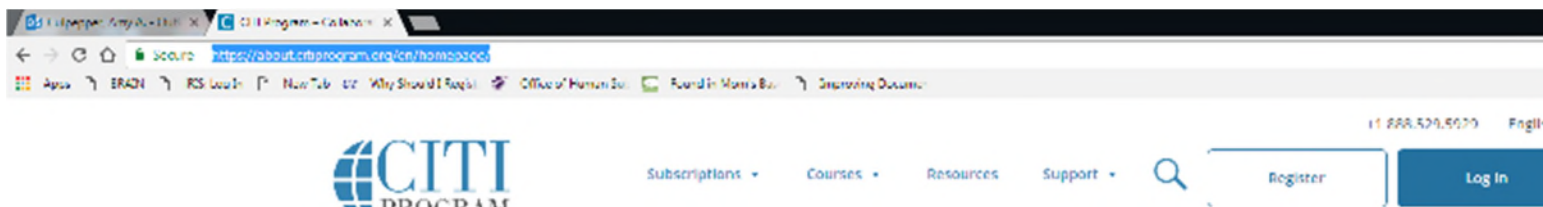


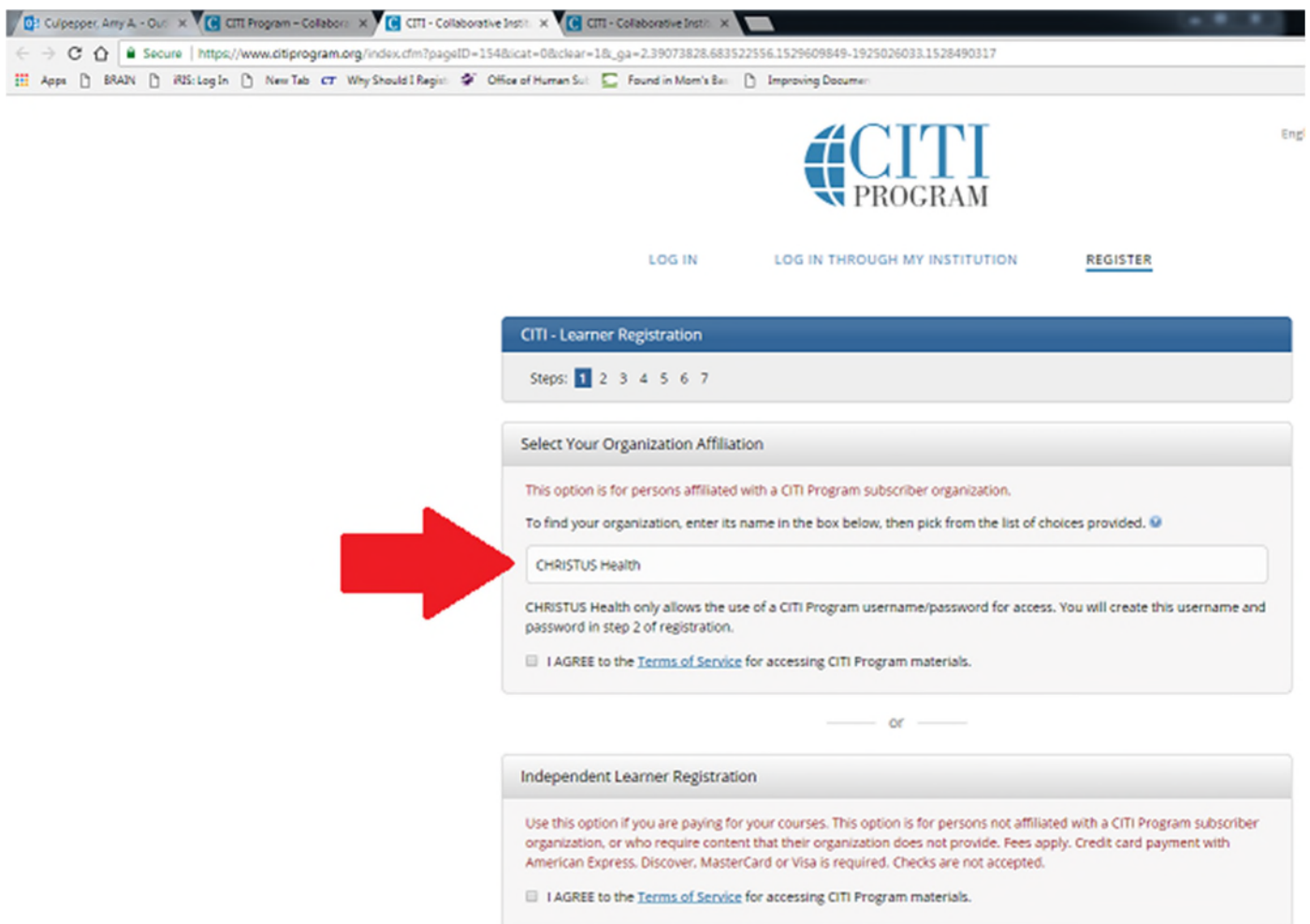
To create an account you will go to: <https://about.citiprogram.org/en/homepage/>



