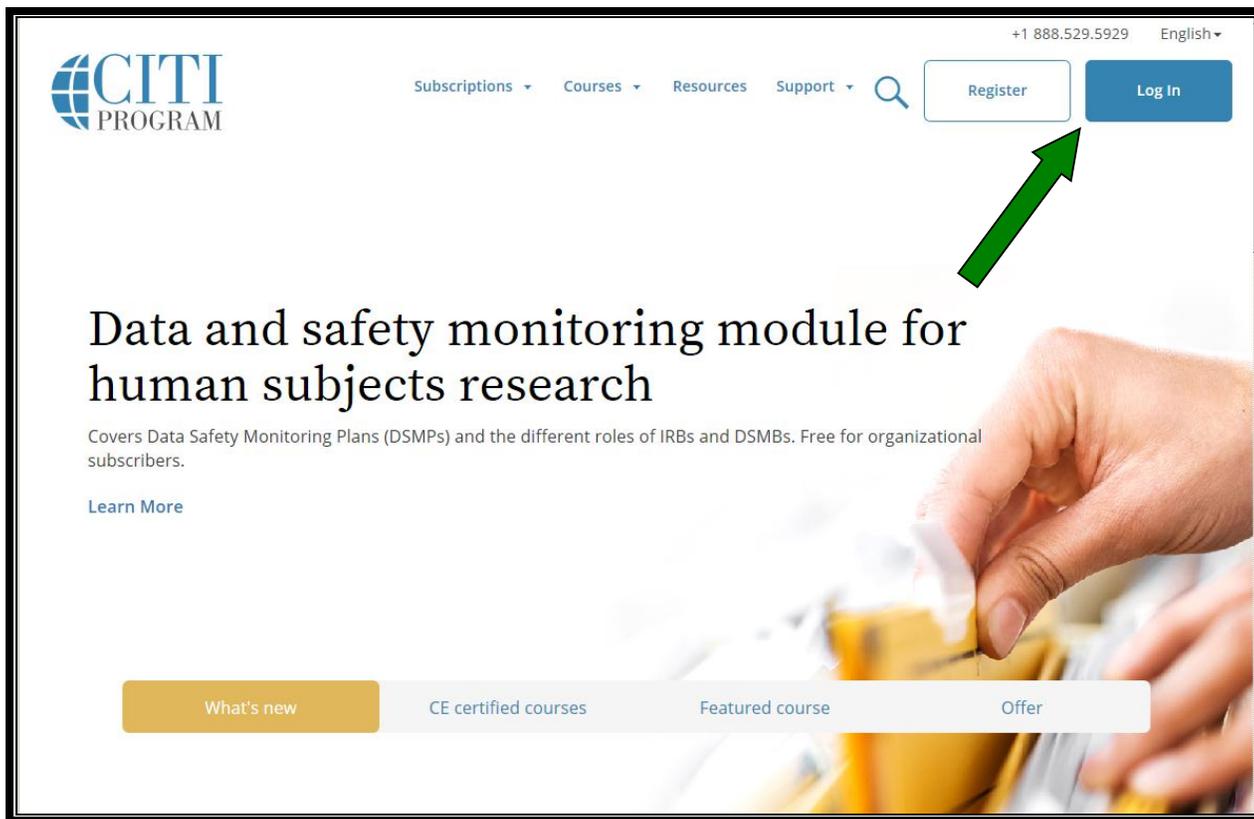
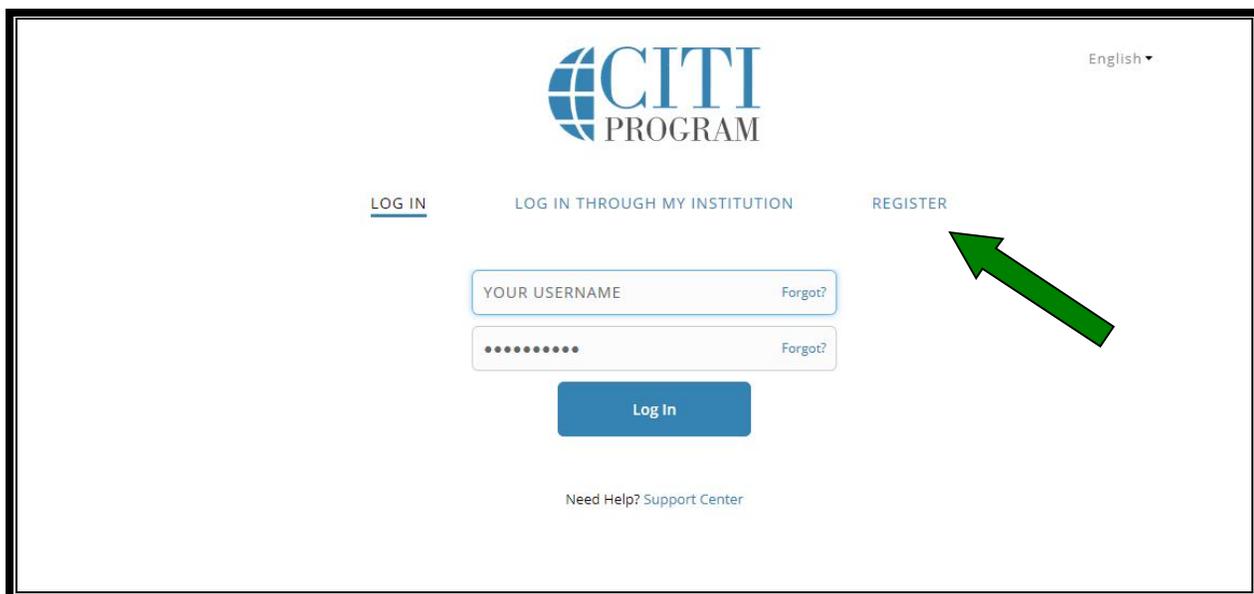


