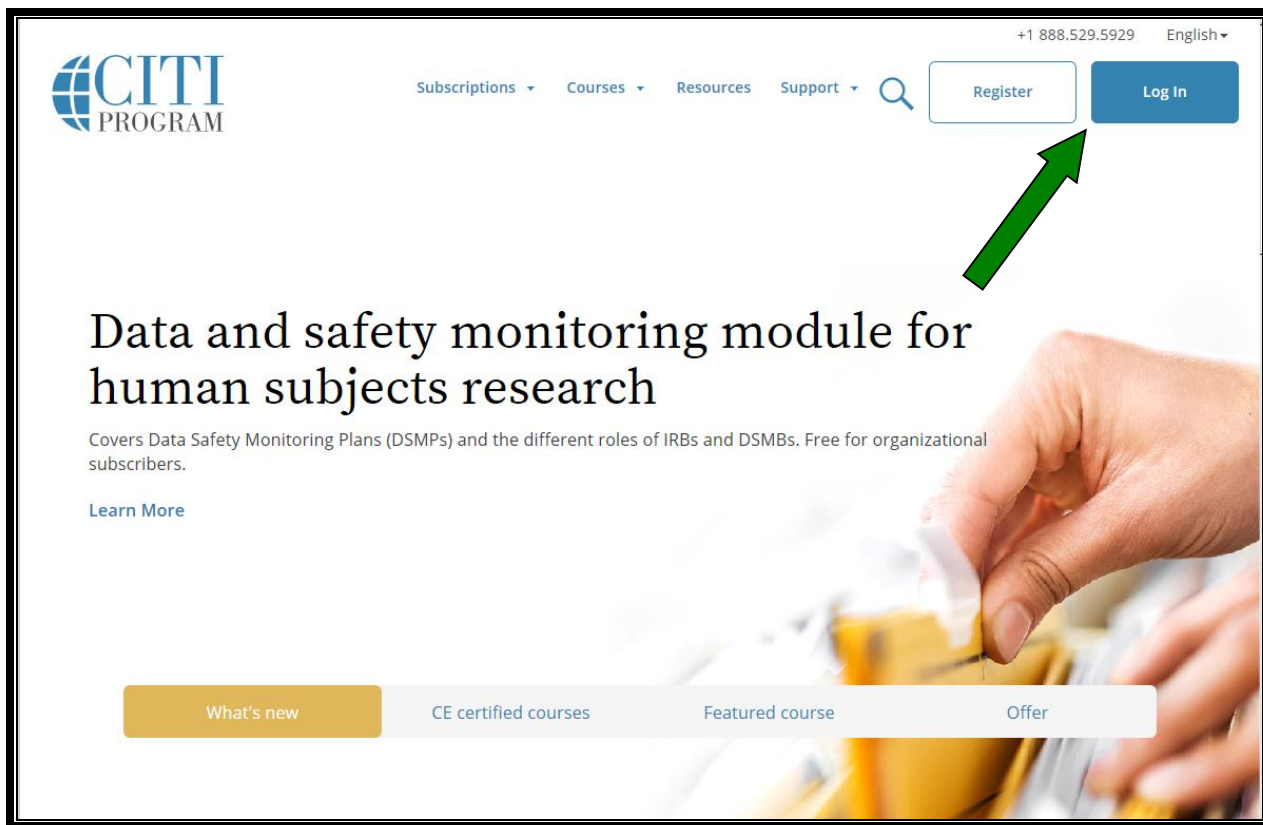
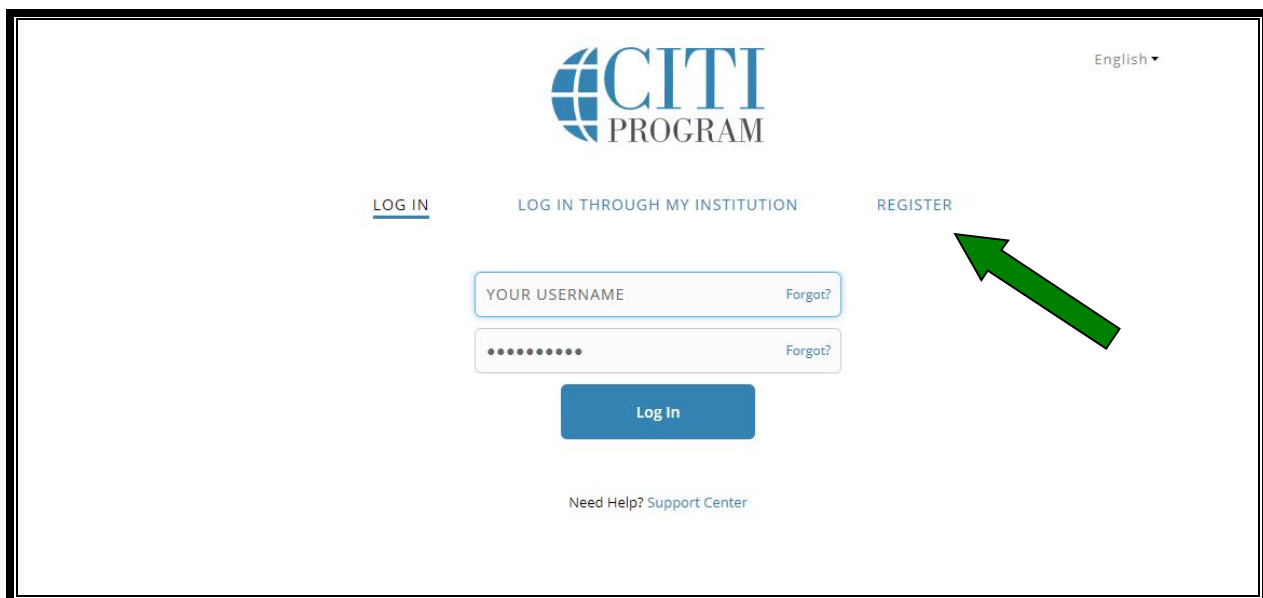


