CITI Human Subjects Training Program:
How to Register and Complete Required Coursework

The *Collaborative Institutional Training Initiativ*e (CITI) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

Get started with the CITI program at http://www.citiprogram.org. Prior to taking the exam(s), you will need to register. From CITI's main page, select "Register" then move through the following steps.

Step 1: Select Your Organization Affiliation (type "Goucher College" in the space provided).
- Click to agree to the Terms of Service.
- Click to confirm your affiliation with Goucher College.
- Click "Create a CITI Program Account."

Step 2: Personal Information: Enter as indicated, *using your Goucher email address*.
- Click "Continue to Step 3."

Step 3: Create User Name and Password: Enter as indicated.
- Select Security Question.
- Click "Continue to Step 4."

Step 4: Country of Residence: "USA" or "United States"
- "May we contact you to provide information about other courses and services after you complete your CITI Program coursework?" Answer: "No"
- Click "Finalize Registration."

Step 5: CE/CMEs
- Answer: "NO" for CE (Continuing Education) credit functionality
- Click "Submit."

Step 6: Information requested by Goucher College (defaults set by CITI). Enter as indicated.
- Language Preference: English is the only option.
- Institutional Email Address: Enter your Goucher College e-mail.
- Department: The department of the course for which you're taking CITI or the department of your major (if multiple, select one).
- Role?: Scroll to select the most appropriate response. For most students, the response will be "Student Researcher—Undergraduate" or "Student Researcher—Graduate Level." (Faculty should select whatever role is appropriate: "Principal Investigator," "IRB Member," etc.)
- The remaining fields (not marked with an asterisk) are optional. Click "Next."

Step 7: Select Curriculum
- Question 1: Human Subjects Research. Students and most faculty choose *"Social & Behavioral Research Investigators."* IRB members choose *"IRB Members."*
- You do not need to answer Questions 2 and 3 unless applicable.
  Note: You can add/delete courses later.
- Click "Submit."

You are now ready to begin the course! Keep your username and password in a safe location. You can always log in and out of the site to continue training, take another course, review materials, and/or view completed coursework. *When finished, save your certificate as a pdf or photo file for your own records and for IRB submissions.*