

PROCEDURE FOR ACCESSING THE ONLINE RESEARCH ETHICS COURSE

1. Go to <https://www.citiprogram.org/>.
2. Create an account by selecting the **Register** button.
3. Enter “University of the West Indies” as your **Organizational Affiliation**, agree to the Terms of Service, and click Continue to Step 2.
4. Follow the instructions online to complete the registration process for steps 2-4 (fill in your personal information, creating your username and password and enter your country of residence).
5. At step **Lear5** for **CE Credits**, select “No” and continue to step 6. Note: If you are a health practitioner who requires CE credits, you can select “Yes” to receive a CE certificate for an additional fee.
6. Fill out the information requested by The University of the West Indies.
7. Choose one of the groups indicated by selecting the **Campus** at which you are registered and finalise your registration. After selecting your campus, select your learner group. You may select from the following groups:
 - Biomedical Research Investigators** (usually appropriate for medical and science students)
 - Social and Behavioral Research Investigators** (usually appropriate for social science, education, and humanities students)
 - IRB Members** (required for core and disciplinary members of research ethics committees)
8. Note: If you are already registered with CITI, go to the **Learner Tools for University of the West Indies** section at the bottom of your home page and select **Add a Course** to begin any required or optional learning activities.
8. The system will take you through opportunities to register for some optional course (e.g., Good Clinical Practice). You are welcome but not required to take these free of charge.
9. When you arrive at the main course page, you will be able to select the **Basic Course** for your learner group. If you are returning to update training more than three years old, you will be able to choose the **Refresher Course** option.
9. Please complete the **Integrity Assurance Statement** presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing the statement.
10. Complete the **required modules** and associated **quizzes** by clicking on “Start” parallel to each module.
11. Complete the required number of **elective modules** and associated **quizzes**.

12. When you complete all required modules in your curriculum and any necessary elective modules, you will be shown a list of optional supplemental modules. You may complete these now if you choose or return to the course site at a future time to review these modules.

13. Please be aware that these optional supplemental modules do not count towards nor appear on a completion report.

14. To complete the course:

The minimum passing aggregate score for the quizzes is **80%**. A running tally is compiled in the Grade Book. If you want to improve your score on a quiz, you may repeat any quiz on which you didn't score 100%. Scores obtained after a completion report has been issued will not be reflected on the completion report.

15. **Print or download a completion report** as evidence that you have successfully completed the course requirements. A copy will be sent automatically to institutional administrators. You may return to the course site in the future to obtain a copy of the completion report. The My Reports page will allow you to access any completion reports you have earned.