If you have never previously registered with CITI, go to the [CITI homepage](#) and click “Login.”



...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 Learner Registration page. At the top, the CITI PROGRAM logo is on the left, and a language dropdown menu set to "English" is on the right. Below the logo are three links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER". The main heading is "CITI - Learner Registration". Below this, a progress bar shows steps 1 through 7, with step 1 highlighted. A message states: "You must make a selection below." The section is titled "Select Your Organization Affiliation". It contains a search prompt: "Search for organization: Enter full or partial name". Below this is a text input field containing "Cambridge" and a dropdown menu showing "Cambridge Health Alliance (CHA)". A green arrow points to this dropdown menu. Below the search field, there is explanatory text: "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 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 Learner Registration page, Step 2: Personal Information. The header is the same as the previous page, but the progress bar now shows step 2 highlighted. The section title is "CITI - Learner Registration - Cambridge Health Alliance (CHA)". Below the progress bar, the section is titled "Personal Information". A note states: "* indicates a required field." There are four required fields: "* First Name", "* Last Name", "* Email Address", and "* Verify email address". Below these are two optional fields: "Secondary email address" and "Verify secondary email address". A paragraph of text reads: "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." At the bottom left is a blue button labeled "Continue To Step 3". A green arrow points to this button.

Create your username and password:

The screenshot shows a web form titled "CITI - Learner Registration - Cambridge Health Alliance (CHA)". At the top, a progress bar indicates seven steps, with step 3, "Create your Username and Password", currently selected. The form includes instructions for username and password creation, followed by input fields for each. It also features a security question dropdown and a corresponding answer field. A blue "Continue To Step 4" button is located at the bottom left of the form area.

