Helpful Tips for Talbot School of Theology Ethics Training

Section One

Set up an account.
Click the register button to begin.
Section Two

Select Biola University as your affiliated organization. Read through and agree to the terms, and affirm that you are an affiliate of Biola University. Continue to create your Citi Program username and password.

Select Your Organization Affiliation

This option is for persons affiliated with a Citi Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided.

- Biola University

Biola University only allows the use of a Citi Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the Terms of Service and Privacy Policy for accessing Citi Program materials.
- I affirm that I am an affiliate of Biola University.

Continue To Create Your Citi Program Username/Password
Section Three
Enter your account information.

CITI - Learner Registration - Biola University

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
Section Four

Create your username and password and choose a security question with answer.

Continue setting up your account. Please complete and click the submit button to go to the next step.
Section Five

Decide if you are interested in continuing education training. We selected “No” because PHRRC at Biola does not require it.

CITI - Learner Registration - Biola University

Steps: 1 2 3 4 5 6 7

* 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 professionals allowed to use AMA PRA Category 1 credits for recertification 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 notes 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 to view and acknowledge accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and cost 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.

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 Counselling

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

- Yes
- No
- Not sure. Ask me later

* Can CITI Program contact you at a later date with marketing information?

- Yes
- No

Continue To Step 6
Section Six

Complete Learner Registration. Please enter student ID or employee ID in the space named “Employee Number”.

Please provide the following information requested by Biola University

- Language Preference
  - English

- * Institutional Email Address

- Gender

- Highest Degree

- Employee Number

- * Department

- * Role In Research

- Address Field 1

- Address Field 2
Section Seven

Answer questions 1-7. For Talbot, chose the following responses indicated by the red arrows.

CITI - Learner Registration - Biola University

Steps: 1 2 3 4 5 6 7

Select Curriculum

* Indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

- Biomedical Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

- Social-Behavioral-Educational Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

- Biomedical Data or Specimens Only Researchers: No direct contact with human subjects.

- PHRRC Members: This Basic Course is appropriate for IRB or Ethics Committee members.

- Revised Common Rule

- Not at this time.
Section Eight
Continue account set up and choose the following responses indicated by the red arrows. Do not make a selection from the Institutional/Signatory Officials and IRB Chair section.

Question 2

Institutional/Signatory Officials & IRB Chair
Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.
Choose all that apply
- PHRRC Coordinators
- PHRRC Chair and Co-Chairs
- PHRRC Reviewers

Question 3

Public Health Researchers
Please make your selection below if you wish to be enrolled in the Public Health Research course.
Choose one answer
- Public Health Researchers
- Not at this time.

Question 4

Good Clinical Practice (GCP)
Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.
Choose one answer
- GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
- GCP for Clinical Investigations of Devices
- GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)
- GCP – Social and Behavioral Research Best Practices for Clinical Research
- Not at this time.
Section Nine
Continue account set up and choose the following responses indicated by the red arrows

Question 5
Responsible Conduct of Research
Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose one answer:
- Cook School of Intercultural Studies (RCR)
- Talbot School of Theology (RCR)
- Rosemead School of Psychology (RCR)
- School of Education (RCR)
- Communication Sciences and Disorders (RCR)
- School of Biological Sciences & Department of Health Sciences (RCR)
- Communicating Research Findings (RCR)
- Not at this time.

Question 6
Information Privacy Security
Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

Choose one answer:
- Cook School of Intercultural Studies (IPS)
- Talbot School of Theology (IPS)
- Rosemead School of Psychology (IPS)
- School of Education (IPS)
- Communication Sciences and Disorders (IPS)
- School of Biological Sciences & Department of Health Sciences (IPS)
- I am not required to complete the IPS course at this time.

Question 7
Conflicts of Interest (COI)
Would you like to take the Conflicts of Interest course?

Choose one answer:
- Yes
- No

Complete Registration