



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.

Subscriptions Courses Resources Support Register Log In

Research Ethics and Compliance Training

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

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.

Arrowhead Regional Medical Center

Arrowhead Regional Medical Center 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 Arrowhead Regional Medical Center.

Continue To Create Your CITI Program Username/Password

Independent Learner Registration

CITI - Learner Registration - Arrowhead Regional Medical Center

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 professions allowed to use AMA PRA Category 1 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

CITI - Learner Registration - Arrowhead Regional Medical Center

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by Arrowhead Regional Medical Center

* indicates a required field.

Language Preference

Institutional Email Address

Gender

Highest Degree

Employee Number

* Department

* Role in Research

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!

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.