

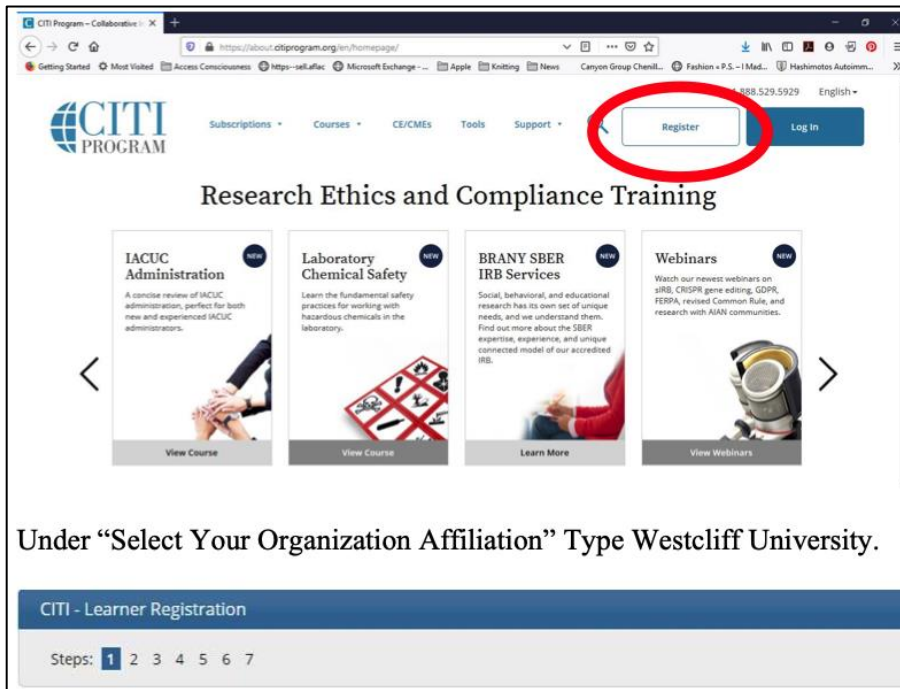
Steps to CITI Programs Registration for Dissertation Work

Certificates Required for Doctoral Students

1. Social-Behavioral-Educational Researchers (renew upon expiration)
2. IPS for Students and Instructors (renew upon expiration)
3. Social and Behavioral Responsible Conduct of Research (renew upon expiration)
4. Research Design (do not need to renew)

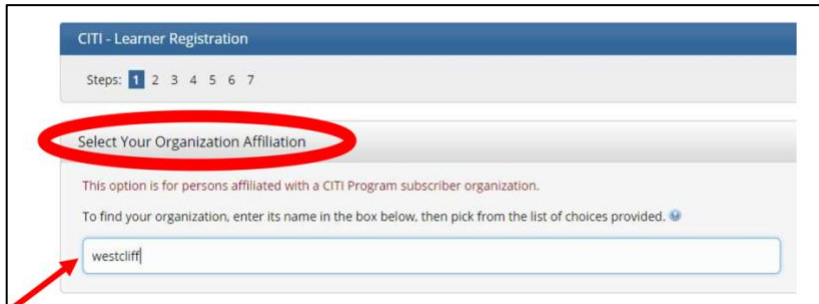
Steps to Register:

1. Navigate to www.citiprogram.org
2. Click **register**



Under “Select Your Organization Affiliation” Type Westcliff University.

3. Under Select Your Organization Affiliation, type in: *Westcliff University*



CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Select Your Organization Affiliation

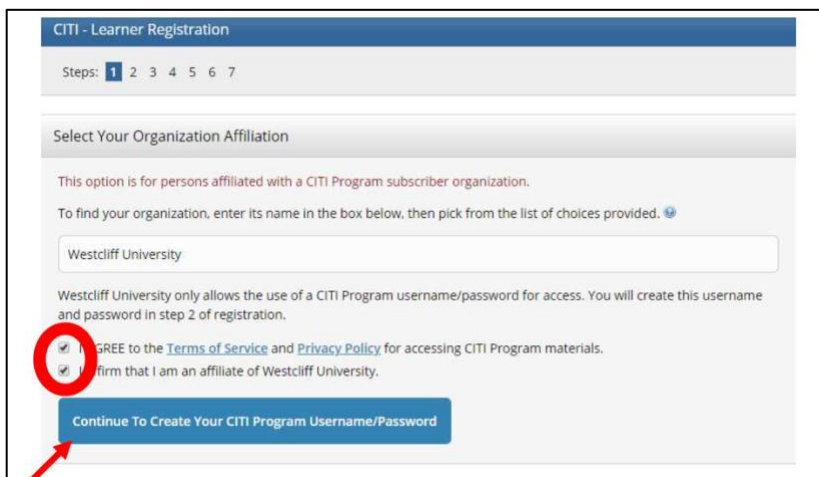
This option is for persons affiliated with a CITI Program subscriber organization.

