
Creating a New Account

If you are new to CITI, use the link above to open the CITI Home page and click on Register to create an account [Screenshot 1].

Screenshot #1: CITI Home Page

Forgot your user name or password?
Please use the link on the CITI Home Page for help.
As part of the registration process, you must affiliate your account with Children’s National Medical Center. This will allow our Administrators to verify your completion of required courses. Start typing the name and select from the list of participating organizations which opens [Screenshot #2].

**Screenshot #2: Affiliate with Children’s National Medical Center**

![Screenshot #2: Affiliate with Children’s National Medical Center](image)

Complete the registration process by entering your personal information and creating a username and password.

**Children’s National Required Curriculum – Selecting Courses**

The first time you log into your new CITI account, you must select the appropriate training courses from the Children’s National curriculum. From the Main Menu, click on **Children’s National Medical Center Courses** link [Screenshot #3]. This will open a new page.

**Screenshot #3:**

![Screenshot #3](image)
The Children’s National curriculum in CITI covers five topics: Responsible conduct of research, conflict of interest, human subject research, lab animal research, and biosafety/biosecurity. Select the appropriate courses from the list on the curriculum selection page [Screenshots #5a-5e]. *Once you have completed your selections, you must click “Submit” at the bottom of the page to save your selections and return to the Main Menu.*

**Question 1 – Responsible Conduct of Research**

- Children’s National employees (including Special Volunteers) engaged in research should select one learner group based on the type of research conducted: **Biomedical or Social and Behavioral**. Research Administrators and Temporary Employees (in positions lasting less than 6 months) should select the learner group specific to their role.

- Individuals whose activities are limited to Quality Improvement (QI) projects are **not** required to take the Conflict of Interest course.

*Screenshot #5a: Select Curriculum - Responsible Conduct of Research*
Question 2 – Conflict of Interest

- The Conflict of Interest modules are required for all Children’s National employees (including Special Volunteers) who selected either the Biomedical Research or Social and Behavioral Research learner group for the Responsible Conduct of Research course [Screenshot #5b].

- Individuals whose activities are limited to Quality Improvement (QI) projects are not required to take the Conflict of Interest course.

Screenshot #5b: Conflict of Interest

<table>
<thead>
<tr>
<th>Question 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict of Interest</td>
</tr>
<tr>
<td>Would you like to take the Conflict of Interest course?</td>
</tr>
<tr>
<td>Choose one answer</td>
</tr>
<tr>
<td>🌟 Yes</td>
</tr>
<tr>
<td>✗ No</td>
</tr>
</tbody>
</table>

Question 3 – Human Subjects Research

- Select one or more groups based on the type(s) of research in which you are engaged. The three types of research are: Biomedical, Social/Behavioral, and Research with data or laboratory specimens ONLY [Screenshot #5c].

- You must also complete the Good Clinical Practice course if you are engaged in Biomedical research (regardless of risk category), or Social/Behavioral research that presents greater than minimal risk to subjects (e.g., an intervention trial). The Good Clinical Practice course is not needed if you are engaged in research that involves data or laboratory specimens only.

- If you are a member of the Children’s National Institutional Review Board (IRB), also select “Group 4: IRB Member”. (Non-affiliated members of the IRB select only Group 4.)

- Individuals whose activities are limited to Quality Improvement (QI) projects are not required to take any of the Human Subjects Research courses.
Human Subjects Research

If you are engaged in Human Subjects Research, select the Learner Group(s) that is (are) most appropriate for your research activities. If you are engaged in Biomedical Research (regardless of risk category) or in Social/Behavioral Research that that presents greater than minimal risk to subjects (e.g., an intervention trial), you must also select the Good Clinical Practice Course.

If you are a member of the IRB, select Group 4.

Choose all that apply:

- Group 1: Biomedical Research
- Group 2: Social/Behavioral Research Course
- Group 3: Research with data or laboratory specimens- ONLY
- Group 4: IRB Member
- Group 5: Good Clinical Practice
Question 4 – Lab Animal Research

- Follow the instructions on the curriculum selection page to determine which courses and modules are required [Screenshot #5d].

**Screenshot #5d: Lab Animal Research**

---

**Lab 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.
2. If you are an IACUC Member you should complete the “Essentials for IACUC Members”.
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply:

- [ ] “Working with the IACUC Course” is required if you plan to use lab animals in your work.
- [ ] If you are an IACUC Member you are required to complete the “Essentials for IACUC Members” course now.

Choose the appropriate species specific electives depending on your work or interests.

- [ ] If you plan to conduct studies that have the potential to cause “more than momentary pain and distress” in Mice or Rats you should complete the module on “Minimizing Pain and Distress”.
- [ ] Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on aseptic surgery is a must.

**Species Specific Modules**

- [ ] I work with Mice. Family: Muridae Cricetidae
- [ ] I work with Rats. Genus: Rattus
- [ ] I work with Rabbits
- [ ] I work with Swine
Question 5 – Biosafety/Biosecurity Course

- Follow the instructions on the curriculum selection page to determine which courses and modules are required [Screenshot #5e].

