Registering for IRB Training Course in CITI
• Go to [www.citiprogram.org](http://www.citiprogram.org)
• Click on the “Register” button located in the blue log in box to the right of the homepage
Note to Researchers:

There are no wrong answers, please answer to the best of your ability. Responses to registration questions will not affect your ability to register for coursework within CITI.
Step 1
• Type in ‘Nova Southeastern University’
• Check the “I AGREE” box
• Click “Continue to Step 2”
Step 2

- Enter the requested information
  - We recommend that you use your official NSU email as your primary email address.
  - Click “Continue to Step 3”
Step 3

- Enter the requested information
- Click “Continue to Step 4”
Step 5

- List your country of residence
- Click “Continue to Step 5”
Step 5
- Select “No” to CEU question.
- If you select “Yes” you will be charged for the CITI Training as the CEU is used for professional licensing.
• **Do not** select a type of credit you would like to earn as this field is not applicable if you are not registering for CEU credits.

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
• Select “Yes” or “No” for participation in CITI Program surveys
• Click “Continue to Step 6”
Step 6

- Enter information requested by NSU
- There are no wrong answers, please answer to the best of your ability. Responses to these questions will not affect your ability to register for coursework in CITI.
• Select your area of research, choose one of the following:
  • Biomedical Investigator Course Only
  • Social & Behavioral Investigator Course Only
  • The Social & Behavioral AND Biomedical Courses
• There are no wrong answer, please answer to the best of your ability. Responses to these questions will not affect your ability to register for coursework in CITI.
• Click “Continue to Step 7”
Select “Yes” this is your first time doing the CITI Program
Click “Next”
• Select ‘Human Research (IRB Required Program)’
• Click “Next”
• Select the learner group that corresponds to your academic center
  • **Do not** select Group 3: College Representative & IRB Office Staff ONLY, as you will not receive credit for taking this course.
• Click “Next”

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<thead>
<tr>
<th>Select the group appropriate to your research activities. Choose all that apply</th>
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<tbody>
<tr>
<td>□ Group 1: Biomedical (HPD) Researchers</td>
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<tr>
<td>□ Group 2: Social-Behavioral-Educational (Non-HPD) Researchers</td>
</tr>
<tr>
<td>□ Group 3: College Representatives &amp; IRB Office Staff ONLY</td>
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</table>
• Registration is now complete
• Click “Finalize registration”
• You now have a registered account with CITI
• See “Adding the Required IRB Training Course in CITI Guide” on our website for help registering for the additional training courses
Questions???

If you have any further questions regarding adding a CITI training course please contact the IRB Assistant Director:

Crystal Bass, M.S., CIP
954-262-5376
cb1691@nova.edu