

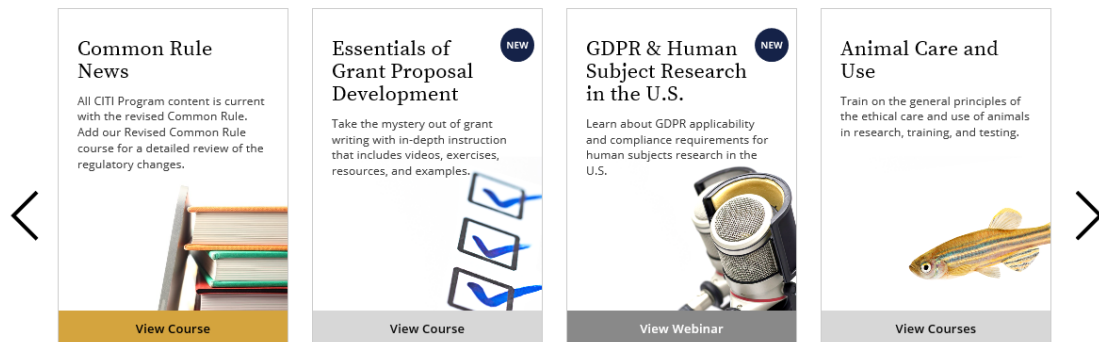
All faculty, staff, and students involved with human subject research must complete training to assure that all researchers are trained in human subjects protections issues necessary for the university's compliance with federal requirements.

First time registration:

Go to [www.citiprogram.org](http://www.citiprogram.org) and click on the "Register" button located in the blue log in box to the right of the homepage.



## Research Ethics and Compliance Training



The next steps are numbered 1-7. These steps will collect information to register your account and place you in the correct course based on your organization's settings.

**Step 1** Choose a participating organization from the search box. All active organizations are listed. This includes the VA sites, The DoE organizations, HANC affiliates, Canadian organizations, Indian organizations, and Korean based organizations.

If you previously registered with CITI at another organization, log in with your existing CITI Program username and password. If you have forgotten your username or password you can retrieve them through the "Forgot" links in either the username or password boxes. If you are unable to log in and need assistance please contact Research Compliance at 269-387-8293 or via email at [research-compliance@wmich.edu](mailto:research-compliance@wmich.edu).

Begin by typing Western Michigan University

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

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. ⓘ

Western Michigan University

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

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

I affirm that I am an affiliate of Western Michigan University.

Continue To Create Your CITI Program Username/Password

Note: Do not select Western Michigan University Homer Stryker M.D. School of Medicine

You must check I Agree and I affirm to proceed with registration.

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.

Do not select this option or you will be charged for the CITI course.

**Step 2** requests that you enter your first and last name along with your email address. Please enter your name here as you would like it to appear on your completion report received at the end of the course.

You can use any email address to register but we recommend not using your organizational email. The account belongs to you, the learner, and if you leave the institution you will still have access to the account if you use a non organizational email. This means you can keep the same account and transfer credit if you affiliate with a new organization.

While not required, we do encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.

**To assist the WMU CITI Administrator and the WMU IRB in verification of your training record, if the primary email address is not WMU please use your WMU account for the secondary email address.** In addition, it will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.

Personal Information

\* indicates a required field.

\* First Name

\* Last Name

\* Email Address

\* Verify email address

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

Continue To Step 3

**At Step 3** you will choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and which you can comfortably answer for the tech support team.

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

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

\* Security Answer

Continue To Step 4

Step 4 asks for your country of residence.

\* 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.

Continue To Step 5

Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during **Step 5**.

If you are completing the course to meet a WMU training requirement, **SELECT NO** (*Selecting yes requires payment from the faculty, staff, student, investigator, etc. for which individuals are responsible for this cost*)

#### CITI - Learner Registration - DEMO

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.

Yes

##### 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 grad book page.

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

Continue To Step 6

**Step 6** is organization specific. Each organization determines the fields listed on this page and what information is required or optional. Some organizations request very specific information such as an employee ID number or campus name. Any questions regarding the fields on this page should be directed to your organization's CITI Program administrator

CITI - Learner Registration - Western Michigan University

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

Please provide the following information requested by Western Michigan University

\* indicates a required field.

Language Preference

\* Institutional Email Address

\* Gender

\* Highest Degree

Employee Number

\* Department

\* What Is Your Role In Research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

\* Office Phone

Home Phone

[Continue To Step 7](#)

The questions in Step 7 enroll you in CITI Program courses.

## Select Curriculum

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

Click [here](#) to review the Western Michigan University instructions page.

**The WMU IRB (HSIRB) requires Group 1: Social & Behavioral Sciences Researchers**

# SELECT CURRICULUM

## When enrolling to complete the requirement for the WMU IRB

### Select Group 1: Social & Behavioral Sciences Researchers

#### Question 1

##### Human Subjects Research

Select the group appropriate to your research activities. You will be enrolled in the basic course for that group.

- Group 1: Social & Behavioral Sciences Researchers. Complete all required modules and those Optional Modules that are pertinent to your work. For example, International Research; Internet Research; HIPAA and Human Subject Research; Human Subjects Research at the VA; Research with Children; Research in Public Elementary and Secondary Schools; Research Involving Minors; Research with Prisoners and Vulnerable Subjects - Research with Prisoners."
- Group 2: Medical Model Research Investigators. Please complete all required modules and the optional modules that specifically pertain to your research e.g., Research with Prisoners; Research with Children; Research in Public Elementary and Secondary Schools; Vulnerable Subjects - Research Involving Minors; Genetic Research in Human Populations; Vulnerable Subjects Research Involving Pregnant Women and Fetuses in Utero; Human Subjects Research at the VA; FDA-Regulated Research
- Group 3: Administrators. Please complete All Required modules and any optional modules as they relate to the research being conducted in your Department or College.
- Group 4: IRB Members. Complete all required modules.
- 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 ONE OF THE ABOVE Groups 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.
- I have completed the basic course.  
Please go to question 2.

## FIRST TIME Registrants select "I have not completed the basic course"

#### Question 2

If you've completed the Basic Course before, please select below the group appropriate to your research activities. You will be enrolled in the refresher course for that group.

Choose all that apply

- Group 1: Social & Behavioral Sciences Researchers.
- Group 2: Medical Model Research Investigators.
- Group 4: IRB Members.
- I have not completed the basic course.

Please go to question 1.



**\* Question 3**

Would you like to take the IRB Chair course?

Choose one answer

- Yes
- Not at this time.

**Question 3 – required – select “not at this time.”**

**Skip Questions 4, 5, 6, and 7**

**\* Question 8**

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No

**Question 8 - required – Select “NO.”**

**Complete Registration**

For further assistance, you may contact the Associate Director Research Compliance at 269-387-8293 or by email at [research-compliance@wmich.edu](mailto:research-compliance@wmich.edu)