If you have never previously registered with CITI, go to the [CITI homepage](#) and click “Login:”



...and then click “Register:”



On the next page, under “Select Your Organization Affiliation” enter “Cambridge Health Alliance (CHA)” and click the box “I agree...”:

The screenshot shows the CITI PROGRAM registration interface. At the top, there is a logo for CITI PROGRAM and a language selector set to English. Below the logo are three navigation links: LOG IN, LOG IN THROUGH MY INSTITUTION, and REGISTER. The main content area is titled "CITI - Learner Registration" and shows a progress bar with steps 1 through 7, where step 1 is currently active. Below the progress bar, there is a message: "You must make a selection below." The "Select Your Organization Affiliation" section contains a search bar with the text "Cambridge" and a dropdown menu showing "Cambridge Health Alliance (CHA)". A green arrow points to this dropdown selection. Below the search bar, there is a paragraph of instructions: "To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the 'Continue to Step 2' button immediately below. To clear your selection and try again, click the 'Search Again' button." At the bottom of this section, there is a checkbox labeled "I AGREE to the Terms of Service for accessing CITI Program materials."

Continue to Step 2 and complete your personal information, then continue to Step 3 and create your user name, password, etc.:

The screenshot shows the CITI PROGRAM registration interface at Step 2: Personal Information. The page title is "CITI - Learner Registration - Cambridge Health Alliance (CHA)". The progress bar shows steps 1 through 7, with step 2 currently active. Below the progress bar, there is a section titled "Personal Information" with a note: "* indicates a required field." The form contains four required fields: First Name, Last Name, Email Address, and Verify email address. Below these fields, there is a paragraph of instructions: "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." Below this paragraph, there are two optional fields: Secondary email address and Verify secondary email address. At the bottom left of the form, there is a blue button labeled "Continue To Step 3". A green arrow points to this button.

Create your username and password:

CITI - Learner Registration - Cambridge Health Alliance (CHA)

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

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](#)

Note: Please be certain to keep track of your user name and password. The CHA IRB office does not have access to this information and cannot provide it to you if you lose it or forget it.

Complete the subsequent pages until you arrive at this screen (Step 7) ...

...and select your “Learner Group” in question 1.

CITI - Learner Registration - Cambridge Health Alliance (CHA)

Steps : 1 2 3 4 5 6 7

Select Curriculum

* indicates a required field.

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 Cambridge Health Alliance (CHA) instructions page.

Question 1 

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

- Biomedical Research Investigators Initial Training: Investigators and staff primarily involved in Biomedical research with human participants choose this option to satisfy CITI training requirements. This set of modules is for personnel who have not previously completed research education training in CITI. Training is valid for 3 years.
- Social & Behavioral Research Investigators Initial Training: Investigators and staff primarily involved in Social and Behavioral research with human participants choose this option to satisfy CITI training requirements. This set of modules is for personnel who have not previously completed research education training in CITI. Training is valid for 3 years.
- Biomedical Research Investigators 2015 Continuing Education: Investigators and staff primarily involved in Biomedical research with human participants choose this option to satisfy CHA continuing education CITI training requirements. This set of modules is for personnel who have previously completed research education training in CITI and need to complete research continuing education training.
- Social & Behavioral Research Investigators 2015 Continuing Education: Investigators and staff primarily involved in Social and Behavioral research with human participants choose this group to satisfy CHA continuing education CITI training requirements. This set of modules is for personnel who have previously completed research education training in CITI and need to complete research continuing education training.
- IRB Members: This Basic Course is required for new IRB members.

