Tufts University and Tufts Medical Center utilize the Collaborative Institutional Training Initiative (CITI) web-based system to provide many research-related training courses.

IRB training courses are found only under Question #1 in Step 7 of the registration process "Select Curriculum." All personnel conducting human-subjects research must complete an IRB Training course.

Follow the steps below to register with CITI and select training courses.

❖ Register with CITI [For new users only]
  • Open www.citiprogram.org.
  • Create an account by clicking “Register” and follow the instructions on creating a password and username.

❖ Step 1: Choose Tufts University/Tufts Medical Center as your Organizational Affiliation.
  ▪ Do not choose to affiliate as an independent learner. You will be charged a fee to register as an independent learner.
  ▪ Non-Tufts collaborators should also list Tufts as their Organizational Affiliation, if they are completing CITI training as part of their role on a Tufts research project.
• **Step 2: Fill in your personal information.**
  - Please use your [@tufts.edu](mailto:atuftsu.edu) or [@tuftsmedicalcenter.org](mailto:atuftsu.edu) email address, if you have one.
  - Non-Tufts collaborators may use the email address of their choice.

![Personal Information Form](image)

- *First Name*
- *Last Name*
- *Email Address*
- *Verify email address*
- Secondary email address
- Verify secondary 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.

• **Step 3: Create a User Name, Password, and Security Question.**

![Create Username and Password Form](image)

- *User Name*
- *Password*
- *Verify Password*
- *Security Question*

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.

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

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.
• Step 4: Choose your country of residence.

![CITI Learner Registration - Tufts University/Tufts Medical Center](image)

* 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.

• Step 5: Answer YES or NO for receiving Continuing Education credit and/or marketing emails

  ▪ Please note: This refers to professional CE credit (CME, CNE, APA, SW, etc.) and is not required to complete institutional training on CITI.
  ▪ You will be charged an individual fee if you elect to receive CE credit.

![CITI Learner Registration - Tufts University/Tufts Medical Center](image)

* indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category I credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

**Yes**

At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

- 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 grade book page.

- No
• **Step 6: Provide information requested by Tufts University/Tufts Medical Center**
  - If you do not have a Tufts institutional email address, please re-enter the email address from Step 2.

• **Step 7: Select your CITI Training courses**
  - **Question 1:** Register for the IRB Training course most applicable to your research and your primary language
    - You must complete an IRB Training course to conduct human-subjects research.
    - These are the only courses that fulfill IRB Training requirements.
  - **Questions 2-8:** Register for other research-related training courses (as needed, based on the type of research you conduct and the requirements of your funding source)
    - Please contact Research Administration or the IRB if you are unsure about whether to complete any additional courses.
    - Courses under Questions 2-8 do **not** fulfill IRB Training requirements.
Step 8: Finalize your registration.