

Required Training for Department of the Navy:

1. Go to the external-based website www.citiprogram.org
2. Click on “Register”.

The screenshot displays the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is located on the right. Below the navigation bar, a main banner features a cityscape and text for a "21ST CENTURY RESEARCH" event. To the right of the banner is a login section with fields for "Username" and "Password", a "Log In" button, and a link for "Forgot Username or Password?". Below the login section, there is a "Log in through my institution" section with a "Log in via SSD" button. A red circle highlights the "Create an account" section, which includes a "Register" button. Below the banner, there is a row of three tiles: "COURSES" with an image of people at computers, "CMEs/CEUs" with an image of "Learn" and "Earn" buttons, and "PUBLICATIONS" with an image of books. A footer note states "Over 8.7 million CITI Program courses have been completed since 2000".

3. Search for “Department of the Navy”, then click on “Continue to Step 2”.

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

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CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

- Department of The Navy
- Florida Department of Health
- Los Angeles County Department of Public Health
- Michigan Department of Health and Human Services
- Minnesota Department of Human Services
- New Jersey Department of Health
- New York State Department of Health
- NYC Department of Health and Mental Hygiene
- State of Tennessee Department of Health
- United States Department of State
- US Department of the Interior
- Virginia Department of Health Institutional Review Board (IRB)

Can't find your institution? It may use Single Sign On. Check here.

your organization, enter its name in the box above, then pick from the to Step 2" button immediately below. To clear your selection and try

Continue as Independent Learner (Fees Apply)

Continue as Independent Learner" to affiliate as an Independent Learner. r organization, or who require content that their organization does not over. MasterCard or Visa is required. Checks are not accepted.

4. On Step 2 enter in your Personal Information, then click on “Continue to Step 3”.

CITI - Learner Registration - Department of The Navy

Steps: 1 2 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name * Last Name

* Email Address * Verify email address

We urge you to provide a second email address. If you have one, in case messages are blocked or you lose the ability to access the first one, if you forget your username or password, you can recover that information using either email address.

Secondary email address: Verify secondary email address:

[Continue to Step 3](#)

5. On Step 3 create your username and password, then click on “Continue to Step 4”.

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive: "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive: "A12B34CD" is not the same as "a12b34cd".

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

* Security Answer

[Continue to Step 4](#)

6. On Step 4 select your country of residence, then click on “Continue to Step 5”.

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CITI - Learner Registration - Department of The Navy

Steps: 1 2 3 **4** 5 6 7

* Indicates a required field.

*** Country of Residence**

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.


Continue to Step 5

7. On Step 5 select “no” to Continuing Education credits, then select your preferred option for the research survey questions, then click on “Continue to Step 6”.

Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.


No 

If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

*** Can CITI Program contact you at a later date regarding participation in research surveys?**

Yes

No 

Not sure. Ask me later

Continue to Step 6

8. On Step 6, complete your profile information. For “Your Command” select “DON Extramural Performers”, then click on “Continue to Step 7”.

Address Field 2

Address Field 3

City

Bureau of Medicine and Surgery - BUMED Washington DC
COMNAVAIRLANT
CNAL Norfolk
COMNAVAIRPAC
COMSUBGRU-10 Kings Bay
Directed Energy Bioeffects Lab - DEBL San Antonio
DON Extramural Performers
DON Human Research Protection Program - DON HRPP Washington DC
Environmental Health Effects Lab - EHEL Dayton
Expeditionary Medical Facility - EMF Kuwait
Fleet Forces Command - FFC Norfolk
FTGLANT - FASO Det Brunswick
HQ Marine Corps - HQMC Washington DC
HQMC
HQMC HA
HQMC M&RA
Human Performance Center - HPC Virginia Beach

[Continue to Step 7](#)

9. Select “I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues, from humans and/or patient records”. then click on “Next”.

CITI - Learner Registration


Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

* Answer the following questions carefully. The software will then present the course(s) that you are required to complete.

What kinds of research are you conducting?

Choose all that apply

- I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues from humans and/or patient records. 
- I am conducting or plan to conduct or am otherwise involved in studies with laboratory animals.
- I am a Midshipman at the USNA and I am required to complete the CITI basic course for Midshipmen.
- I am the designated Ombudsman for a protocol and I am required to complete the Ombudsman course.
- I am wanting to take courses in Spanish.
- I am wanting to take the Financial Conflict of Interest course.
- I am wanting to take courses in Vietnamese.
- I am wanting to take courses in Khmer.

