

## ACCESSING CITI PROGRAM TRAINING

CITI Program training is funded by the Provost's office, and is required for investigators and IRB Non-Ramapo affiliated Community Members.

Directions for accessing the researcher training:

1. Go to <https://about.citiprogram.org/> click on Register
2. Click on Select Your Organization Affiliation
3. Type on Ramapo College of New Jersey into the search field to find our institute
4. Check off both of these below
  - a. I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials
  - b. I affirm that I am an affiliate of Ramapo College of New Jersey
5. Then click Create a CITI Program Account
6. On the next screen please use the Ramapo Gmail for the Email address
7. Next, you'll create a login and password to your CITI Program account. You don't need to use the same password and username as the Ramapo Gmail
8. Follow through with completing the rest of the registration screens:
  - Question 1 - click Social & Behavioral Research investigators
  - Question 2 - leave blank
  - Questions 3-5 - click Not at this time
  - Question 6 – leave blank
9. You should now be able to access the Social & Behavioral Basic course. The modules can be completed across multiple sessions.

Note: CITI Program training completed at another institution may be transferred to Ramapo College by affiliating with both institutions. Do not remove your affiliation from past institutions as CITI Program will also delete training records acquired at that institution

Directions for accessing the Community Member training:

1. Go to <https://about.citiprogram.org/> click on Register
2. Click on Select Your Organization Affiliation
3. Type on Ramapo College of New Jersey into the search field to find our institute
4. Check off both of these below
  - a. I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials
  - b. I affirm that I am an affiliate of Ramapo College of New Jersey
5. Then click Create a CITI Program Account
6. On the next screen please use the Ramapo Gmail for the Email address
7. Next, you'll create a login and password to your CITI Program account. You don't need to use the same password and username as the Ramapo Gmail
8. Next, ADD A COURSE
9. One question offers the option to choose " I Have Agreed to be an IRB Community Member. Now What?" Please select that and leave all of the other questions unanswered

10. This will bring you to a set of materials that you can read through at your convenience
11. Once you verify that you have completed the reading you will be provided with a certificate of completion
12. Download and save this certificate and send it to [IRB@ramapo.edu](mailto:IRB@ramapo.edu), you can officially be added to our board