

How to Obtain CITI IRB Training Certificate



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Part I: TO REGISTER AND CREATE AN ACCOUNT

1. Go to www.citiprogram.org
2. Click on the "Register" button under "Create an account"
3. You will need to select the institution that you are affiliated with, in this case, Boston College. In the "Select Your Organization Affiliation" section type in "Boston College." Only the Boston College modules are accepted as meeting the BC requirement if you are a Boston College student, faculty or staff. If you have a CITI training certificate with another institutional affiliation, please email us to see if it meets our training requirements.
4. Enter in your personal information. All fields marked with an * are required. Click on the "Continue to Step 3" button.
5. Create your Username, Password, and choose a Security Question and Answer. We encourage you to use choose something that is easy for you to remember as you would need to log into your CITI account to complete the CITI refresher course because all IRB training certificates (CITI) are only valid for 3 years. Click on the "Continue to Step 4" button.
6. Select your country of residence and choose whether or not you would like to receive information from CITI about other courses. Click on the "Continue to Step 5" button.
7. Select whether you want to receive Continuing Education credit (CEUs) for CITI Program course completion and whether CITI can contact you in the future to participate in research surveys. This is not required by Boston College. Please select "no" if you would not like to receive Continuing Education credit (CEUs) for completed CITI Program courses. Click on the "Continue to Step 6" button.
8. Complete all fields that are marked with an * in Step 6 for your Boston College Profile. For the question "Which Course Do You Plan to Take?" Select "Basic Human Subjects – Social & Behavioral Focus." Click on the "Continue to Step 7" button.
9. On the "Select Curriculum – Boston College" screen, answer the following questions as:
 - i. Question 1 – "Social & Behavioral Research Investigators" (option 2).

- ii. Question 2 – “N/A. I have not completed the Basic Course for my learner group yet.”
 - iii. Question 3 – “Not at this time.”
 - iv. Question 4 – Skip this question (we do not accept the RCR course)
 - v. Question 5 – Skip this question or select “No.”
 - vi. Question 6 – Skip this question.
 - vii. Questions 7-9 – Select “Not at this time.”
 - viii. Click on the “Complete registration” link.
10. On the next screen, select “Finalize Registration.” The next page will tell you that your registration has been completed successfully.
11. Under “Institutional Courses” select the “View Courses” button next to “Boston College”
12. You should see “Social/Behavioral Research Course” under “Courses Ready to Begin.” Select “Start Now.”
13. Check the box to agree to the Terms of Service and Privacy and Cookie Policy. Click “Submit.”
13. Click “Start” next to the first module to begin the course.
14. Complete all of the required modules. Here is a list of all the required modules in this course:
 - i. Belmont Report and CITI Course Introduction
 - ii. Students in Research
 - iii. History and Ethical Principles
 - iv. Defining Research with Human Subjects
 - v. The Federal Regulations
 - vi. Assessing Risk
 - vii. Informed Consent
 - viii. Privacy and Confidentiality
 - ix. Research with Prisoners
 - x. Research with Children
 - xi. Research in Public Elementary and Secondary Schools
 - xii. International Research
 - xiii. Internet-Based Research
 - xiv. Conflicts of Interest in Research Involving Human Subjects
 - xv. Boston College
15. Use the "Main Menu | FAQ | Logoff" links at the top of the page as needed.
16. If you get an overall score of 75% of the quiz questions correct, you will be allowed to download a Course Completion Certificate. This certificate must be submitted with any IRB applications you are part of. If you did not get an overall score of 75% of the quiz questions correct, you may review the modules and retake the quizzes as many times as needed to obtain a passing score.

BE SURE TO SAVE YOUR TRAINING CERTIFICATE SOMEWHERE YOU CAN EASILY ACCESS IT.

Part II: TO ADD A COURSE (IF ALREADY REGISTERED)

1. Re-enter the CITI program at www.citiprogram.org
2. On the main screen, click the “View Courses” button next to “Boston College.”
3. Scroll down to the box titled “Learner Tools for Boston College.” Select “Add a Course.”
4. On the “Select Curriculum – Boston College” screen, select the situation that best describes the training you are required to complete or would like to complete (choose all that apply). Kindly note that the selection “Social & Behavioral Research Investigators” is the only required course in Human Subjects Protections required by the BC IRB. Please select this option. Next, answer all other required questions. Only questions 1-3 & 7 require an answer.
5. If you have already completed the Basic Course and need to renew an expired training certificate, select “Yes, I completed the Basic course previously and want to take the Refresher Course as a Social & Behavioral Research Investigator” (option 2). If you have not completed the course before, select “N/A” (the last option).
6. Click the “Submit” button at the bottom of the page.
7. On the Main Menu screen, click “Start Now” next to the course(s) you added.
8. Check the box to agree to the Terms of Service and Privacy and Cookie Policy. Click “Submit.”
9. Click “Start” next to the first module to begin the course.
10. Complete all of the required modules.

If you have any questions, please contact the Office for Research Protections (ORP) via phone: 617-552-4778, or email: irb@bc.edu

As a reminder, we do **NOT** accept the Responsible Conduct of Research course for IRB applicants