NOTE: If your research involvement is with both Social/Behavioral and Biomedical, choose "The Biomedical Sciences."

-TYPE OF TRAINING-

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**Select Curriculum - Department of The Navy**

Are you taking the "Initial" or "Refresher" training for Social and Behavioral Sciences?

Choose one answer

- Initial
- Refresher

**Next Question** **Start Over**

Click the "Next Question" button after making your selection

Select "Refresher."

## -ROLE IN RESEARCH-

### Select Curriculum - Department of The Navy

What is your role in biomedical research for the Department of the Navy?

Choose one answer

- NO, this not applicable to me.
- Senior Navy and Command Leadership - Biomedical: Senior Navy and Command Leadership: Navy Surgeon General (SG), Chief of Naval Research (CNR) and Command Leadership (Institutional Signatory Officials, Commanders, Commanding Officers (COs), Executive Officers (XOs), Officers-In-Charge (OICs) **Biomedical Focus.**
- Directors, Chairs and Managers - Biomedical: Directors, Department Chairs, Program Managers, and Office of Naval Research (ONR) Department Directors, Division Directors and Program Officers. **Biomedical Focus**
- Investigators and Key Research Personnel - Biomedical: Investigators and Key Personnel: Principal investigator, associate investigators, co-investigators, sub-investigators, site investigators, medical monitors or other key personnel who are responsible for designing and conducting human subjects research. **Biomedical Research Focus**
- Scientific Review Personnel - Biomedical: Scientific Review Personnel: Chairs, Members, and Reviewers: Chairs and members of committees, panels, or individuals that provide a scientific review. **Biomedical Research Focus.**
- IRB Chairs, Vice Chairs and Members - Biomedical: Institutional Review Board (IRB) Chairs, Vice Chairs & Members with **Biomedical Focus**
- DON HRPP and IRB Staff - Biomedical: HRPP Staff & IRB staff. Staff that support the institution's HRPP and IRB, including legal counsel directly supporting the HRPP and the IRB. **Biomedical Research Focus.**
- Research Coordinators and Administrators - Biomedical: Research Coordinators, Study Coordinators, Clinical Coordinators and staff that serve as research coordinators or research administrators. **Biomedical Research Focus.**
- Research Support Personnel - Biomedical: Research Support Personnel: Those who conduct clinical or research procedures; provide support to review committees, are responsible for access and release of private identifiable information, e.g., records personnel, information system personnel, individuals conducting procedures (laboratory, pharmacy, and radiology); legal counsel; grants and contracts personnel; privacy officers. **Biomedical Research Focus**
- DON-Supported Extramural Performers - Biomedical: DON-Supported Extramural Performers - Biomedical Research Focus
- DON Human Research Protections Officials

[Next](#) [Start Over](#)

Click the "Next" button after making your selection

Select your role in research for the Department of the Navy.

## -CITI GOOD CLINICAL PRACTICE-

### Select Curriculum - Department of 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
- El curso de Buenas Practicas Clinicas en Español.
- Curso Boas Práticas Clinicas - em Português.

[Next Question](#) [Start Over](#)

Click the "Next Question" button after making your selection

Personnel conducting DON-supported clinical research using drugs, devices, and biologics must complete GCP training.

Otherwise, select "No, not at this time."

**-RESPONSIBLE CONDUCT OF RESEARCH-  
(for Biomedical focus)**

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**Select Curriculum - Department of The Navy**

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

Click the "Next" button after making your selection

Unless your Command requires the RCR module, select "No, not at this time."

**-IRB REFERENCE RESOURCE-**

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**Select Curriculum - Department of The Navy**

Do you want to review the IRB Reference Resource materials?

Choose one answer

YES

NO - Perhaps some other time.

Click the "Next Question" button after making your selection

It is recommended that you select "No, perhaps some other time" to avoid being presented with additional optional modules.

**-STAGE OF RESEARCH-**

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**Select Curriculum - Department of The Navy**

Your answers to the previous questions have placed you in Senior Navy and Command Leadership - SBR Group, Stage 2, Refresher Course. Your previously completed coursework in this group places you in Stage 1, Basic Course. Please choose your proper placement for Senior Navy and Command Leadership - SBR Group.

Stage 2, Refresher Course

Stage 1, Basic Course

Click the "Next Question" button after making your selection

For Refresher training, select "Stage 2- Refresher Course." Stage 1 indicates your initial CITI training.

## -LEARNERS MENU-

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### Main Menu

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### Department of The Navy

[View Department of The Navy instructions page](#)

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My Courses	Status	Completion Reports	CME/CEU Credits	Voluntary Satisfaction Survey
	Refresher Not Started <a href="#">Enter</a>	No Earned	N/A	Not Available

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#### Department of The Navy Learner Utilities

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Click "**Enter**" to begin the Refresher Course.

## -GRADEBOOK-

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### CR# 5915117: Senior Navy and Command Leadership - SBR Gradebook

To pass this course you must complete all required modules with a combined score of **80**. Your current score is **0**.

Required Modules	Date Complete	Score
Complete <a href="#">The Integrity Assurance Statement</a> before beginning the course.		
SBR 201 Introduction	Incomplete	
Undue Influence	Incomplete	
Research Activities Eligible for Exemption	Incomplete	
Privacy vs Confidentiality in Social & Behavioral Research	Incomplete	
Assessing Risk in Social & Behavioral Research	Incomplete	
Social and Behavioral Research With Prisoners	Incomplete	
Completing the SBR 201 Refresher Course	Incomplete	
Defining Research with Human Subjects	Incomplete	

Click the link to complete "**The Integrity Assurance Statement**" and continue through the list of required modules. Once you have completed your Course you will be able to print a Completion Report.

Some modules are for reference only and will not have a quiz required; however you do need to scroll to the bottom of the page and click the link to be taken to the next module.

If you need to logout of the CITI training site at any time, you can do so by clicking the "Logoff" link at the top right-hand side of the computer screen. Once you logoff you will need to return to the CITI main page (<http://www.citiprogram.org>) and type in your username and password to re-enter the site.