

Visit [Homepage](#) and “Register”

Investigators who are currently registered through other institutions must add Chapman University as an additional affiliation. Investigators must then complete the required modules (e.g., *Social & Behavioral Research Investigators* or *Biomedical Research Investigators*) based on the types of research that will be conducted.

[Subscriptions ▾](#)[Courses ▾](#)[CE/CMEs](#)[Tools](#)[Support ▾](#)[Register](#)[Log In](#)

Research Ethics and Compliance Training

Compensation Reporting

NEW

Explore the requirements of and compliance with compensation reporting on federal awards.

[View Course](#)

IACUC Administration

NEW

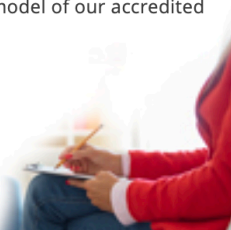
A concise review of IACUC administration, perfect for both new and experienced IACUC administrators.

[View Course](#)

BRANY SBER IRB Services

NEW

Social, behavioral, and educational research has its own set of unique needs, and we understand them. Find out more about the SBER expertise, experience, and unique connected model of our accredited IRB.

[Learn More](#)

1) Register Under “Organization Affiliation”

Include
“Chapman University”
as the organization
you’re registering under

[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. ⓘ

Chapman University

Chapman 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 Chapman University.

[Continue To Create Your CITI Program Username/Password](#)

Then click “continue”

2) Enter Required Information

CITI - Learner Registration - Chapman University

Steps : [1](#) **2** [3](#) [4](#) [5](#) [6](#) [7](#)

Personal Information

* indicates a required field.

* First Name

John

* Last Name

Doe

* Email Address

research@chapman.edu

* Verify email address

research@chapman.edu

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

research2@chapman.edu





Verify secondary email address

research2@chapman.edu

Continue To Step 3

Then click "continue"

3) Create Username and Password



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 * Verify 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.**

