

# Instructions for completing your CITI Program Training

Go to <https://about.citiprogram.org/en/homepage/> 1. Click the Log In button. 2. Click the Register button. 3. Type *University of Arkansas at Little Rock* in the search area. 4. Click the I Agree button and click the I affirm button. 5. Click the Continue to Step 2 button.



CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

2. Register

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🗨

3. University of Arkansas at Little Rock

University of Arkansas at Little Rock only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

4.  I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of University of Arkansas at Little Rock.

5. Create a CITI Program account

or

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

6. Fill in the requested information. 7. Click the Continue to Step 3 button.

CITI PROGRAM

English ▾

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - University of Arkansas at Little Rock

Steps: 1 **2** 3 4 5 6 7

6. Personal Information

\* indicates a required field.

* First Name Jane	* Last Name Doe
* Email Address JaneDoe21@gmail.com	* Verify email address JaneDoe21@gmail.com

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address	Verify secondary email address
<input type="text"/>	<input type="text"/>

7. **Continue To Step 3**

8. Choose a user name and password and set up a security question.
9. Click the Continue to Step 4 button.

CITI - Learner Registration - University of Arkansas at Little Rock

Steps: 1 2 3 4 5 6 7

Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

\* User Name  
janeytheresearcher

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

\* 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  
What's your pet's name?

\* Security Answer  
Rover

8. [Continue To Step 4](#)

10. Enter *US* or *United States* for your Country of Residence.
11. Click the Continue to Step 5 button.

English

CITI PROGRAM

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - University of Arkansas at Little Rock

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* 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 provided.


10. United States

11. [Continue To Step 5](#)

12. Click the NO button for CE credit (if you click yes, you will be charged).

13. Click the Continue to Step 6 button.

English ▾



[LOG IN](#)    [LOG IN THROUGH MY INSTITUTION](#)    [REGISTER](#)

CITI - Learner Registration - University of Arkansas at Little Rock

Steps: 1 2 3 4 **5** 6 7

\* indicates a required field.

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

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

**Yes**

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

**No**

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

12.  No

If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists – APA Credits
- Nurses – ANCC CNE
- Other Participants – Certificates of Participation
- Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

**\* Can CITI Program contact you at a later date regarding participation in research surveys?** 🗨

- Yes
- No
- Not sure. Ask me later

13. Continue To Step 6

14. Fill in required fields \* 13. Click the Continue to Step 7 button.

CITI PROGRAM

English ▾

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - University of Arkansas at Little Rock

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by University of Arkansas at Little Rock

\* indicates a required field.

Language Preference  
English ▾

\* Institutional Email Address

\* Gender  
Female ▾

\* Highest Degree  
High school ▾

\* Department  
Education

\* What Is Your Role In Research?  
Student Researcher - Undergraduate ▾

Address Field 1

Address Field 2

Address Field 3

City

\* Office Phone  
501-123-4567

Home Phone

14.

15. [Continue To Step 7](#)

## Step 7. Select Curriculum:

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you want to take.

The courses available are the following:

Questions 1&2 Human Subjects Research – Only Group 1: Social and Behavioral Research Investigators and Key Personnel is required by the UA Little Rock IRB.

Question 3 Responsible Conduct of Research **Required by Export Control**

Question 4 Responsible Conduct of Research Refresher Course

Question 5 Laboratory Animal Welfare

Question 6 The Biosafety/Biosecurity Course

Question 7 Export Control **Required by Export Control**

Question 8 COVID-19: Back to Campus (2020-2023), Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccine, and Mental Health for Higher Ed and Healthcare

Please read the questions carefully to make the best choice(s). None of the questions are required.

If you are choosing Human Subject Research, the IRB require that researchers complete the Group 1 course and the Responsible Conduct of Research course (choose the area of your choice).

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## Question 1

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### Human Subjects Research

Select the group appropriate to your research activities.

- Group 1: Social and Behavioral Research Investigators and Key Personnel
- Group 2: IRB Reference Resource. All CITI modules are available for ongoing use and reference when you join this Learner Group. However, if you are required to complete the CITI modules as a prerequisite for conducting human subjects research, you must enroll in Group 1 and complete the required course content to receive "credit" for the course. You may change your Learner Group status later to "IRB Reference Resource" for ongoing access and resource use of all CITI modules.

## Question 2

Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

- I have not previously completed an approved Basic Course.
- Group 1: Social and Behavioral Research Investigators and Key Personnel
- Group 2: IRB Reference Resource. All CITI modules are available for ongoing use and reference when you join this Learner Group. However, if you are required to complete the CITI modules as a prerequisite for conducting human subjects research, you must enroll in Group 1 and complete the required course content to receive "credit" for the course. You may change your Learner Group status later to "IRB Reference Resource" for ongoing access and resource use of all CITI modules.

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## Question 3

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### Responsible Conduct of Research

Please make your selection below to receive one of the courses in the 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 **Do not take this one.**
- Not at this time.

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## Question 4

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Please make your selection below if you wish to enroll in a Responsible Conduct of Research Refresher course.

- Responsible Conduct of Research Refresher for Biomedical Researchers
- Responsible Conduct of Research Refresher for Social, Behavioral, and Education (SBE) Researchers
- Responsible Conduct of Research Refresher for Physical Science Researchers
- Responsible Conduct of Research Refresher for Humanities Researchers
- Responsible Conduct of Research Refresher for Engineers
- Not at this time.

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## Question 5

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### Laboratory Animal Welfare

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.

- "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- Antibody Production
- 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.
- I work with Mice. Family: Muridae Cricetidae
- I work with Frogs, Toads or other Amphibians
- I work with Rats. Genus: Rattus
- I work with Swine
- I work with Dogs
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- I work with Rabbits, Family: Leporidae
- I work with Cats
- I work with Non-Human Primates (NHP)
- Working With Ferrets in Research Settings
- Wildlife Research
- 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".
- If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your Institution may require this.
- Working With Animals In Biomedical Research - Refresher Course
- Not at this time, thank you.

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## Question 6

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### The Biosafety/Biosecurity Course

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

- Introduction to Biosafety
- Basic Biosafety Training
- Biosafety Retraining
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Institutional Biosafety Committee Member
- Biosafety Complete Training

## Question 7

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

- CITI Export Controls **There is one module required at this time.**
- Not at this time.

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## Question 8

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**COVID-19: Back to Campus (2020-2023), Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccine, and Mental Health for Higher Ed and Healthcare**

**I wish to access the free courses *above* and acknowledge that I have read and understood the statement below:**

These courses were developed or reviewed by medical, research, and environmental health and safety professionals. The Back to Campus course was developed in coordination with the Association of American Medical Colleges (AAMC). Some of these materials may be based on resources and guidance documents produced by the U.S. Centers for Disease Control and Prevention, the U.S. Department of Labor's Occupational Health and Safety Administration, and the National Institutes of Health. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. The information in these courses must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy. The information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

**NOTE: Access to this course will terminate on 1 March 2023.**

**COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccines, and Mental Health for Higher Ed and Healthcare.**

- Yes
- No

**Click Complete Registration when you finish.**

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