Research Ethics and Compliance Training

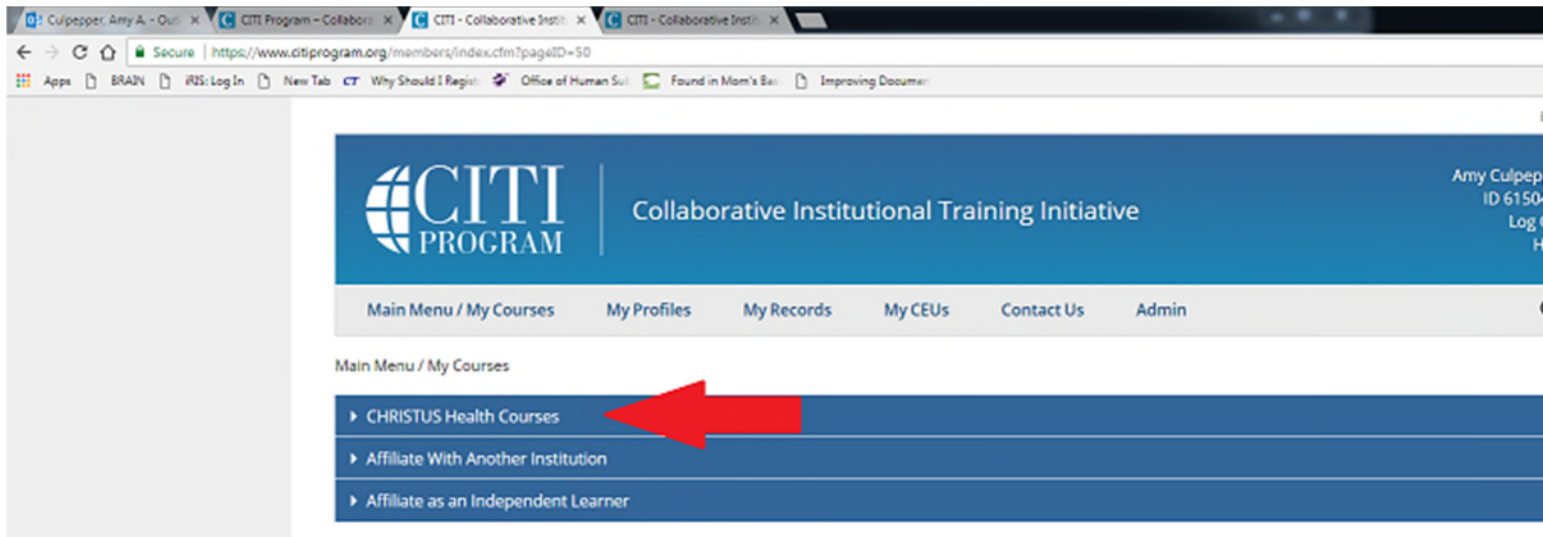
Click on register in the upper right hand corner (next to Log In).