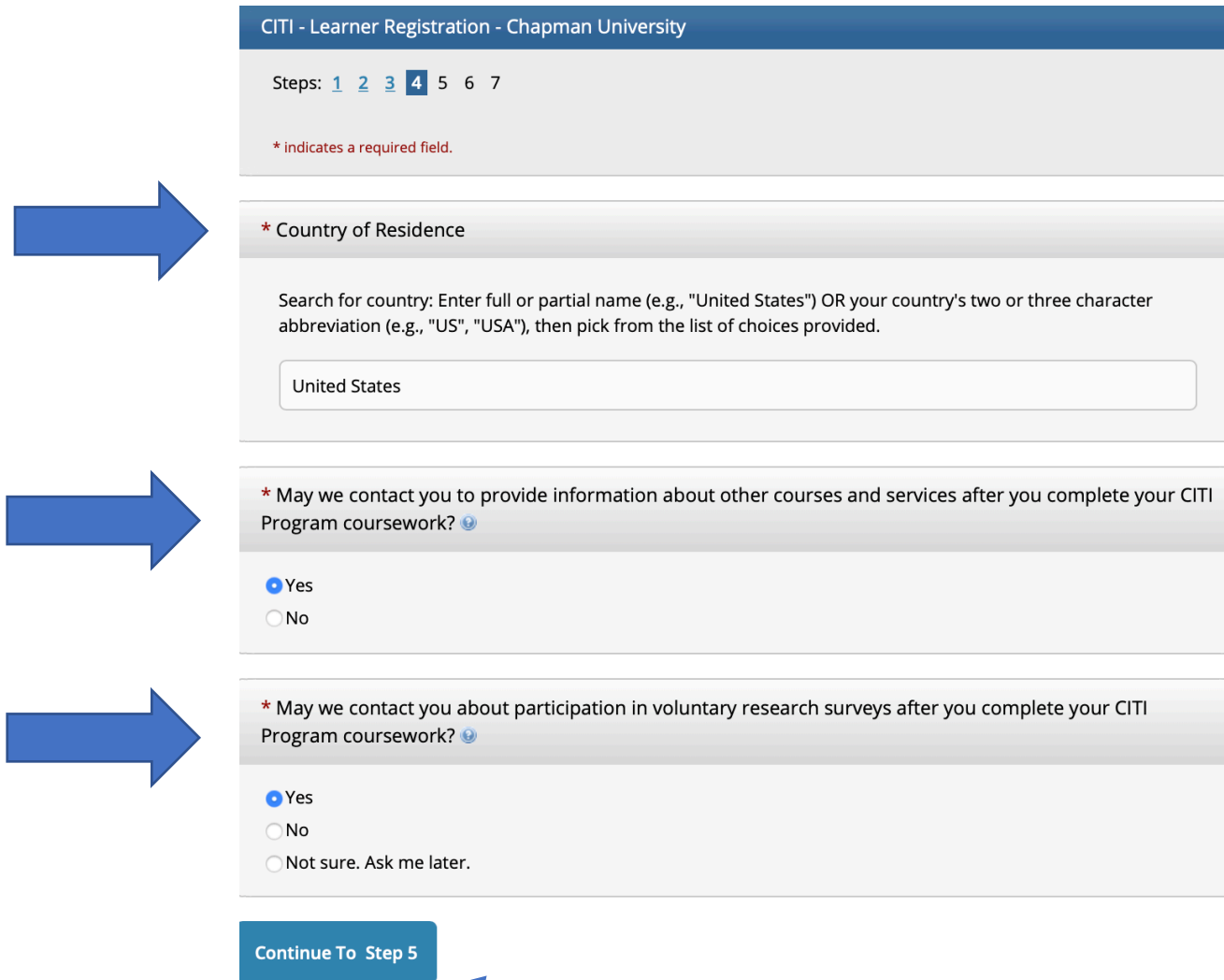
* Security Question

* Security Answer

Continue To Step 4

Then click "continue"

4) Enter Required Information



CITI - Learner Registration - Chapman University

Steps: [1](#) [2](#) [3](#) **4** [5](#) [6](#) [7](#)

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

☒ Yes
☐ No

* May we contact you about participation in voluntary research surveys after you complete your CITI Program coursework? ⓘ

☒ Yes
☐ No
☐ Not sure. Ask me later.

Continue To Step 5

Then click "continue"

5) Select “NO”

Select “NO”
from suggested
options

CITI - Learner Registration - Chapman 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 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

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

Continue To Step 6

Then click “continue”

6) Enter Information That Applies to You



CITI - Learner Registration - Chapman University

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by Chapman University

* indicates a required field.

Language Preference

* Institutional Email Address

Gender

Highest Degree

Employee Number

* Department

* Role In Research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Continue To Step 7

Then click "continue"

7) To add a course, only answer the questions that are related to the types of research that you will conduct. Select “NO”- Question 9 (required)

CITI - Learner Registration - Chapman 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.

Click [here](#) to review the Chapman University instructions page.

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 all that apply

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

☐ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

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

☐ Students conducting no more than minimal risk research

☐ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.

☐ Not at this time

Question 2

Revised Common Rule
Please make your selection below based on your group to enroll in the standalone revised common rule training. (Note: this training does not replace the standard Human Subjects training above)

Choose one answer

☐ Investigators and Study Personnel - Revised Common Rule

☐ IRB Administrators, Staff, Members, and Chairs - Revised Common Rule

Common Questions Answered:

- Human Subjects Research (question 1) – to complete the Social & Behavioral Research or Biomedical Research modules
 - *See document for full list of Social & Behavioral Research modules on the website*
- Good Clinical Practice course (question 7) – required if conducting clinical trials

Note: you are not required to answer all the questions (except when indicated as required). Only answer questions if it relates to the type of research that you will be conducting. IRB staff and members can require researchers to take supplemental modules, as needed.

Select **“NO”**
from suggested
options

* Question 9

Conflicts of Interest course

Would you like to take the Conflicts of Interest course?

Choose one answer

☐ Yes

☒ No

8) Select either “Yes” or “No” for Question 12 (required) and Finalize Registration

Question 12

COVID-19: Back to Campus (2020-2021), Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccine, and Mental Health for Higher Ed and Healthcare

I wish to access the free courses *above* and acknowledge that I have read and understood the statement below:

These courses were developed or reviewed by medical, research, and environmental health and safety professionals. The Back to Campus course was developed in coordination with the Association of American Medical Colleges (AAMC). Some of these materials may be based on resources and guidance documents produced by the U.S. Centers for Disease Control and Prevention, the U.S. Department of Labor's Occupational Health and Safety Administration, and the National Institutes of Health. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. The information in these courses must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy. The information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

NOTE: Access to this course will terminate on 1 October 2021.

COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccines, and Mental Health for Higher Ed and Healthcare.

This question is required. Choose one answer.

- ☐ Yes
☐ No

CITI - Learner Registration

Welcome to the CITI Program. Your registration with Chapman University is complete.

Finalize Registration

Then click “Finalize Registration”

Ensure Registration Is Completed Successfully

✓ Your registration has been completed successfully.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Chapman University

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove
Affiliation

*If you have any questions regarding this process please contact Chapman University IRB
Email: irb@chapman.edu
Phone: 714-628-2833

Adding New Courses After Registration

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Chapman University

Would you like to affiliate with another Institution?

Would you like to remove an existing affiliation?

View Courses

Add Affiliation

Remove Affiliation

Click “View Courses”



Scroll down to Learner Tools and click “Add a Course”

Learner Tools for CITI Program

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

Answer Questions to Add Additional Courses

CITI - Learner Registration - Chapman University

Steps : 1 2 3 4 5 6 7

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