**Steps to Register for CITI Program Training**

1. Go to [www.citiprogram.org](http://www.citiprogram.org)
2. Click on “Register” tab.
3. Step 1-Select your organization affiliation –“Monmouth University, West Long Branch”.
4. Check box to “Agree to Terms of Service and Privacy Policy”
5. Check box to affirm “You are an Affiliate of Monmouth University, West Long Branch”
6. Click “Continue to create your CITI user name and password”
7. Step 2-Enter your personal information
8. Continue to Step 3-Create a user name and password
9. Continue to Step 4-Enter country of residence, answer questions whether CITI can contact you about other services and trainings.
10. Step 5-Answer whether or not you would like to receive continuing education credits (CEU) for completed trainings.
11. Step 6-Enter your Monmouth.edu email
12. Enter your role in research (IRB member, Chair, Principal Investigator, etc.)
13. Step 7-Answer the questions
* Question 1-Human Subjects Research –Social and Behavioral Investigator or IRB Member-select YES--**required**
* Question 2-Institutional Official and Chair-Do not select
* Question 3-Good Clinical Practice (GCP)-Social and Behavioral Best Practices for Clinical Research -select yes if relevant to your research, or required for coursework
* Question 4-Information Privacy Security- select “yes” only if relevant to your research, or required for coursework
* Question 5-Responsible Conduct of Research-Social and Behavioral RCR- select “yes” only relevant to your research, or is required for coursework
* Question 6-Conflict of Interest Course-select “yes” only if receiving federal funding for your research
* Question 7- Lab Animal Research –leave unchecked
* Question 8-Public Health Research-select “yes” only if relevant to your research, or required for coursework

**After you are registered, make sure you complete the Social and Behavioral Research Course ID#170469 and an elective.**