Complete the remainder of the page based on which modules you need to complete and your interests. Some industry sponsors require researchers to complete GCP training. If applicable, check with the sponsor to see if this is required of you. The CITI GCP training satisfies most industry sponsors’ requirements:

* Question 3

Good Clinical Practice

Please select the Good Clinical Practice course that you will like to review.

Choose all that apply

- Good Clinical Practice Course, US FDA Focus
- Good Clinical Practice Course for Clinical Trials Involving Medical Devices (international focus).
- Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / international focus)
- GCP – Social and Behavioral Research Best Practices for Clinical Research
- Not at this time.

As required, complete the RCR and COI course...and click “Complete Registration:”

Question 5

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose one answer

- 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 Administrators
- Not at this time.

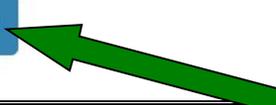
* Question 6

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No

[Complete Registration](#)



On the next page “Finalize Registration:”

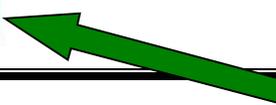
English ▾

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

CITI - Learner Registration

Welcome to the CITI Program. Your registration with Cambridge Health Alliance (CHA) is complete.

[Finalize Registration](#)



You will arrive at this screen, which lists the modules you selected for completion:

The screenshot shows the CITI PROGRAM dashboard. At the top, there is a navigation bar with the logo and the text "Collaborative Institutional Training Initiative". Below the navigation bar, there is a "Main Menu" section with a green checkmark and the message "Your registration has been completed successfully." Below this, there is a section for "Cambridge Health Alliance (CHA) Courses" which contains a table with the following data:

Course	Status	Completion Record	Survey
CITI Health Information Privacy and Security (HIPS) for Clinical Investigators	Not Started	Not Earned	
COI - Conflicts of Interest Institution-Specific Policies	Not Started	Not Earned	
COI - Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules	Not Started	Not Earned	
COI - Institutional Responsibilities as They Affect Investigators	Not Started	Not Earned	
Social & Behavioral Research - Basic/Refresher	Not Started	Not Earned	
Social and Behavioral Responsible Conduct of Research	Not Started	Not Earned	

Below the table, there is a section for "My Learner Tools for Cambridge Health Alliance (CHA)" with the following options:

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

At the bottom, there are two buttons: "Click here to affiliate with another institution" and "Affiliate as an Independent Learner".

You'll need to click, read, and agree to "The Integrity Assurance Statement" before you can complete the modules:

The screenshot shows the course details for "Social & Behavioral Research - Basic/Refresher - Basic Course". The page displays the following information:

- To pass this course you must:**
 - Complete all 8 required modules
 - Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
 - Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score
- Your Current Score:** 0%
- You have unfinished required or elective modules remaining**
- Complete The Integrity Assurance Statement before beginning the course** (indicated by a green arrow)

You can then begin to complete the modules by clicking each activated link:

To pass this course you must:

- Complete all 8 required modules
- Achieve an average score of 80% on all quizzes

You have unfinished modules remaining

Your Current Score
0%

Required Modules	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
Students in Research (ID: 1321)	Incomplete	0/0 (0%)
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
The Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)
Informed Consent - SBE (ID: 504)	Incomplete	0/0 (0%)
Research and HIPAA Privacy Protections (ID: 14)	Incomplete	0/0 (0%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)	Incomplete	0/0 (0%)

You must click the “Submit” button on each quiz page to receive a score and save it to the program. If you exit the quiz without doing so, you will have to take the quiz again; an incomplete status will appear in the completed module summary. You will not be able to advance to the next module until you have taken the quiz and saved it. The minimum passing score for a quiz is 80%.

After you submit each quiz, at the bottom of the page you will be prompted to continue to the next module:

Take the next required module : [Students in Research](#)

[Return to the module list for this course](#)

[View this module again and re-take the quiz. Note: You can re-take quizzes until your Completion Report is issued.](#)

[Submit a comment about this exam](#)

[Go to the Main Menu](#)

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As you complete the modules you can view a summary of the modules completed, including scores, and courses remaining to be completed by clicking “My Reports” at the top of any page...