**Screenshot #5e: Biosafety/Biosecurity Course**

For Biological Safety Training please select all that apply below to be assigned the correct courses based on your role. If your role has changed since your last required training please select or deselect the appropriate boxes:

Choose all that apply

- [ ] My work desk is inside the laboratory but I do not conduct any research at the bench
- [ ] I conduct research studies in the wet lab
- [ ] My work desk is outside the laboratory and I do not conduct any research

**Research Specific Modules**

- [ ] I plan to conduct studies that use select agents or toxins
  - Please refer to the National Select Agent Registry (selectagents.gov) for the list of select agents & toxins
- [ ] I plan to conduct studies that use laboratory animals
- [ ] I plan to conduct Human Gene Transfer
  - transferring genetic material (DNA or RNA) into a person
- [ ] I am a committee member of the Institutional Biosafety Committee (IBC)
- [ ] I would like to take the optional Shipping Regulated Biological Materials Courses
  - Please note that this does not fulfill institutional requirements for biological shipping certification. Please contact the Office of Research Administration to purchase SAF-T-Pak training to be certified.

Be sure to click the “Submit” button once you are finished. This will save your sections and return you to the Main Menu.
To change your course selections, click on the Add a Course or Update Learner Groups link on the Main Menu page.

**Screenshot #6: Main Menu – Add a Course**
Tracking Your Progress

Your updated curriculum now appears on the Main Menu [Screenshot #7]. The Status column indicates your progress. In the example below, some courses have been passed, some are incomplete, and one has not been started. Click on the title to open a course. You may exit an incomplete course and reopen it later to complete it.

**Screenshot #7: Updated Course Selection and Status**

![Updated Course Selection and Status](image)

Most of the course modules include a quiz. You must complete each quiz in order to complete those modules. The minimum “passing” aggregate score for the quizzes is 80%. A running tally is compiled in the Grade Book. A link to the Grade Book is found at the end of each course module. If you want to improve a score on a quiz, you may repeat any quiz for which you did not score 100% correct.
One you have completed a course, a Completion Report is available from the Main Menu [Screenshot #8]. Print or download a Course Completion Report for your records.

- Please do not send Completion Reports to the Office for the Protection of Human Subjects (OPHS) unless you are specifically requested to do so.

**Screenshot #8: Completion Reports**

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Research</td>
<td>Passed 09/04/2015</td>
<td>Print Report</td>
<td>Post-course evaluation</td>
</tr>
<tr>
<td>CITI Good Clinical Practice Course</td>
<td>Incomplete</td>
<td>Not Earned</td>
<td></td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Passed 08/15/2012</td>
<td>Print Report</td>
<td>Post-course evaluation</td>
</tr>
<tr>
<td>Investigators, Staff and Students</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></td>
</tr>
<tr>
<td>IRB Member</td>
<td>Passed 09/04/2015</td>
<td>Print Report</td>
<td>Post-course evaluation</td>
</tr>
<tr>
<td>RCR: BIOMETICAL RESEARCH</td>
<td>Incomplete</td>
<td>Not Earned</td>
<td></td>
</tr>
<tr>
<td>Research with data or laboratory specimens- ONLY</td>
<td>Passed 09/04/2015</td>
<td>Print Report</td>
<td>Post-course evaluation</td>
</tr>
<tr>
<td>Social/Behavioral Research Course</td>
<td>Passed 09/04/2015</td>
<td>Print Report</td>
<td>Post-course evaluation</td>
</tr>
</tbody>
</table>

To access a report of all your completed courses, select **View Previously Completed Coursework** from the Main Menu.
The Previously Completed Coursework page shows you a complete history of all of the CITI courses you have completed [Screenshot #9]. The Children’s National IRB and Office for the Protection of Human Subjects (OPHS) require that CITI training in Human Subjects Research be renewed every 2 years. The Expiration Date column indicates when your current training expires. Beginning approximately one month prior to the expiration date, you will receive e-mail notification from CITI to renew your training.

- Please do not send Previously Completed Coursework reports to the Office for the Protection of Human Subjects (OPHS) unless you are specifically requested to do so.

**Screenshot #9: Previously Completed Coursework**

If you forget your user name or password, please use the link on the CITI Home page for help.

For questions regarding CITI training curriculum, please contact the following individuals:

- **Responsible Conduct of Research** – Maryann Rossi (mrossi@childrensnational.org or 301-565-8485)
- **Human Subjects Research** – Kay Ayers (kayers@childrensnational.org or 301-565-8452)
- **Lab Animal Research** – Joan Rychter (jrychter@childrensnational.org or 301-565-8475)
- **Research Biosafety/Biosecurity** – Kenta Umetsu (kumetsu@childrensnational.org or 202-476-7748)

All technical issues should be addressed to CITI at citisupport@med.miami.edu or 305-243-7970