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 ▾

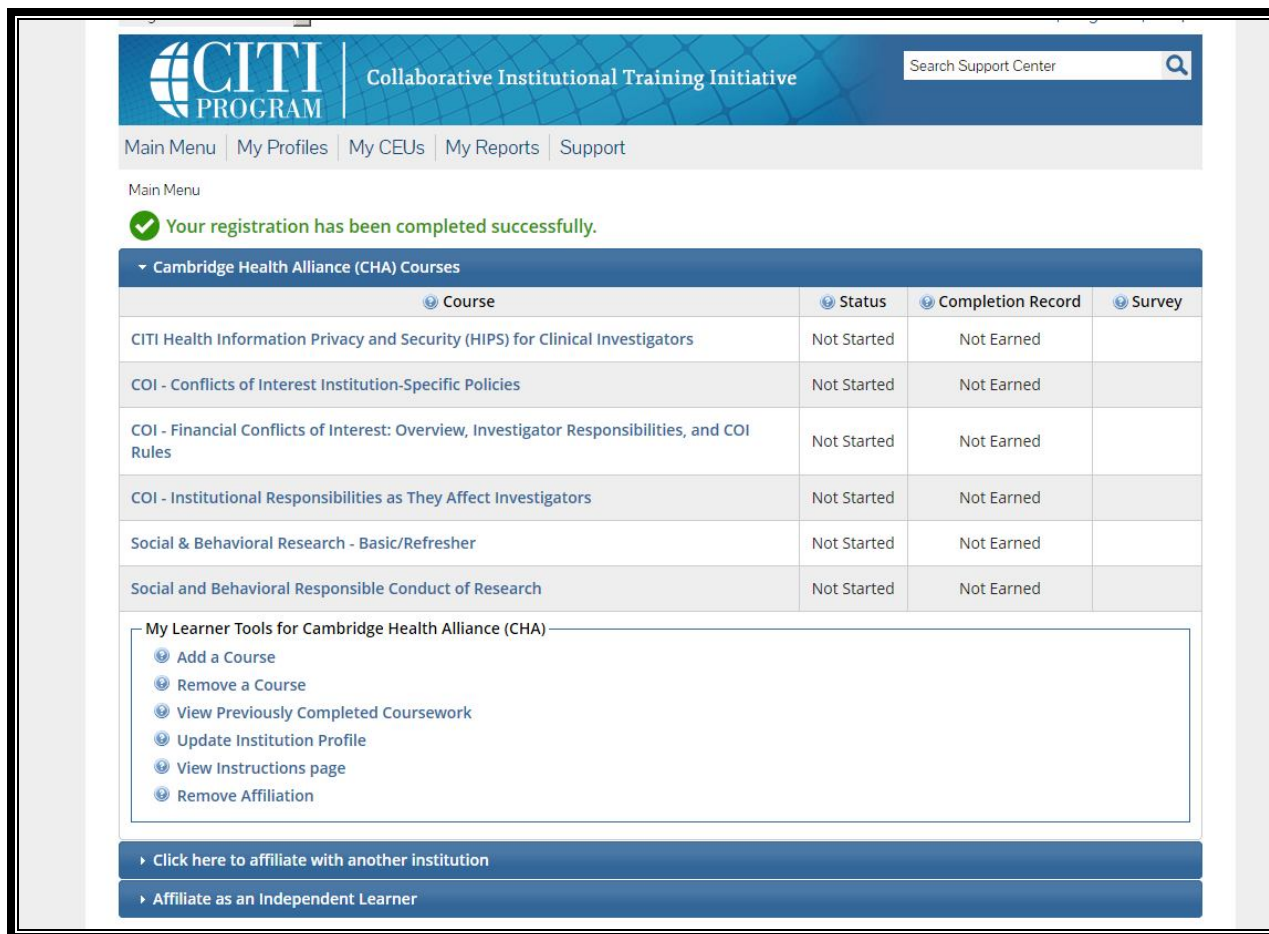
[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

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 for the Collaborative Institutional Training Initiative. The header includes the CITI PROGRAM logo and a search bar. The main menu includes links to Main Menu, My Profiles, My CEUs, My Reports, and Support. A green checkmark icon indicates that the user's registration has been completed successfully.