CITI PROGRAM | Collaborative Institutional Training Initiative

Search Support Center

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

[Main Menu](#) > [Previously Completed Coursework](#)

...and under the heading “Completed Modules” click “View”...

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support | Admin

Main Menu > Previously Completed Coursework

Cambridge Health Alliance (CHA) Reports

Biomedical Research - Basic/Refresher

Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Basic Course	8752914	80%	89%	03/09/2006	07/19/2012	07/19/2015	View	View

Social & Behavioral Research - Basic/Refresher

Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Basic Course	8753093	80%	93%	03/09/2006	08/20/2012	08/20/2015	View	View

...and your summary, including scores, will be displayed:

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu > Course Social & Behavioral Research - Basic/Refresher

Social & Behavioral Research - Basic/Refresher - Basic Course

To pass this course you must:

- Complete all 8 required modules
- Achieve an average score of 80% on all quizzes

You have unfinished modules remaining

Your Current Score
100%

Required Modules	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	02/10/14	3/3 (100%)
Students in Research (ID: 1321)	Incomplete	0/0 (0%)
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
The Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)

When all modules are completed, on the “My Reports” page, under the heading “Completion Report” click “View” to print and download a copy of your completion report.

It is important that you keep a copy for yourself and give a copy to the PI for each study with which you are involved. These records are subject to audit.

The screenshot shows the CITI PROGRAM interface with the following data tables:

Biomedical Research - Basic/Refresher								
Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Basic Course	8752914	80%	89%	03/09/2006	07/19/2012	07/19/2015	View	View

Social & Behavioral Research - Basic/Refresher								
Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Basic Course	8753093	80%	93%	03/09/2006	08/20/2012	08/20/2015	View	View

After you have completed the required modules, CHA makes many optional modules available to researchers, which may be accessed by clicking “View” under “Completed Modules”...

The screenshot shows the CITI PROGRAM interface with the following data tables:

Biomedical Research - Basic/Refresher								
Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Basic Course	8752914	80%	89%	03/09/2006	07/19/2012	07/19/2015	View	View

Social & Behavioral Research - Basic/Refresher								
Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Basic Course	8753093	80%	93%	03/09/2006	08/20/2012	08/20/2015	View	View

CHA encourages all researchers to avail themselves of the additional research education opportunities available in CITI, at CHA, and through our affiliates. The courses you have already completed, including the date and score, are also listed on this screen:



Supplemental Modules		
	Date Completed	Score
NOTE: Supplemental modules are provided for general interest only. You DO NOT receive credit for completing these modules		
Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID: 14777)	Incomplete	0/0 (0%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	Incomplete	0/0 (0%)
Phase I Research: Understanding Phase I Research (ID: 16873)	Incomplete	0/0 (0%)
Phase I Research: Protecting Phase I Subjects (ID: 16874)	Incomplete	0/0 (0%)
Consent and Subject Recruitment Challenges: Remuneration (ID: 16881)	Incomplete	0/0 (0%)
Consent Tools Used by Researchers (ID: 16944)	Incomplete	0/0 (0%)
Introduction To Community-Engaged Research (ID: 16994)	Incomplete	0/0 (0%)
Introduction to Community-Based Participatory Research (CBPR) (ID: 16995)	Incomplete	0/0 (0%)
Ethical and Practical Considerations in Community-Engaged Research (CEnR) (ID: 16996)	Incomplete	0/0 (0%)
Consent in the 21st Century (ID: 17060)	Incomplete	0/0 (0%)
Consent and Biobanks and Associated Databases (ID: 17254)	Incomplete	0/0 (0%)
Consent and Subject Recruitment Challenges: Therapeutic Misconception (ID: 17259)	Incomplete	0/0 (0%)
Consent with Subjects Who Do Not Speak English (ID: 17260)	Incomplete	0/0 (0%)
Consent and Cultural Competence (ID: 17263)	Incomplete	0/0 (0%)
Informed Consent and Incidental Findings in Research with Human Subjects (ID: 17342)	Incomplete	0/0 (0%)
Disaster and Conflict Research, Part 1: PI Responsibilities (ID: 17384)	Incomplete	0/0 (0%)
Disaster and Conflict Research, Part 2: Best Practices and Recommendations (ID: 17385)	Incomplete	0/0 (0%)
Single Institutional Review Board (sIRB) Use and Administration: When Relying on a sIRB (ID: 17387)	Incomplete	0/0 (0%)
Single Institutional Review Board (sIRB) Use and Administration: When Serving as a sIRB of Record (ID: 17388)	Incomplete	0/0 (0%)