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

westcliff

Note: If you click on Independent Learner Registration, *you will be charged* for the courses. To avoid this, insert Westcliff University in the CITI – Learner Registration section (as mentioned above).

4. Select the *checkboxes* that appear and then click *continue*.



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. ⓘ

Westcliff University

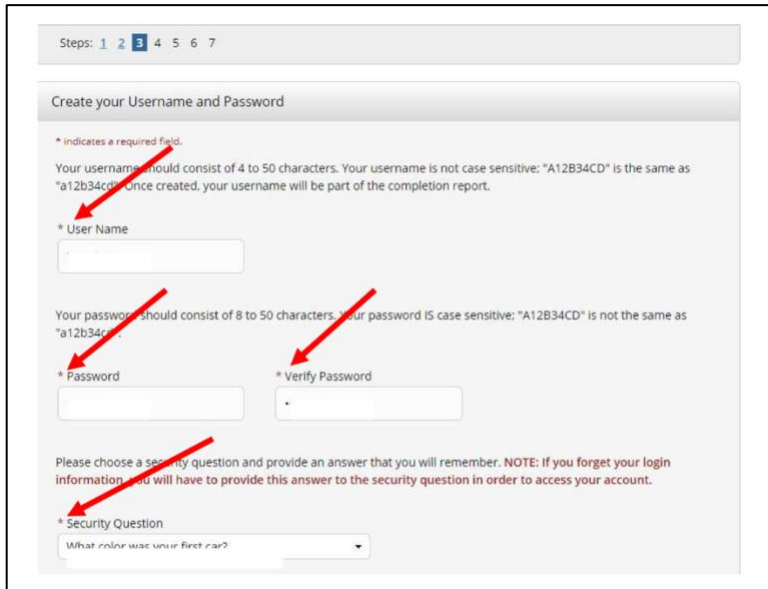
Westcliff University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

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

I confirm that I am an affiliate of Westcliff University.

Continue To Create Your CITI Program Username/Password

5. Complete the information required to create your username and password.



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

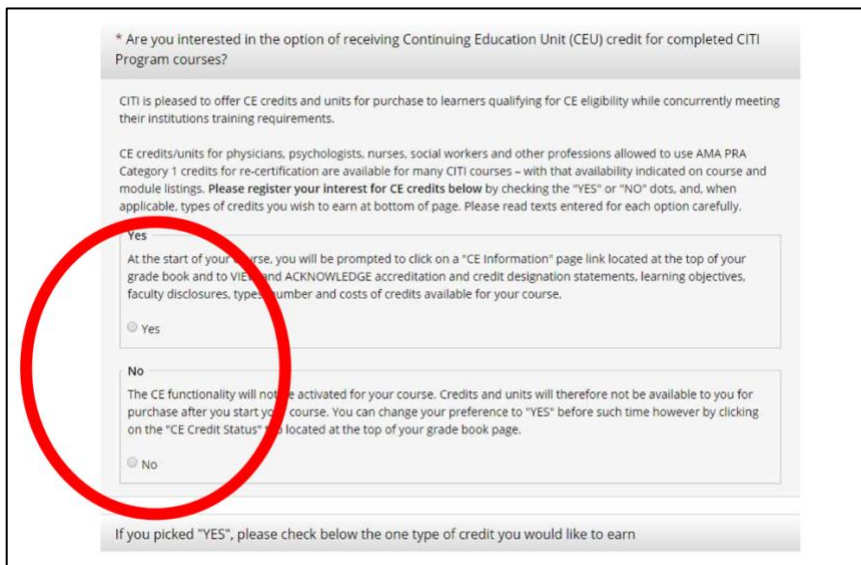
Your password should consist of 8 to 50 characters. Your password IS case sensitive: "A12B34CD" is not the same as "a12b34cd".

* 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

6. You will be asked if you would like continuing education (CE) credits. This is your choice. However, ***you will be charged*** for selecting this option. Click ***no*** to avoid charges.



