ARROWHEAD REGIONAL MEDICAL CENTER

The Heart of a Healthy Community

Instructions to Register and Complete CITI Training

1. **Log into CITI:** Copy and paste the following URL into your web browser: https://www.citiprogram.org .

2. **Affiliate with ARMC (Step 1):** Click Register and type in 'Arrowhead Regional Medical Center' in the Select your Organization Affiliation box. Agree to Terms of Service and Privacy Policy and affirm you are an ARMC affiliate. Then Click 'Continue to Create your CITI Program Username/Password.'

3. **Complete Registration (Steps 2-4):** Enter your name and email. Then, create username, password, and security question and answer. Last, enter your country of residence.

4. **Continuing Education Units (Step 5):** Indicate whether you wish to receive Continuing Education Unit (CEU) credit for completed CITI Program courses and type of CEU, and survey/marketing emails.

5. **ARMC Information (Step 6):** Enter your institutional email address, department, role in research, etc.

For further assistance, contact the ARMC Office of Research and Grants/ IRB at:
ARMC-IRC@armc.sbcounty.gov or 909-580-6336

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6. **Select Curriculum (Step 7):** Select curriculum based on the type of research you will be conducting at ARMC. Then, select 'Complete Registration'.

   Only answer Question 1!

CITI - Learner Registration - Arrowhead Regional Medical Center

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

Please choose one learner group below based on your role in research. You will be enrolled in the required courses for that group.

Choose one answer

○ Clinical Trial Research
○ Observational Research
○ Retrospective Research
○ IRB Members
○ Survey Research
○ Not at this time.

7. **View/Complete CITI Courses:** Once you log in to your CITI Account you will click on 'Arrowhead Regional Medical Center' to view your selected course(s). Click on the course title to complete the required modules. You can stop and resume the training between modules and CITI will save your work.

   Once the course has been completed and passed (must score a minimum of 80%), you will be able to 'View-Print-Share Record' and it will move into the 'Completed Courses' section.

   Most courses are valid for a 3 year period. If additional courses are required by the ARMC IRB, they will be assigned to your CITI account and you will receive notification via your ARMC email.

Show Courses for: Arrowhead Regional Medical Center ▼ | Institution List

Arrowhead Regional Medical Center

Active Courses — Learner Tools

Arrowhead Regional Medical Center
Retrospective Research
Stage 1 - Basic Course

1 / 14 modules completed — Continue Course

Courses Ready to Begin — Learner Tools

You have no courses ready to begin for this Institution.

Completed Courses — Learner Tools

Arrowhead Regional Medical Center
Conflicts of Interest
Stage 1 - Basic Course
Post-Course Survey ⓘ

Passed 09-Jan-2019 — Review Course — View - Print - Share Record

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