CITI Course Login Instructions

Institutional Review Board (IRB) Chair

- Roles and Responsibilities of an IRB Chair
- IRB Chair Meeting Responsibilities
- The IRB Chair’s Role Outside of the IRB Meeting.

Course Description

The IRB Chair Course is intended for chairs of Institutional Review Boards (IRBs). It provides detailed training with regards to their role and responsibilities, IRB meeting responsibilities, and role outside of the IRB meeting. This course complements the foundational training provided by the Human Subjects Research series.

How to Access the Course — Getting Registered

1. Go to the CITI Registration website at http://www.citiprogram.org/. Enter your CITI Username and Password. If have never completed a CITI course, please select “New User” and follow the directions for selecting a User ID, a password, and for completing the registration. If you already have a CITI account, please skip steps 2 and 3 and go to step 4.
2. Make sure you have selected Florida State University as the Participating Institution. This is very important! The CITI program will use this to notify us when you have completed a course. Next, you will need to set up a username and password, if you do not already have one.
3. Please retain your username and password for your records. Investigators, staff, and students will use the same one each time they log on to the CITI website.
4. NEXT, click on ‘Add a Course’.
5. Scroll down to Question 12 and select the applicable ‘Institutional Review Board (IRB) Chair” course and click Submit.
6. An aggregate score of 80% for all assigned quizzes is required to complete the CITI training successfully. Any quiz may be re-taken to improve a poor score.

Confirmation of Registration with CITI

Once you have completed your registration and course selection CITI will email you a confirmation. You will be unable to complete the CITI course until you click on the link provided in the confirmation email from CITI.
Completing the Course

- Find the name of the course under “Florida State University Courses” on the Main Menu page. Click on the name of the course.
- You will see the list of Required Modules and Supplemental Modules module.
- The courses will not become active until you have completed the Integrity Assurance Statement.
- You do not need to complete all of the modules at once.
- Follow the directions as you proceed through the course.
- You must complete the exam with a minimum score of 80% for certification.
- FSU does not pay for CE Credits.

Contact

- Please contact the Director of Research Compliance Programs, Diana Key at (850) 644-8648, or dkey@fsu.edu