* 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

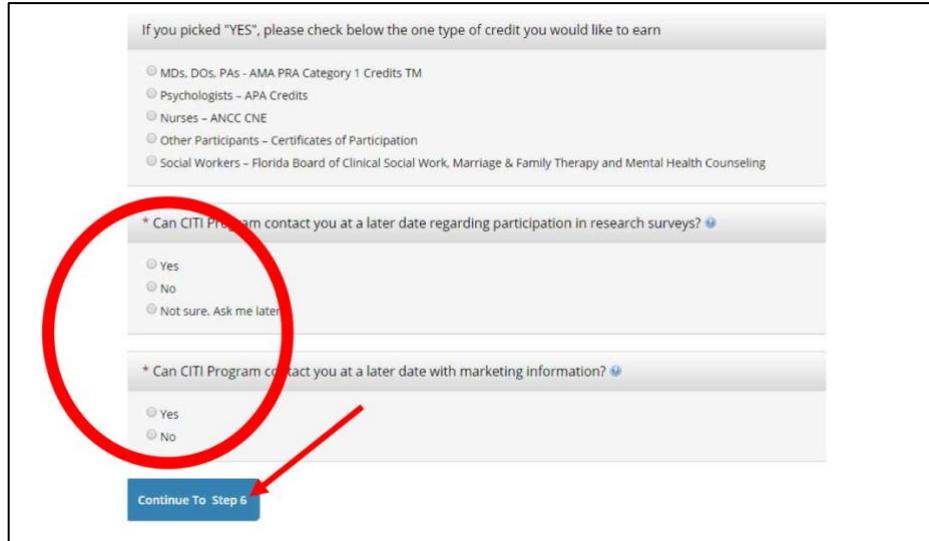
No

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" link located at the top of your grade book page.

No

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

7. You will be asked if CITI can contact you. Check yes, if you would like to be contacted and no if you would not like to be contacted.



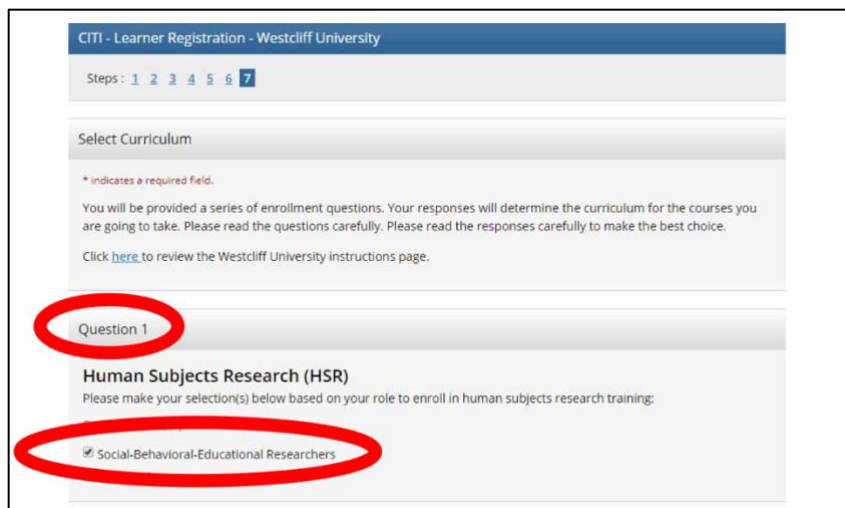
The screenshot shows a form with the following sections:

- Header: "If you picked 'YES', please check below the one type of credit you would like to earn"
- Radio button options:
 - 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
- Question 1: "* Can CITI Program contact you at a later date regarding participation in research surveys?"
 - Yes
 - No
 - Not sure, Ask me later
- Question 2: "* Can CITI Program contact you at a later date with marketing information?"
 - Yes
 - No
- Button: "Continue To Step 6" (indicated by a red arrow)

Selecting the Proper Courses

Ensure that you select only the following courses.

Question 1. Check on the box for Social-Behavioral Educational Researchers



The screenshot shows the "CITI - Learner Registration - Westcliff University" interface. It includes a progress bar with steps 1 through 7, where step 7 is highlighted. The "Select Curriculum" section contains the following text:

* 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 Westcliff University instructions page.

