Instructions for Human Participant Use Training
How to Register for the CITI Course
Access the course at https://www.citiprogram.org. Once there, click Register button under “Create an account”
Go to the Participating Institutions drop-box. In the drop-box, select University of Maryland, Baltimore County.
Enter your first and last name as you would like it to appear on your completion report received at the end of the course. Use an email address that you can access so you can complete the registration process by verifying the email.
Choose a username and password for your account. 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.
This page collects demographic information. All information provided is voluntary. Use the blue information question marks for more information on specific categories.

| Steps: 1 2 3 4 5 6 7 |

**Gender, Ethnicity and Race**

Why does OTI Program ask about your gender, race and ethnicity? *
Why does OTI Program use these categories? *
Why does OTI Program ask about your gender? *
* Indicates a required field

**Your Gender Is:**

- Male
- Female
- I would rather not disclose

**Your Ethnicity Is: (You may choose only one)**

- Hispanic or Latino *
- Not Hispanic or Latino
- I would rather not disclose

**Your Race Is: (You may choose more than one)**

- American Indian or Alaska Native
- Black or African American *
- Asian *
- Native Hawaiian or Other Pacific Islander *
- White *
- I would rather not disclose

[Continue to Step 5]
Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits. You can also let CITI know your interest in participating in research surveys at a later date.
Enter information into all required fields (*) as well as the “Department” field
* Choose roles from Principal Investigator, Investigator, Research Assistant, Student Researcher – Graduate, Student Researcher – Undergraduate, Lab Research Staff or Interviewer
* Choose the appropriate course: First time users: Basic Human Subjects – Social and Behavioral Focus
  Recertification: Refresher Course – Social and Behavioral Research
  HIPAA: Health Information Privacy and Security (HIPS)
Now you’re at the course curriculum screen. Scroll down to Question 1 (Human Subjects Courses). Read these descriptions carefully and choose the module that is most closely related to your research project and/or level of risk. **Note:** When selecting modules on the CITI, only check the box that is applicable to you and your research. **Only check the “IRB Member” box if you are currently a member of the UMBC IRB.**

**Human Subjects Courses**

If this is your first time taking a CITI course at University of Maryland, Baltimore County, choose one learner group below based on your role and the type of human subjects activities you will conduct. If you are a returning learner, take no action unless you would like to change your current learner group.

Please review the UMBC web page for more information about this course.

If you have questions or need additional information about the training requirements, please contact the Office for Research Protections and Compliance at compliance@umbc.edu or 410-455-2737.

Choose one answer

- **Social/Behavioral Research Course**
  
  This course provides information about the Belmont Report, working with the IRB, understanding procedures, etc. Also included is information about ethical principles, assessing risk, developing informed consent, privacy and confidentiality.
  
  This course is useful for investigators who have not previously completed a training program
  
  Recommended for investigators involved in:
  
  - Expedited review research
  
  - Full board review research

  Upgrading of human research training (beyond exempt review). Reading, reviewing and completing the core module and quizzes will take approximately 2 1/2 hours.

- **Research with pre-existing data, records data or laboratory specimen**
  
  This course provides information about the Belmont Report, working with the IRB, understanding procedures, etc.
  
  This course is useful for investigators who have not previously completed a training program
  
  Recommended for investigators involved in:
  
  - Undergraduate and graduate research methods classes
  
  - Exempt research
  
  - Pilot or exploratory research with no known risk

  Reading, reviewing and completing the core module and quizzes will take approximately 1 hour.

- **Researchers conducting less than minimal risk research**
  
  This module is designed for faculty, staff, graduate students, and undergraduate students involved in less than minimal risk research, which entails no known physical, emotional, psychological, or economic risk to nonvulnerable subjects. Students who are enrolled in undergraduate introductory level research methodology classes will also complete this module.

  Reading, reviewing and completing the core module and quizzes will take approximately 1/2 of an hour.

- **IRB Member**
  
  For IRB members only - DO NOT choose this module for investigator training.

  When selecting modules on the CITI, only check the box that is applicable to you and your research. Only check this box if you are currently a member of the UMBC IRB.

- **IRB Investigator Refresher Modules**
  
  These courses provide a refresher on the history and ethical foundations of human research, a regulatory overview, a discussion of fundamental issues, such as consent and vulnerable subjects. Required for those who have previously completed modules for:

  - Researchers conducting no more than minimal risk research.
  
  - Social/Behavioral Research
  
  - Research with data or specimens - ONLY
  
  Recommended for investigators involved in:
  
  - UMBC IRB training certification has expired
  
  - CITI training certification has expired

  Investigators who have completed the CITI training program will receive a notice at 4 years and 9 months past their original CITI training date.
Your learner account registration is now complete. You will receive an account validation email to your email address.
After validating your account through your email address you will be able to access the Main Menu of your account. Click on the course name to begin the course. If you need to change your course registration, click on Add a Course or Update Learner Groups.
Questions:

Contact the Office for Research Protections and Compliance at compliance@umbc.edu or 410-455-2737