Cambridge Health Alliance (CHA) Courses

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	

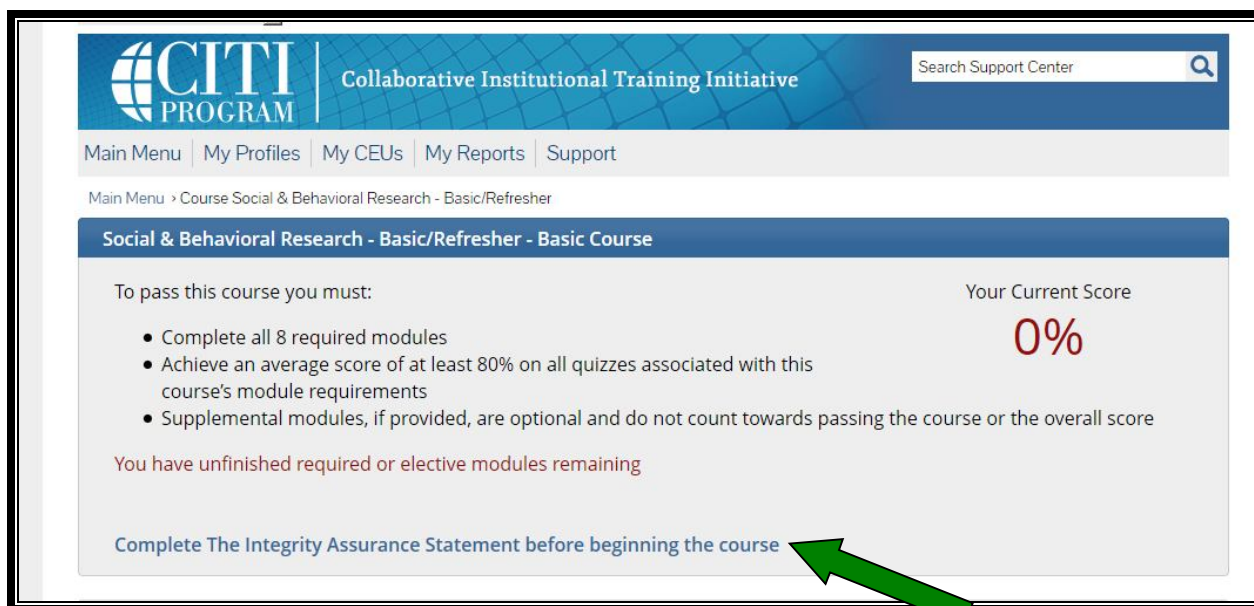
My Learner Tools for Cambridge Health Alliance (CHA)

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

[Click here to affiliate with another institution](#)

[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 page for "Social & Behavioral Research - Basic/Refresher - Basic Course". The header includes the CITI PROGRAM logo and a search bar. The main menu includes links to Main Menu, My Profiles, My CEUs, My Reports, and Support. The course title is displayed in a blue header.

Social & Behavioral Research - Basic/Refresher - Basic Course

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](#)

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](#)

[Conditions of Use](#) [Copyright and Disclaimer](#) [Privacy Notice](#) [Site Accessibility](#) [Site Index](#) [Contact Us](#)

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...