Question 1

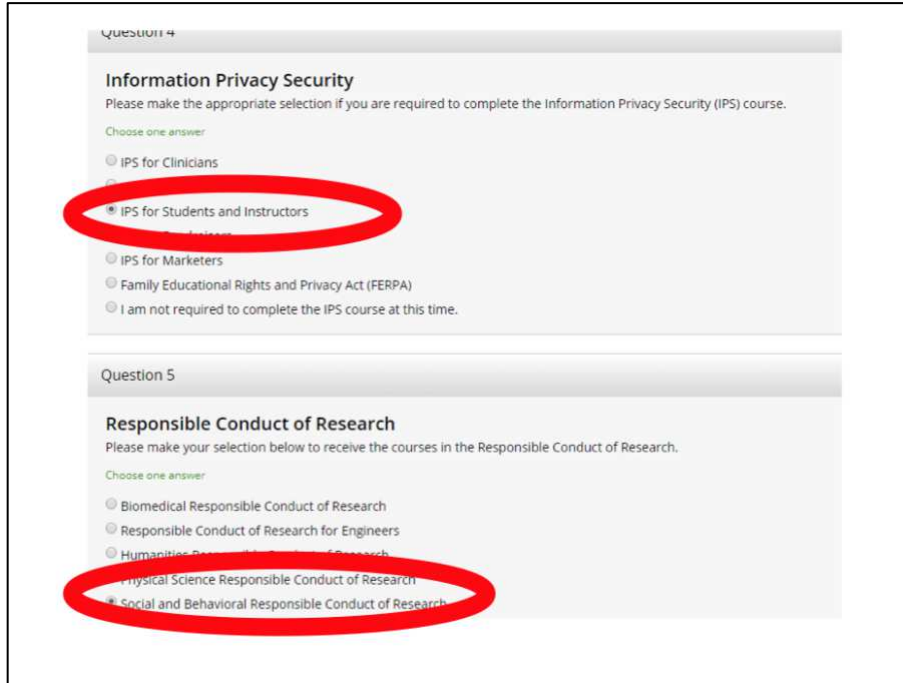
Human Subjects Research (HSR)
Please make your selection(s) below based on your role to enroll in human subjects research training:

- Social-Behavioral-Educational Researchers

Questions 2 and 3. Skip these questions. *Do not make any selections.*

Question 4. Check on the box for IPS for Students and Instructors

Question 5. Check on the box for Social and Behavioral Responsible Conduct of Research



Question 4

Information Privacy Security

Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

Choose one answer

- IPS for Clinicians
- IPS for Students and Instructors
- IPS for Marketers
- Family Educational Rights and Privacy Act (FERPA)
- I am not required to complete the IPS course at this time.

Question 5

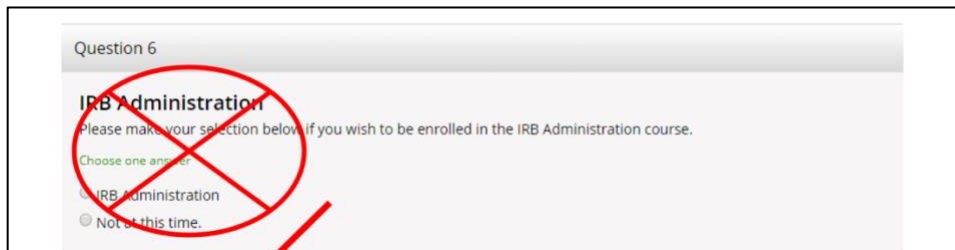
Responsible Conduct of Research

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

Choose one answer

- Biomedical Responsible Conduct of Research
- Responsible Conduct of Research for Engineers
- Humanities Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- Social and Behavioral Responsible Conduct of Research

Question 6. Skip this question. *Do not make a selection.*



Question 6

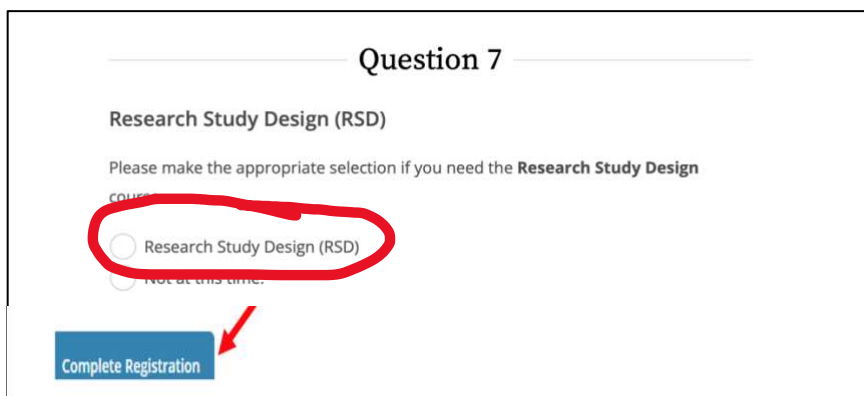
IRB Administration

Please make your selection below if you wish to be enrolled in the IRB Administration course.

Choose one answer

- IRB Administration
- Not at this time.

Question 7. Check on the box for Research Study Design.



Question 7

Research Study Design (RSD)

Please make the appropriate selection if you need the **Research Study Design** course.

- Research Study Design (RSD)
- Not at this time.

[Complete Registration](#)



Completing the IRB Certifications

You may begin the courses immediately or save them and return to them at any time. All courses require an 80% to pass. Upon completion of each course, you will receive a certificate.

These certificates must be uploaded through GAP during the DIS block. You may do them prior to enrolling in the block, but they must be complete prior to submitting the IRB application.