My Log-on: ______________________________

My Password: ______________________________

My CITI ID #: ______________________________

The CITI Program provides education and training for researchers “that promotes the quality of and public trust in the research enterprise.”

Prospective researchers must complete Conflicts of Interest - Basic Course. Completing the Basic Course with a score of at least 80% on all quizzes will certify a researcher for four years and give the researcher a basic background in the elements of the revised Public Health Service (PHS) federal regulations on financial conflicts of interest and of strategies to apply each in their practice.

The Basic Course and certification enable the researcher to:
- Recognize, manage and report financial conflicts of interest.
- Evaluate circumstances in their work where new COI regulations apply.
- Identify circumstances under which the researcher objectivity may potentially be affected by a COI.
- Distinguish among the three forms of conflicts: conflicts of commitment, conflicts of conscience, and institutional conflicts of interest.
- Identify strategies to manage these three forms of conflicts.

The Basic Course consists of three modules.

<table>
<thead>
<tr>
<th>Conflicts of Interest - Basic Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction (no quiz)</td>
</tr>
<tr>
<td>2. Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules</td>
</tr>
<tr>
<td>3. Institutional Responsibilities as They Affect Investigators</td>
</tr>
</tbody>
</table>

GETTING STARTED:

Go to: https://www.citiprogram.org/index.cfm?pageID=22 or do an internet search for CITI Program.

How to register for a NEIU CITI Training Program
- Click the “Register” button to create an account.
Getting Started with the CITI Program: Conflicts of Interest Basic Course
Creating a New Account
Enter full/partial name of Northeastern Illinois University in the search box and select the appropriate institution. Then click “Continue to Step 2.”
Getting Started with the CITI Program: Conflicts of Interest Basic Course

Creating a New Account

CITI - Learner Registration - Northeastern Illinois 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
Creating a New Account

Create your Username and Password

* indicates a required field.

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.

* User Name

Your password should consist of 8 to 50 characters. Your password is case sensitive: “A12B34CD” is not the same as “a12b34cd”.

* Password

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.

* Security Question

* Security Answer

Continue to Step 4
### Creating a New Account

**Gender, Ethnicity and Race**

- Why does CITI Program ask about your gender, race and ethnicity?
- Why does CITI Program use these categories?

#### I identify my Gender as:

- Female
- Male
- Transgender or Other
- Prefer not to answer

#### I identify my Ethnicity as:

- Hispanic or Latino
- Not Hispanic or Latino
- Prefer not to answer

#### I identify my Race as: (you may select more than one)

- American Indian or Alaska Native
- Black or African American
- Asian
- Native Hawaiian or Other Pacific Islander
- White
- Prefer not to answer

[Continue to Step 5](https://www.citiprogram.org/index.cfm?pageId=421&cat=1)
* 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 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 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

**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 Counseling

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

- Yes
- No
- Not sure. Ask me later

**Continue to Step 6**
Getting Started with the CITI Program: Conflicts of Interest Basic Course

Creating a New Account
Select “Yes” for Question 4 – Conflict of Interest (COI) and hit “Complete Registration.”
Click on “Finalize registration” to complete your registration.
Click on “Conflicts of Interest” to complete the course.
Select “Complete The Integrity Assurance Statement” before beginning the Conflicts of Interest – Basic Course.
Select “I AGREE” and hit “Submit.”