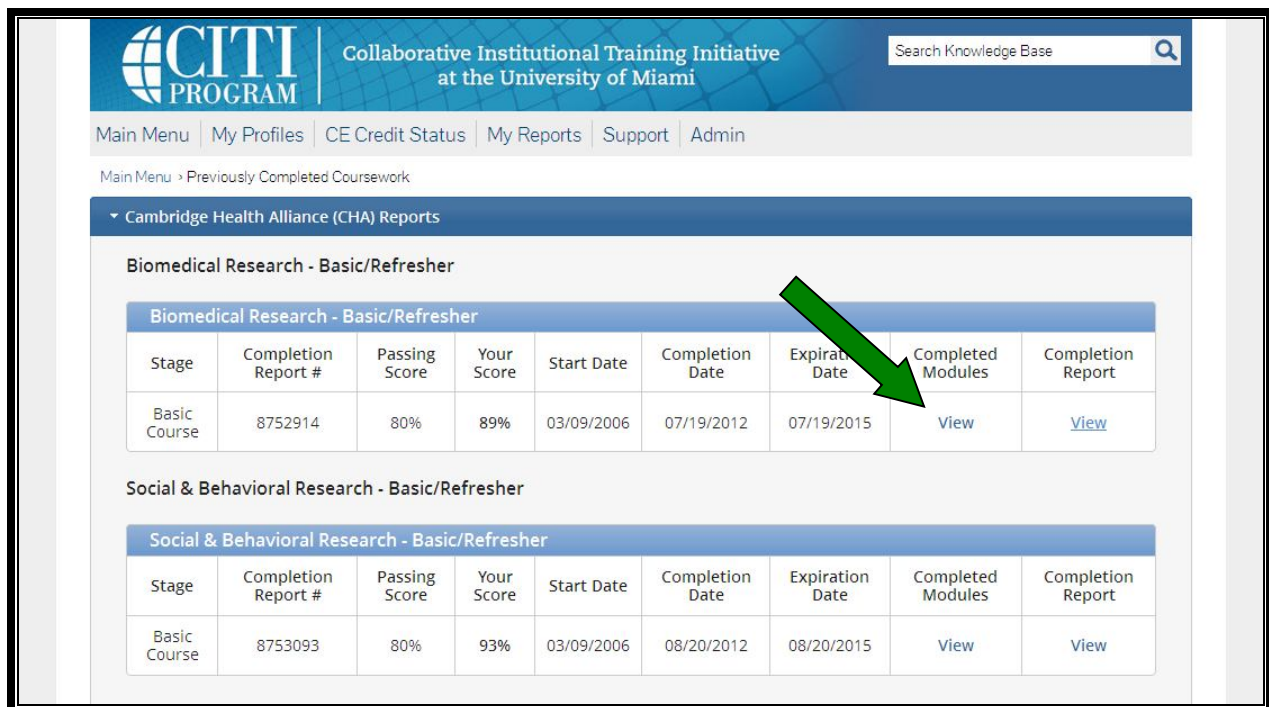
CITI PROGRAM Collaborative Institutional Training Initiative

