
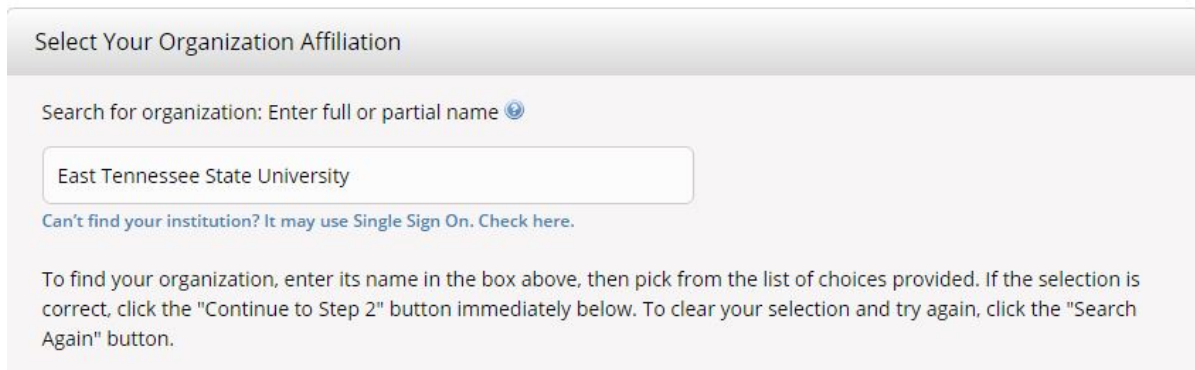


If you have current IRB training, you are not required to complete the CITI modules prior to your current training expiration. CITI training is valid for three-years from date completed.

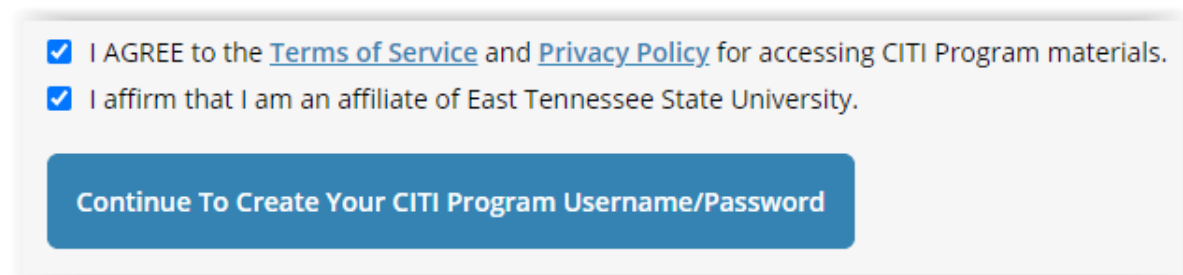
First time users of CITI training program

1. Go to www.citiprogram.org
2. Select  on the right hand side.
3. Under “Select Your Organizational Affiliation” type **East Tennessee State University**. (Once you begin typing “East,” you should see a list of schools and can select from the list). Training will be free of charge.

*If you need to do CITI for VA purposes, you need to select ‘VA Mountain Home, TN-621’.



4. Check the ‘I Agree’ and ‘I affirm’ box, and continue to create your CITI program username/password.



5. Do Not select: Independent Learner Registration as [fees will apply](#).

The screenshot shows the CITI Program Learner Registration interface. At the top, the CITI PROGRAM logo is displayed. Navigation links include LOG IN, LOG IN THROUGH MY INSTITUTION, and REGISTER. The current page is titled 'CITI - Learner Registration' and shows a progress bar with steps 1 through 7. Step 1 is selected. The main heading is 'Select Your Organization Affiliation'. Below this, there is a text box containing 'East Tennessee State University'. A checkbox is present for 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' Below this, there is a section for 'Independent Learner Registration' which is highlighted with a blue box. This section contains text explaining that this option is for those not affiliated with a CITI Program subscriber organization and that fees apply. A checkbox is also present for 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.'

6. Complete the following screens, selecting the “Continue” button after each:
- Personal Information
 - Create your Username and Password
 - Security Question and Answer
 - Country of Residence
 - Continuing Education Units
 - Information requested by East Tennessee State University

7. For **Human Subjects Research** select 'Human subjects research (HSR) series' or you can select another training module.

* In which of the following course series do you wish to enroll?

