

CITI Program Directions

In order to participate in training for research ethics and compliance, you must register at: <https://about.citiprogram.org/en/homepage/>. There are 7 steps in this process, which are outlined below. Access to training is free to you as a Meredith affiliate.

Step 1: Select the registration option (a box that appears in the top right of your screen). Once selected, you will be taken to a screen where you will select your organizational affiliation. Type 'Meredith College' into the box provided and you will be prompted to check a box indicating you agree to the CITI program terms of service and privacy policy. You will then be prompted to check a box affirming you are an affiliate of Meredith College. A blue box will then appear for you to select in order to create your program username and password.

Step 2: You will be asked to enter your first and last name, email address, and verification of email address.

Step 3: You will be asked to select a username consisting of 4 to 50 characters that is **NOT** case sensitive and a password consisting of 8 to 50 characters that **IS** case sensitive. You will also be asked to select a security question and provide an answer. You will receive an email verifying your username, but do not need this in order to continue registration.

Step 4: The next step will ask for your country of residence and if you would like information about other courses and services.

Step 5: You will also be asked if you would like to receive Continuing Education credits for completed courses. Meredith does not require this, but you may opt to do this if you would like to use the credits to meet other professional requirements. The cost for CEUs varies, but as a Meredith affiliate they are available at a discount ranging from \$15 to \$150 for individual courses dependent upon the course and number of credits.

Step 6: You will then be prompted to provide information specific to Meredith such as your Meredith email, department, and role in research. For IRB board community members, please use your own preferred email, indicate IRB as your department and IRB committee member as your role.

Step 7: The last step will ask you to answer a series of enrollment questions in order to decide which courses you should complete. You are welcome to take any of the offered courses you would like (Responsible Conduct of Research, Conflicts of Interest, Human Subjects Research, Public Health Research, Revised Common Rule, Good Clinical Practice, Animal Care and Use, Information Privacy Security). Once courses are selected, you will finalize your registration and be taken to the page where you can select your Meredith College affiliated courses to begin taking them.