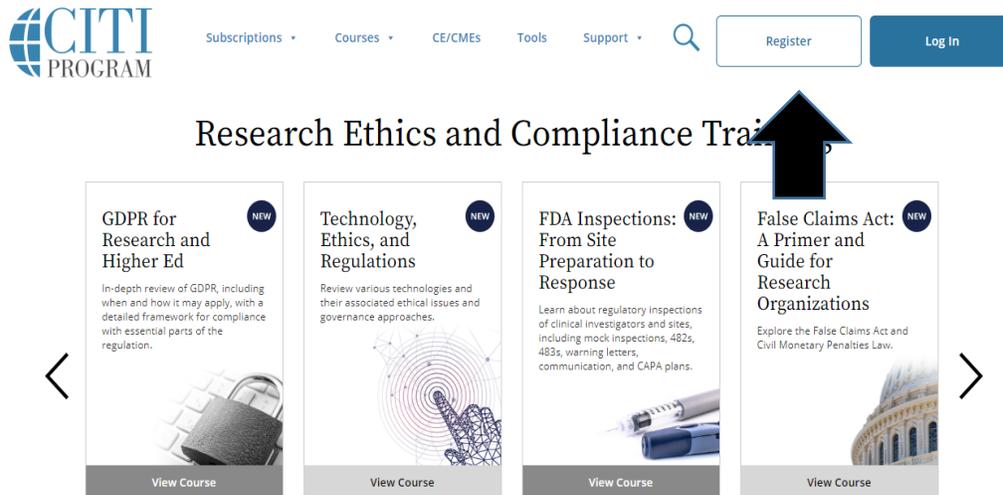


1. At www.citiprogram.org, click the Register button.



2. In the space for “Select Your Organization Affiliation,” begin typing West Texas A&M University. It will auto-populate. Click that choice. Check the “agree” box and the “affirm” box, then continue. **DO NOT** register as an independent learner.

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. ⓘ

West Texas A&M University

West Texas A&M 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 West Texas A&M University.

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

3. Fill out the required information and click Continue to Step 3. A secondary email address is not required.

CITI - Learner Registration - West Texas A&M University

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

Personal Information

* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

[Continue To Step 3](#)

4. Create your username and password, then choose a security question. Continue to step 4.

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

5. Begin typing "United States," and it will auto-populate. Click on the correct country. Provide an answer to the question at the bottom. Continue to Step 5.

* 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.

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

Yes

No

Continue To Step 5

6. Indicate whether you would like to earn Continuing Education Credit. (This is your choice and is not free.) Continue to Step 6.

* 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](#)

8. Provide all required information. If you do not have an Institutional email address, any email address will do.

Language Preference

* Institutional Email Address
If available, please use an email address issued by West Texas A&M University, rather than a personal one like @gmail, @hotmail, etc. This will help West Texas A&M University officials identify your learning records in reports.

Enter a valid Institutional Email Address.

* Verify Institutional Email Address
Re-enter Institutional Email Address.

Gender

Highest Degree

Employee Number

* Department

Three black arrows point to the Institutional Email Address, Verify Institutional Email Address, and Department fields.

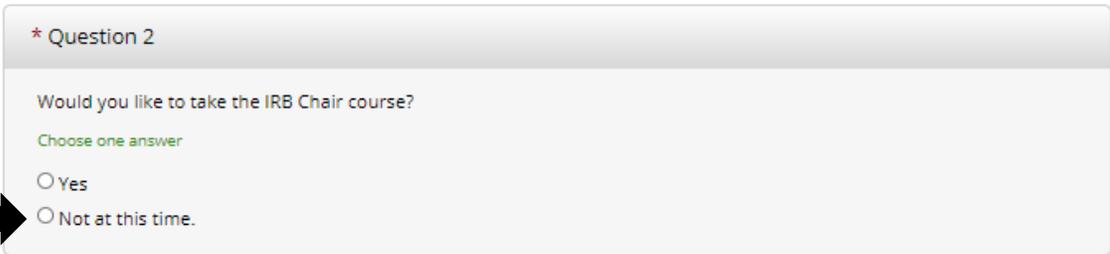
8a. Concerning your role in research, choose PI or CI, as necessary. When the form is complete, continue to step 7.