Choose all that apply

- Conflict of Interest Course: This course is required for anyone involved in the design, conduct, or reporting of research or externally funded scholarly activities.
- Human subjects research (HSR) series: These courses are for persons who are involved in the conduct of research involving living individuals, human tissue samples, or with archival data derived from human beings and are required by the ETSU IRBs for everyone involved in human subject research.
- Animal care and use (ACU) series: These courses are for persons who are involved in the conduct research that utilizes live, nonhuman, animal subjects (e.g., mice, rats) or tissues derived from live animal subjects.
- Responsible Conduct of Research (RCR) series: These courses are for persons who are required (or wish) to complete an overview course in research ethics. This course is also generally required for persons supported by NIH or NSF funds.
- Good Clinical Practice and ICH (GCP) series: Clinical investigators and clinical trial staff who are involved in the design, conduct, oversight, or management of clinical trials should complete training in Good Clinical Practice. NIH supported clinical trial investigators must complete this course.

8. Answer whether this is for classroom activities or research and answer follow up question.

* Are you a student participating in research related to classroom activities designed solely for educational purposes?

Choose one answer

- Yes, I would like to take the Students in Research Course.
This course is for students participating in no more than minimal risk classroom projects. This course is NOT for students who are conducting their own research as part of a Master's or Doctoral thesis or a student who is a research study staff for an IRB-approved research project. It is recommended that Faculty Advisors also complete the "Student Course" either on its own or as an optional module within the curriculum of their appropriate learner group.
- No, I do not want to enroll in this course.

* Are you an investigator, study staff, or external collaborator involved in human subjects research being reviewed by the ETSU IRBs?

Choose all that apply

- Yes, I conduct biomedical research (e.g., HIPAA covered, patient record review, clinical investigations).
- Yes, I conduct non-biomedical research (e.g., social, behavioral, or educational research).
- Yes, I am an investigator on an HUD protocol.
- No, I do not conduct HSR.

If you select “No, I do not want to enroll in this course.”:

* Are you a student participating in research related to classroom activities designed solely for educational purposes?

Choose one answer

Yes, I would like to take the Students in Research Course.

This course is for students participating in no more than minimal risk classroom projects. This course is NOT for students who are conducting their own research as part of a Master's or Doctoral thesis or a student who is a research study staff for an IRB-approved research project. It is recommended that Faculty Advisors also complete the "Student Course" either on its own or as an optional module within the curriculum of their appropriate learner group.

No, I do not want to enroll in this course.

* Are you an investigator, study staff, or external collaborator involved in human subjects research being reviewed by the ETSU IRBs?

Choose all that apply

Yes, I conduct biomedical research (e.g., HIPAA covered, patient record review, clinical investigations).

Yes, I conduct non-biomedical research (e.g., social, behavioral, or educational research).

Yes, I am an investigator on an HUD protocol.

No, I do not conduct HSR.

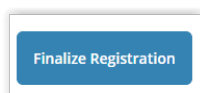
Selection above indicates:

Option 1 = Human Subjects Research (HSR) - **Biomedical Research**

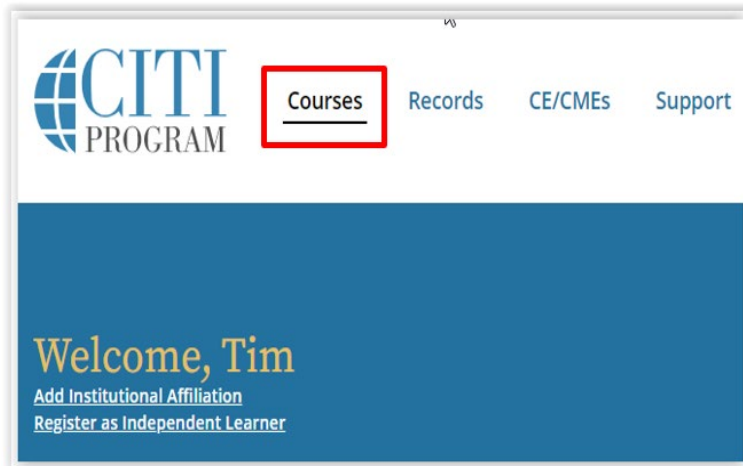
Option 2 = Human Subjects Research (HSR) - **Social-Behavioral-Educational Research**