Next

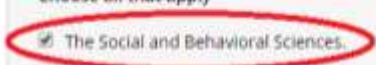
10. Select “The Social and Behavioral Sciences”, then click on “Next”.

* indicates a required field.

* What is your research focus? Biomedical or social and behavioral sciences.

If your research involvement is with both Social and Behavioral Sciences and Biomedical Sciences, choose “The Biomedical Sciences.”

Choose all that apply

- The Social and Behavioral Sciences. 
- The Biomedical Sciences

Next

11. If you are an IRB Chair or Member, select “IRB Chairs, Vice Chairs and Members - SBR”.

If you are a researcher, select “Investigators and Key Research Personnel –SBR”

If you are an Institutional Official, select “DON-supported Extramural Performers”

See sample on page below.

*** What is your role in social and behavioral research for the Department of the Navy?**

Choose one answer

- No, This this is not applicable to me.
- Senior Navy and Command Leadership - SBR: Senior Navy and Command Leadership: Navy Surgeon General (SG), Chief of Naval Research (CNR) and Command Leadership (Institutional Signatory Officials, Commanders, Commanding Officers (COs), Executive Officers (XOs), Officers-In-Charge (OICs) **Social and Behavioral Research Focus.**
- Directors, Chairs and Managers - SBR: Directors, Department Chairs, Program Managers, and Office of Naval Research (ONR) Department Directors, Division Directors and Program Officers. **Social & Behavioral Research Focus**
- Investigators and Key Research Personnel - SBR: Investigators and Key Personnel: Principal Investigator, associate Investigators, co-investigators, sub-investigators, site investigators, research monitors or other key personnel who are responsible for designing and conducting human subjects research. **Social and Behavioral Research Focus**
- IRB Chairs, Vice Chairs and Members - SBR: Institutional Review Board (IRB) Chairs, Vice Chairs & Members with **Social & Behavioral Research Focus**
- DON HRPP and IRB Staff - SBR: HRPP Staff & IRB staff: Staff that support the institution's HRPP and IRB, including legal counsel directly supporting the HRPP and the IRB. **Social and Behavioral Research Focus.**
- Research Coordinators and Administrators - SBR: Research Coordinators, Study Coordinators, Clinical Coordinators and staff that serve as research coordinators or research administrators. **Social and Behavioral Research Focus.**
- Research Support Personnel - SBR: Research Support Personnel: Those who conduct clinical or research procedures; provide support to review committees; are responsible for access and release of private identifiable information, e.g., records personnel; information system personnel; individuals conducting procedures (laboratory, pharmacy, and radiology); legal counsel; grants and contracts personnel; privacy officers. **Social and Behavioral Research Focus**
- DON-Supported Extramural Performers: DON-Supported Extramural Performers - Social and Behavioral Research
- DON Human Research Protections Officials

12. Select “No” to the Good Clinical Practice course.

*** Are you required to complete the CITI Good Clinical Practice course for the Department of the Navy?**

Choose one answer

- No, not at this time.
- Yes, Complete the CITI GCP Course for DoN in English
- El curso de Buenas Practicas Clinicas en Español.
- Curso Boas Práticas Clínicas - em Português.

Next

13. Select “No” to both the RCR course questions.

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CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

*** Are you required to complete the CITI Responsible Conduct of Research (RCR) for the Department of the Navy?**

Choose one answer

No, not at this time.

Yes, I need to take Responsible Conduct of Research for Biomedical Investigators

Next

14. Select “Finalize Registration”. Then on the Main Menu you should be registered for the appropriate course depending on your role in the research. Complete this course.

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CITI - Learner Registration

Welcome to the CITI Program. Your registration with Department of The Navy is complete.

[Finalize registration](#) ←

English Text size: A A Brina Patel ID: 5438003 | Log Out | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

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Main Menu

✔ Your registration has been completed successfully.

Department of The Navy Courses

Course	Status	Completion Report	Survey
IRB Chairs, Vice Chairs and Members - SBR	Not Started	Not Earned	

My Learner Tools for Department of The Navy

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Click here to affiliate with another institution

Affiliate as an Independent Learner

15. Training certification is valid for a three year period

16. Please print a completion certificate and submit to the HSC Coordinator.