

CITI Instructions

All Principal Investigators and Faculty Sponsors are required to complete an educational course prior to submission of a research protocol. The educational course utilized by Randolph-Macon College is the Collaborative Institutional Training Initiative (CITI). The steps for completing the educational requirements can be found on the IRB website at

<http://www.rmc.edu/offices/institutional-review-board/education-citi-certification>

The course is broken down into 25 minute modules so you can complete the modules as time permits. The directions for registering for the course are as follows:

1. Go to the IRB educational website at <http://www.rmc.edu/offices/institutional-review-board/education-citi-certification> and review the Belmont Report. This report will assist you in understanding the Human Research Protection Program.
2. After step one is completed you can click on the CITI program link or go to <https://www.citiprogram.org>
3. The first time you visit the CITI website you will have to register for the course. You do that by clicking on the “Register” button in the “Create an Account” box. Once you register you will just login each time you return using that same username and password.
4. On the first page enter Randolph-Macon College under “Select Your Organization Affiliation”. Once found, click “continue to Step 2”.
5. Enter your personal information. All fields with an asterisk (*) are required. The secondary email address is optional. When finished click “Continue to Step 3”.
6. Create your username and password. Enter a Username and Password that is convenient for you to remember. You will also need to create your security question and answer. When finished click “Continue to Step 4”.
7. Enter your country of residence (e.g., USA). When finished click “Continue to Step 5”.
8. Answer the CEU credit questions (the answer is usually “No”). Answer the question regarding CITI contacting you for participation in research surveys. When finished click “Continue to Step 6”.
9. The next page is general information. You must answer all the boxes with a red asterisk (*). When finished click “Continue to Step 7”.
10. The next page is titled the “CITI Course Enrollment Procedure” page. You must scan down the page until you reach “Human Subjects Research” to view Question 2. Click on “Faculty and Students Performing HSR”. After that, click on “Complete Registration” at the bottom of the page.
11. On the next page click “Finalize Registration”.

12. Your registration is now complete and when you click on the blue bar titled “Randolph-Macon College Courses” you will see the Faculty and Students Performing HSR course. Click on the title of that course to begin.

You will not have to go through all of these steps each time you go to the site. After the initial registration you will simply login with your Username and Password and pick up where you left off.

Once you start the course, you can log out and come back at anytime. There are nine mandatory modules that you have to complete with an average score of 80% or above. Before you can start the course you need to click on the Integrity Assurance Statement (the link is at the top of the course). New modules will become available as you complete the previous one.

If you have any problems or questions please feel free to contact the IRB Chair ([April Marchetti](#)).