

CITI Program Mission Statement

"To promote the public's trust in the research enterprise by providing high quality, peer reviewed, web based, research education materials to enhance the integrity and professionalism of investigators and staff conducting research."

Dear Interviewer,

The completion of this course is mandatory prior to any contact with respondent or any respondent information. In addition CHRR must have a copy of the certificate and confidentiality statement before you begin work.

Step 1: Register and create an account.

Link to the CITI course: <https://www.citiprogram.org/> Click on the register button please follow these steps to create an account and begin.

1. Choose "The Ohio State University" as the participating Institution.
2. Provide your first and last name, email address (no need to provide a secondary email).
3. Create a username and password and the security question and answers.
4. Provide gender, ethnicity, and race.
5. Select NO, for "are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?", Select NO, for "Can CITI Program contact you at a later date regarding participation in research surveys?"
6. Provide the following required information only- institutional email (use same email provided in 2. above no "OSU" email required), Gender, Highest degree, employee or student ID # (use 00000000, if you do not have this), Department (use Center for Human Resource Research), Role in research (choose Interviewer), and office phone number.
7. Question 1, select "Social and Behavioral Research Human Research Courses" and click complete registration, and then finalize registration.

Step 2: Complete the Social and Behavioral Research course

Step 3: Print the completion report available on the CITI main menu and send to your immediate supervisor.

Step 4: Print and Sign the Commitment to Confidentiality form or save the .pdf and email it to your immediate supervisor.

Please note: CHRR nor your supervisor can retrieve lost passwords. If you forget your user name or password, please follow instructions (from the link above or the CITI homepage). There may be a delay in the process of requesting user names and passwords, so it is best not to lose your password or wait until the last minute!