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

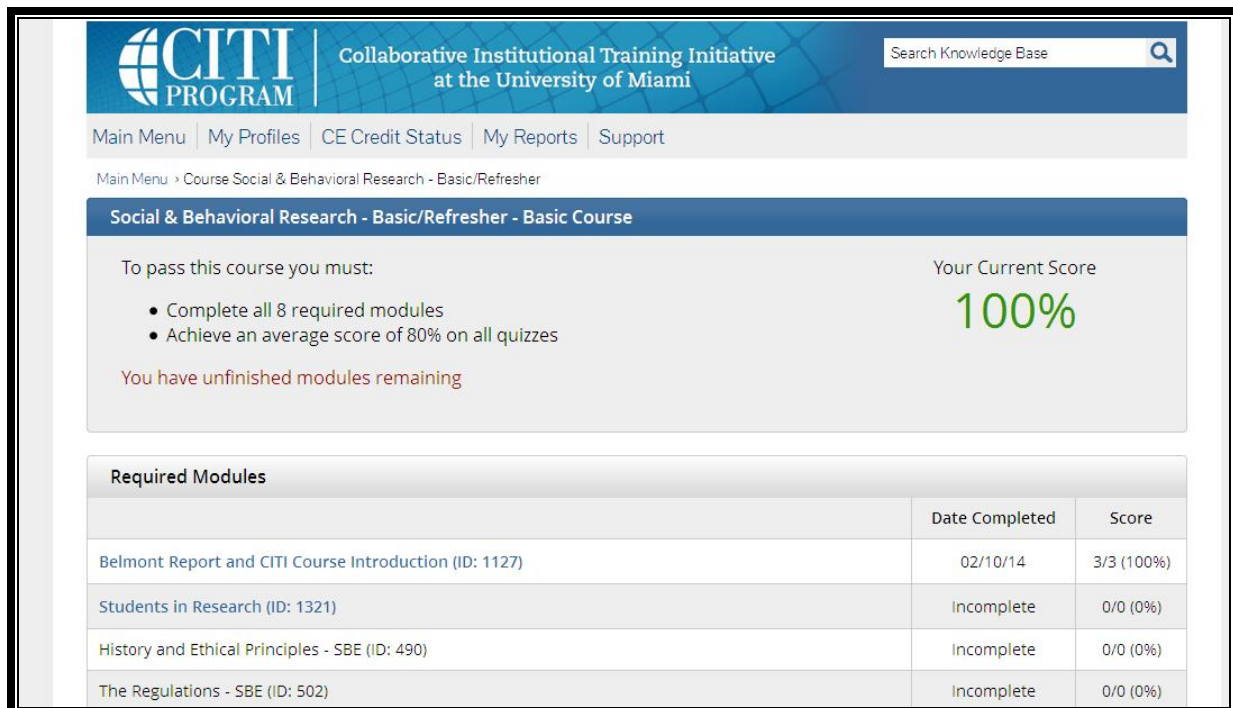
Biomedical Research - Basic/Refresher

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

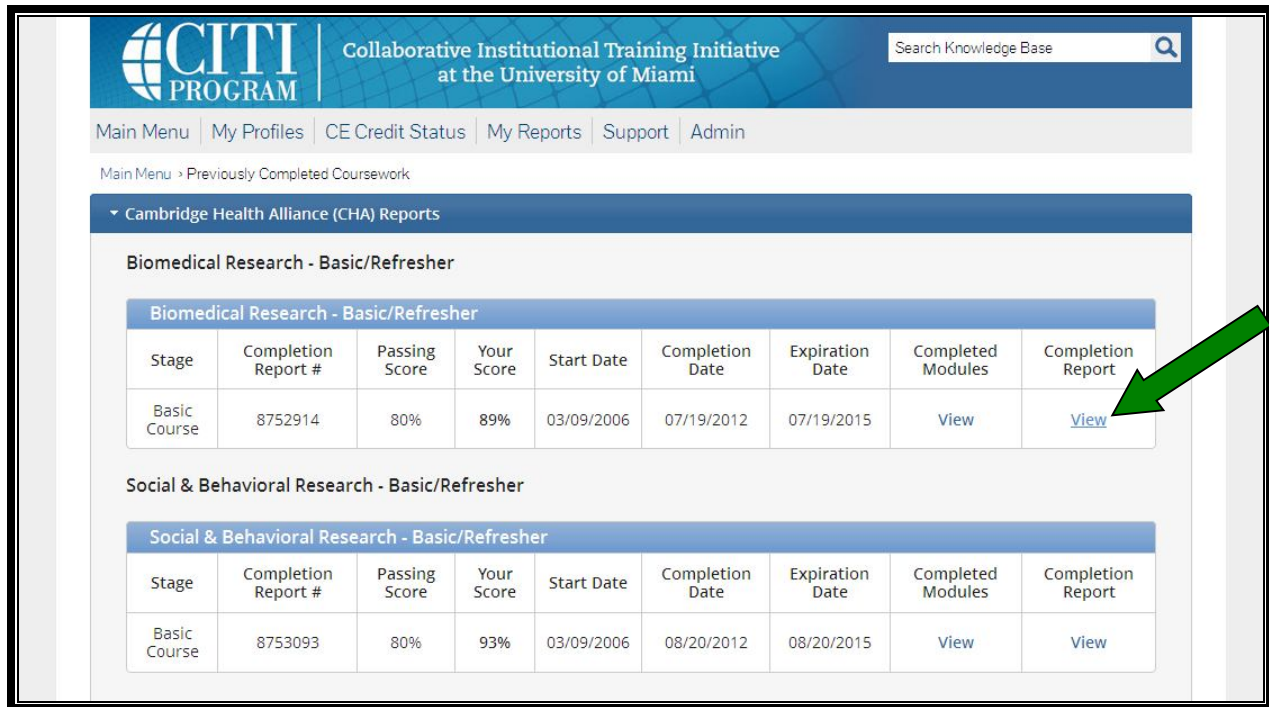
Your Current Score
100%

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.