On the second page it will ask you to affiliate an organization, you will type in CHRISTUS Health



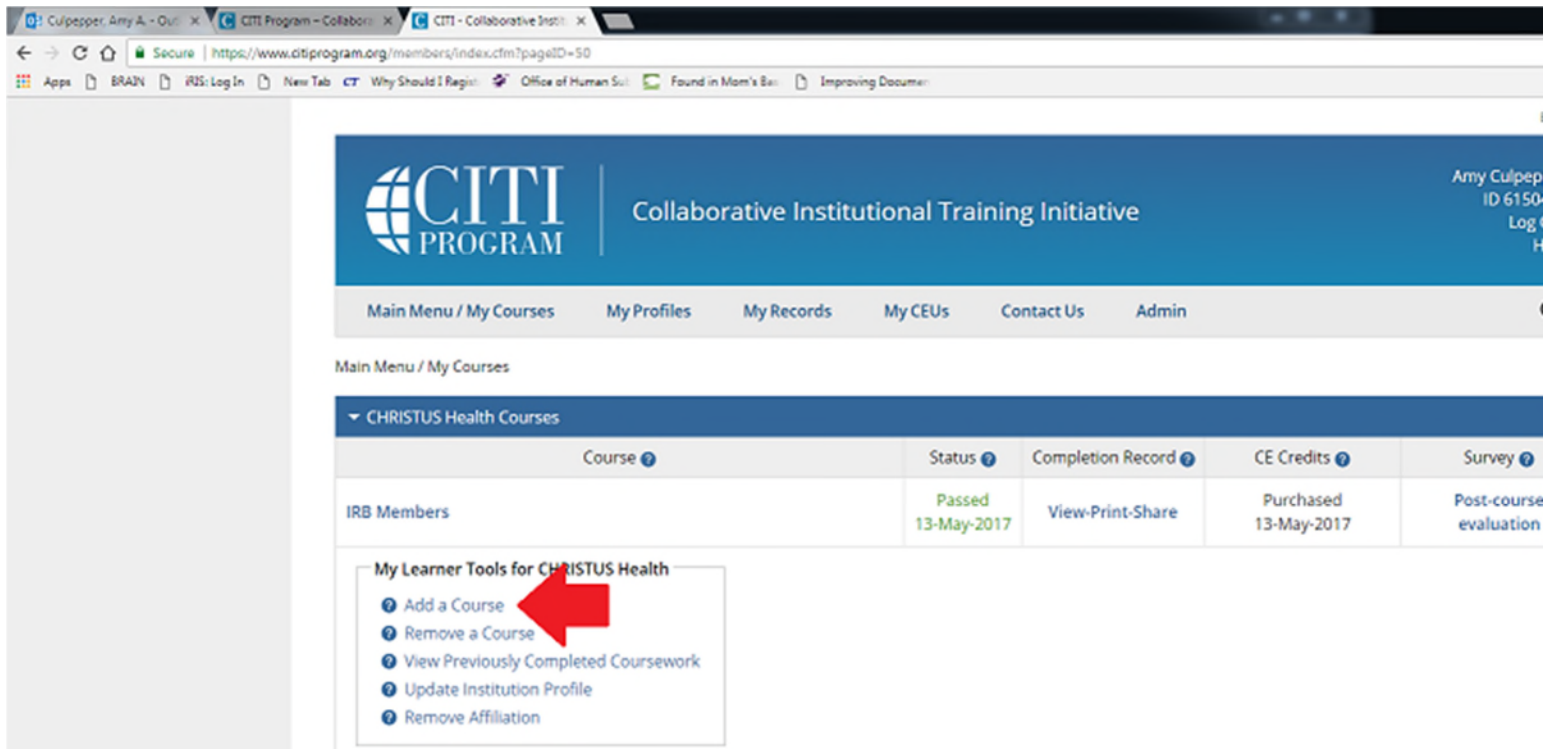
You will agree to the terms of service and then certify that you are with CHRISTUS Health. Once you complete that you will enter in your contact information.

It will ask you which courses you would like to complete. Please pick CHRISTUS Health Courses



The screenshot shows the CITI Program website interface. The header includes the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative'. The user's name 'Amy Culpeper' and ID '6150' are visible in the top right. A navigation bar contains links for 'Main Menu / My Courses', 'My Profiles', 'My Records', 'My CEUs', 'Contact Us', and 'Admin'. Below this, a dropdown menu for 'Main Menu / My Courses' is open, showing three options: 'CHRISTUS Health Courses', 'Affiliate With Another Institution', and 'Affiliate as an Independent Learner'. A red arrow points to the 'CHRISTUS Health Courses' option.