Clinical Researcher
Co-Investigator
Compliance Officer
Data manager
IACUC Administrator
IACUC Chair
IACUC Member
Institutional Official
Interviewer
IRB administrator
IRB Chair
IRB Member
Lab. Research Staff
Pharmacist
Principal Investigator
Recruiter
Research Administrator
Research Assistant
Research Fellow - Post Graduate

Two black arrows point to the 'Co-Investigator' and 'Principal Investigator' options in the dropdown menu.

9. On Question 1, for research involving animals, you need not answer.

9a. On Question 2, answer, "Not at this time."



* Question 2

Would you like to take the IRB Chair course?

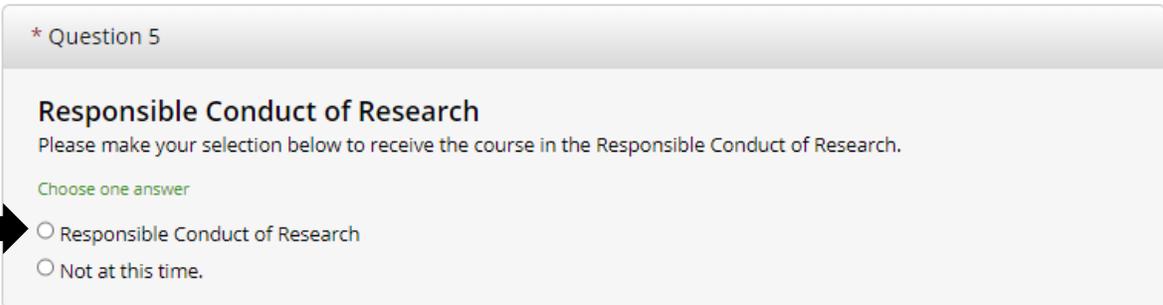
Choose one answer

Yes

Not at this time.

9b. On Questions 3 and 4, you need not answer for research involving animals.

9c. On Question 5, choose the Responsible Conduct of Research. You will choose this regardless of the research you are doing.



* Question 5

Responsible Conduct of Research

Please make your selection below to receive the course in the Responsible Conduct of Research.

Choose one answer

Responsible Conduct of Research

Not at this time.

9d. On Question 6, Part 1, you will choose, "Working with the IACUC Course" for research involving animals. Note: If you are involved in Wildlife Research, this is not necessary.

Question 6

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
- IACUC Chair
- Post-Approval Monitoring (PAM)
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".
- Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on aseptic surgery is a must.

9e1. On Question 6, Part 2, choose the relevant species you will research. If you are doing Wildlife Research, choose, "I work with Wildlife Research" at the bottom.

Species Specific Modules

- I work with Mice. Family: Muridae Cricetidae
- I work with Frogs, Toads or other Amphibians
- I work with Rats. Genus: Rattus
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- I work with Dogs
- I work with Cats
- Working with Fish
- I work with Zebrafish: Danio rerio
- I work with Rabbits, Family: Leporidae
- I work with Swine
- I work with Non-Human Primates (NHP)
- I work with Cattle
- I work with Horses
- I work with Reptiles
- I work with Wildlife Research
- Working With Animals In Biomedical Research - Refresher Course

9f. Question 7 may be left blank.

9g. On Question 8, answer, "Not at this time."

* Question 8

West Texas A & M Nursing students

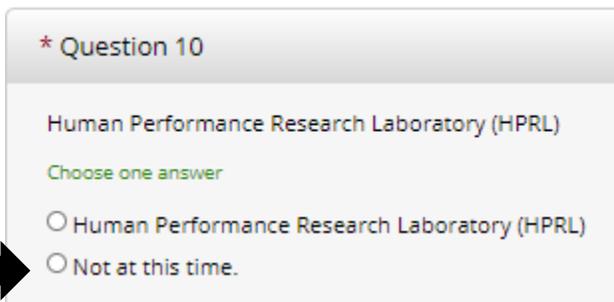
Choose one answer

- West Texas A & M Nursing Course
- Not at this time.



9h. Question 9 may be left blank.

9i. On Question 10, answer, "Not at this time."



* Question 10

Human Performance Research Laboratory (HPRL)

Choose one answer

Human Performance Research Laboratory (HPRL)

Not at this time.

9j. All other questions may be left blank.

10. Click on "Complete Registration," and complete the courses you signed up for. AR-EHS will be notified the following business day after completion.

[Complete Registration](#)