Registering for the CITI Training Course

1. Go to the CITI Program website at https://www.citiprogram.org/ to either; register and create a new user account (follow action item a.) or login to an already existing account and affiliate with the APUS institution (follow action item b.).

a. Follow steps 1 – 7 for first time CITI Learner Registion; select **Continue to Step 2**

b. After you have logged in, enter *American Public University System* as your Organization Affiliation, only If you are affiliated with another institution and not with APUS.

* Select Your Organization Affiliation

* indicates a required field.

Search for organization: Enter full or partial name

American Public University System

[Next]

2. Once you are affiliated with APUS, under Main Menu choose the **Add a Course** option.

My Learner Tools for American Public University System
- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

3. For Question 1 only - Human Subjects Research; choose the **Social & Behavioral Research Investigators** option.

* 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:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

● **Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

○ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

○ Not at this time.

4. Once you have successfully completed all the modules within the **Social & Behavior Research - Basic/Refresher** course, you will need to print and save the completion report (not the certificate) as a PDF document. This report certifies you have completed the required CITI Research Ethics training, which must be submitted as part of your IRB application.

Social & Behavioral Research - Basic/Refresher	Passed 04/19/2016	View/Print Share	Post-course evaluation

Thank you,

APUS IRB Office

American Public University System
American Military University | American Public University
111 W. Congress Street, Charles Town, WV 25414
apus-IRB@apus.edu