Then click on add a course



The screenshot shows the CITI Program website interface. The header and navigation bar are the same as in the previous screenshot. The 'Main Menu / My Courses' dropdown menu is open, and the 'CHRISTUS Health Courses' option is selected, revealing a table of course records. Below the table, a 'My Learner Tools for CHRISTUS Health' dropdown menu is open, showing five options: 'Add a Course', 'Remove a Course', 'View Previously Completed Coursework', 'Update Institution Profile', and 'Remove Affiliation'. A red arrow points to the 'Add a Course' option.


Course	Status	Completion Record	CE Credits	Survey
IRB Members	Passed 13-May-2017	View-Print-Share	Purchased 13-May-2017	Post-course evaluation

Then pick Principal Investigators; Sub-Investigators; CRCs

The screenshot shows a web browser window with the URL <https://www.citi-program.org/members/index.cfm?pageID=166&qID=13618&qIDverify=605AD00DB8A9E0315365219AEF7203D13EDF8814F7DEC8C35D8D6332A7D313EDD83CE3C1973855EE88D132CE2>. The page header includes the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative". A navigation menu contains links for "Main Menu / My Courses", "My Profiles", "My Records", "My CEUs", "Contact Us", and "Admin".

The main content area is titled "Home > Add a Course" and contains a form for "Select Curriculum - CHRISTUS Health (ID: 3214)". A note states: "* indicates a required field." Below this, instructions read: "Check the box for the Human Subjects Research course that fits your role at CHRISTUS Health. If you are unsure what to select please contact the CHRISTUS Health IRB at CHRISTUS.IRB@christushealth.org for additional assistance. Choose all that apply".

The form lists several roles with checkboxes:

- IRB Member
- Institutional/Signatory Official: Human Subjects Research
- Principal Investigators; Sub Investigators; CRCs** 
- Good Clinical Practice (OPTIONAL)
- Conflict of Interest (COI) (OPTIONAL)
- Humanitarian Use Device (For HUD Physicians Only)

You should then return to your home page. On the left you should see **You are now enrolled in the course(s) you selected.** You will see in the middle of the page that it shows that the status is Incomplete. To complete the courses you will click on the Principal Investigators: Sub- Investigators; CRCs.

The screenshot shows the CITI Program website. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative". Below this is a main menu with links: "Main Menu / My Courses", "My Profiles", "My Records", "My CEUs", "Contact Us", and "Admin".

A green checkmark icon is followed by the text: "You are now enrolled in the course(s) you selected." A red arrow points to this message.

Below this is a section titled "CHRISTUS Health Courses" which contains a table with the following data:

Course	Status	Completion Record	CE Credits	Survey
IRB Members	Passed 13-May-2017	View-Print-Share	Purchased 13-May-2017	Post-course evaluation
Principal Investigator; Sub Investigators; CRC's	Incomplete	Not Earned	Not Earned	

Two red arrows point to the "Principal Investigator; Sub Investigators; CRC's" row in the table. Below the table is a section titled "My Learner Tools for CHRISTUS Health" with a list of links: "Add a Course", "Remove a Course", "View Previously Completed Coursework", "Update Institution Profile", and "Remove Affiliation".

Once you click on the desired course it will tell you that there are 19 modules to complete. You will also have to complete the integrity assurance statement.

The screenshot shows the course details page for "Principal Investigator; Sub Investigators; CRC's". The page title is "Principal Investigator; Sub Investigators; CRC's - Basic Course".

On the right side, it says "Your Current Score" followed by "100%".

On the left side, under the heading "To pass this course you must:", there is a list of requirements:

- Complete all 19 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or change the overall score, BUT completed CE certified modules will count toward CME credits (AMA PRA, Psychology credits, nursing credits as applicable).

Below the list, it says "You have unfinished required or elective modules remaining". A red arrow points to this text.

At the bottom, there is a blue button that says "Complete The Integrity Assurance Statement before beginning the course".

Then you should be able to complete the courses. Once you complete all 19 modules you will receive a certificate of completion.

Please let us know if you have any questions or need further assistance.