Option 3 = Human Subjects Research (HSR) - HUD Investigators only

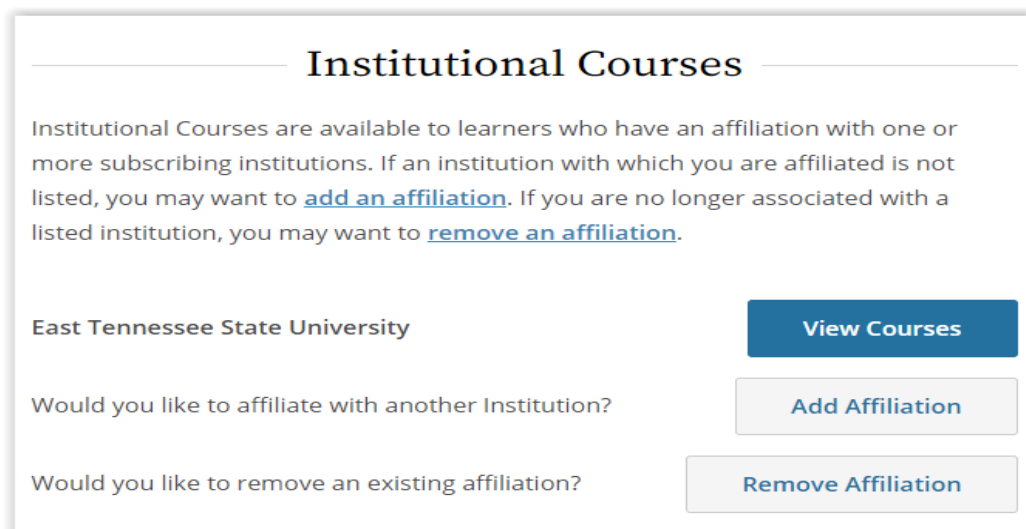
9. Select Finalize to complete enrollment.



10. From the CITI dashboard Click “Courses”



11. Select VIEW COURSES:



12. To Begin the course(s) you have selected: Select 'START NOW' and 'Agree to the terms of service' and submit.

East Tennessee State University

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin

[Learner Tools](#)

East Tennessee State University
Biomedical Researchers
Stage 1 - Basic Course

0 / 12 modules completed

[Start Now](#)

I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

[Cancel](#) [Submit](#)

13. On the same page, if you want to view your completed courses, or add or remove a course, just select the option you want:

Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

Learner Tools for East Tennessee State University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

14. Complete all the required modules within the selected course. All modules in a required course must be completed to earn a certificate.

*An overall score of 80% or better is required for a passing grade.

*Below the required courses you will find supplemental modules that you can choose to take if you are interested in taking those.

Required Modules			
Complete all 12 required modules.			
Modules	Completed	Score	
Belmont Report and Its Principles (ID 1127)	Incomplete	-	Start
History and Ethics of Human Subjects Research (ID 498)	Incomplete	-	Start
Basic Institutional Review Board (IRB) Regulations and Review Process (ID 2)	Incomplete	-	Start
Informed Consent (ID 3)	Incomplete	-	Start
Social and Behavioral Research (SBR) for Biomedical Researchers (ID 4)	Incomplete	-	Start
Genetic Research in Human Populations (ID 6)	Incomplete	-	Start
Populations in Research Requiring Additional Considerations and/or Protections (ID 16680)	Incomplete	-	Start
FDA-Regulated Research (ID 12)	Incomplete	-	Start
Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID 14777)	Incomplete	-	Start
Research and HIPAA Privacy Protections (ID 14)	Incomplete	-	Start
Conflicts of Interest in Human Subjects Research (ID 17464)	Incomplete	-	Start
East Tennessee State University (ID 1002)	Incomplete	-	Start

15. Choose 'View Previously Completed Coursework'

16. It is important that you **print your completion report** after finishing the test on the last module to save for your records. Choose 'View Print Share' and select an itemized list of completed modules or print a certificate.

Human Research

Group 1 Biomedical research Investigators and Key Personnel (non-VA)

Stage	Completion Report #	Start Date	Required Modules	Elective Modules	Learner's Score	Passing Score	Completion Date	Expiration Date	Completed Modules	Completion Record
1 - Basic Course	17774747	10/30/2015	Completed	None Required	96%	80%	12/13/2015	12/12/2018	View	View-Print-Share
2 - Refresher Course	28654673	12/16/2018	Completed	None Required	97%	80%	12/16/2018	12/15/2021	View	View-Print-Share

East Tennessee State University
ID 663

Group 1 Biomedical research Investigators and Key Personnel (non-VA)

Name	Stage	Completion Date	Expiration Date	Record ID
Theresa Cannon	2 - Refresher Course	16-Dec-2018	15-Dec-2021	28654673

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#) [Copy Link](#)

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#) [Copy Link](#)

- If you identified as researcher when you chose your courses, your certificate will show a completion and expiration date. If you chose HSR as a class activity your certificate will not show an expiration date.



Registered users who wish to renew their training:

- If you have already registered at CITI, just enter your username and password and select **“Log in.”**
- If you are eligible to complete a refresher course, it will appear on your dashboard.

▼ East Tennessee State University Courses			
Course	Status	Completion Record	Survey
Group 2. Social and Behavioral Research Investigators and Key Personnel (non-VA)	Not Started	Not Earned	

- If you do NOT see a refresher course on your dashboard but you know that your CITI training has expired, select **“Add Course”** to choose the appropriate course.
- Complete the required modules.