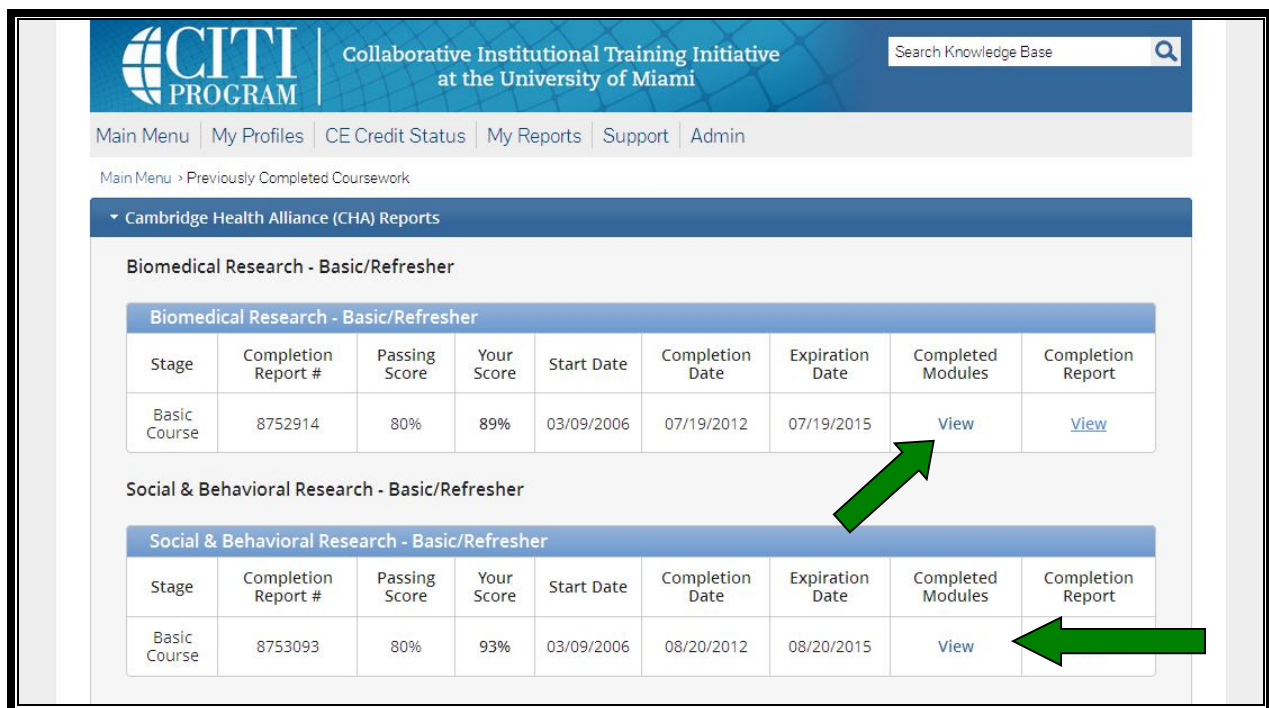


The screenshot shows the CITI Program web interface. The header includes the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is in the top right. The navigation menu includes "Main Menu", "My Profiles", "CE Credit Status", "My Reports", "Support", and "Admin". The breadcrumb trail shows "Main Menu > Previously Completed Coursework". The main content area is titled "Cambridge Health Alliance (CHA) Reports". Under this, there are two sections: "Biomedical Research - Basic/Refresher" and "Social & Behavioral Research - Basic/Refresher". Each section contains a table with the following columns: Stage, Completion Report #, Passing Score, Your Score, Start Date, Completion Date, Expiration Date, Completed Modules, and Completion Report. In the Biomedical Research table, the "Completion Report" column has a "View" link. A green arrow points to this link.

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

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 same CITI Program web interface as the previous one. The navigation menu and breadcrumb trail are the same. The main content area is titled "Cambridge Health Alliance (CHA) Reports". Under this, there are two sections: "Biomedical Research - Basic/Refresher" and "Social & Behavioral Research - Basic/Refresher". Each section contains a table with the following columns: Stage, Completion Report #, Passing Score, Your Score, Start Date, Completion Date, Expiration Date, Completed Modules, and Completion Report. In the Biomedical Research table, the "Completed Modules" column has a "View" link. In the Social & Behavioral Research table, the "Completed Modules" column has a "View" link. Two green arrows point to these links.

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

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%)