Instructions for accessing the CITI course for Nazareth College-Human Subject Research

If you don't have a CITI account:

1. Go to www.citiprogram.org
2. Create an account, click on "Register"- follow the steps for CITI learner registration
3. Under "Select Your Organization Affiliation", type in Nazareth College. Click "Continue to Step 2"
4. Enter Personal Information (Name and Nazareth email address). Click "Continue to Step 3"
5. Create your Username and Password. Click "Continue to Step 4"
6. Under "Country of Residence", enter "USA" and select "United States" from the drop down panel. Click "Continue to Step 5"
7. Select "No"--When prompted "Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?". Select "Yes, No, or later" When prompted "Can CITI Program contact you at a later date regarding participation in research surveys?" Click "Continue to Step 6"
8. Provide the information requested by Nazareth College. Under "Which course do you plan to take", Select "Basic Human Subjects- Social & Behavioral Focus" from the drop down panel. Click "Continue to Step 7"
9. Click "Complete Registration".
10. Click "Finalize Registration".

If you already have a CITI account:

1. From Learner Tools for Nazareth College, Choose "Add a Course"
2. On the Select Curriculum page- choose one learner group from **"Question 1" only.**
   a. Choose **your group** or department (eg Physical Therapy Group, Occupational Therapy, Nursing etc)
   b. If your department or group is not listed choose **Social & Behavioral group.**
3. Leave all other questions unchecked.
4. Click Submit

You are now a registered CITI learner for Nazareth College. You may begin the CITI online training course for your selected learner group. A learner group contains different modules with a quiz after each module. It usually takes 2-3 hours to complete all the modules. You may enter and leave the course at any time and complete the modules as time permits. When you log in next time, you will be automatically signed-in to the selected learner group.

Once you have successfully completed the CITI course (80% passing score), you will receive a certificate of completion. The certificate is valid for 3 years. You may complete a Refresher Course before the certificate expires. Please print an electronic copy (PDF file) of the CITI completion report listing the modules completed, scores and date and submit it with your application to the Human Subject Research Committee (HSRC). To print a CITI completion report, login to CITI website, click on "Main Menu", under "Nazareth College Courses", there is a column with "Completion Report", click on "Print Report".