

Citi Export Control Instruction

Register at <https://about.citiprogram.org/en/homepage/>

- 1) While registering for the Citi Program be sure to affiliate with **Wright State University**.
- 2) Select **Main Menu / My Course**
 - A) Select **Add a Course**

The screenshot shows the Citi Program website interface. At the top, there is a navigation bar with the following links: Main Menu / My Courses, My Profiles, My CEUs, My Reports, and Support. Below the navigation bar, there is a message indicating that the website will be unavailable on Friday, October 13th from 11 p.m. to 3 a.m. U.S. Eastern Time (8 p.m. to 12 a.m. U.S. Pacific). The main content area is titled "Wright State University Courses" and contains a section for "Add a Course". This section includes a message stating that the user is not enrolled in any courses for this institution and provides a link to complete enrollment. Below this message, there are five options: Add a Course, View Previously Completed Coursework, Update Institution Profile, View Instructions page, and Remove Affiliation. At the bottom of the main content area, there are two additional options: Affiliate With Another Institution and Affiliate as an Independent Learner. The footer of the page contains the URL [org/members/index.cfm?pageID=145](https://about.citiprogram.org/members/index.cfm?pageID=145) and links for Accessibility, Copyright, Privacy Notice, Terms of Service, and Contact Us.

PROGRAM

Main Menu / My Courses | My Profiles | My CEUs | My Reports | Support

Main Menu / My Courses

i Due to maintenance, the CITI Program website will be unavailable on Friday, October 13th from 11 p.m. to 3 a.m. U.S. Eastern Time (8 p.m. to 12 a.m. U.S. Pacific). We apologize for the inconvenience.

▼ Wright State University Courses

Add a Course

My Learner Tools for Wright State University

! You are not enrolled in any courses for this institution. Click here to complete your enrollment.

- ⊙ [Add a Course](#)
- ⊙ [View Previously Completed Coursework](#)
- ⊙ [Update Institution Profile](#)
- ⊙ [View Instructions page](#)
- ⊙ [Remove Affiliation](#)

▶ [Affiliate With Another Institution](#)


▶ [Affiliate as an Independent Learner](#)

[org/members/index.cfm?pageID=145](https://about.citiprogram.org/members/index.cfm?pageID=145) Accessibility Copyright Privacy Notice Terms of Service Contact Us

3) Scroll to bottom of page and select [Continue to Question 1 at this time.](#)

Select Curriculum - Wright State University (ID: 984)

* Indicates a required field.



CITI Course Enrollment Procedure

CITI provides courses in **Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Export Controls Compliance, Lab Animal Welfare, and The Responsible Conduct of Research.** Your organization likely has several requirements and perhaps some options to meet your instructional obligations.

- You will be provided a series of enrollment questions below.
- Your responses will determine the curriculum for the courses you are going to take.
- Please read the questions and responses carefully to make the best choice.

Human Subjects Protection Course:

- If you have NOT completed a CITI course at this Institution previously, you may be required to complete the BASIC course at this time.
- If you have completed the CITI Basic course since 5-1-2004, the software is programmed to show you the CITI Re-fresher course now.
- You may be able to fulfill your refresher obligation with the CITI Good Clinical Practice Course. Please consult your IRB office.

For more detailed information review the instruction's page of your Institution. This page is available as a link at the top of this page

Laboratory Animal Welfare Course

If you are planning to use lab animals in your work, you may be required to complete the CITI Lab Animal Welfare Course. You should:

- Choose the appropriate courses according to your role in research and the species you use.
- Choose all that apply.
- Contact your IACUC Office if you have questions regarding your requirements.

CITI Curriculum Selection

You may enroll in multiple courses. You can take the courses sequentially or together. You should use multiple login sessions. The available courses in the CITI program are:

- The Human Subjects Courses
 - Good Clinical Practice (GCP)
 - Health Information Privacy and Security (HIPS)
- The Lab Animal Welfare Courses
- Export Controls Compliance
- Responsible Conduct of Research (RCR)

Changing Your Course Selections Later

Use the "Add a course or update your Learner Group" link on the "Learner Main Menu" to come back here to change or update your course selections.

[Continue to Question 1 at this time.](#)

4) Select **No, I do not conduct research with human or animal subjects.**

- The Human Subjects Courses
 - Good Clinical Practice (GCP)
 - Health Information Privacy and Security (HIPS)
- The Lab Animal Welfare Courses
- Export Controls Compliance
- Responsible Conduct of Research (RCR)

Changing Your Course Selections Later

Use the "Add a course or update your Learner Group" link on the "Learner Main Menu" to come back here to change or update your course selections.

[Continue to Question 1 at this time.](#)

CITI Course Enrollment Questions

[View instructions page](#)

Do you conduct studies with human subjects?
If you do conduct studies with human subjects, choose a course that is appropriate to your research role and activities. You will be enrolled in the **Basic** Course.

Choose all that apply

No, I do not conduct studies with human or animal subjects. Please go to question 3.

No, I do not conduct research with human or animal subjects.

Yes, as a **Biomedical Research Investigator**: Researchers and research staff (including faculty, staff, and students) who are engaged, primarily or exclusively, in research in the Biomedical Sciences.

Yes, as a **Social/Behavioral Research Investigator**: Researchers and research staff (including faculty and staff) who are engaged, primarily or exclusively, in research in the Social and/or Behavioral Sciences.

Yes, as a **Student Investigator in Social Behavioral**: Researchers and research Students who are engaged, primarily or exclusively, in research in the Social and/or Behavioral Sciences.

Yes, as an IRB Member - Full Board

Yes, as an IRB Staff

Yes, I am an IRB Members - Screening Committee

[Next](#) [Start Over](#)

[Accessibility](#) [Copyright](#) [Privacy Notice](#) [Terms of Service](#) [Contact Us](#)

5) Skip the following questions, and select **Next**.

CITI Course Enrollment Questions

[View instructions page](#)

If you would like to take optionally: Good Clinical Practice (GCP), Health Information Privacy and Security (HIPS), Conflicts of Interest (COI), or Responsible Conduct of Research (RCR) then please make your selection below:

The CITI Good Clinical Practice Course should not be attempted at this time, unless you have previously completed a CITI Basic course.

Choose all that apply

- Good Clinical Practice and International Council for Harmonisation (ICH): This course consists of 12 modules focused on Good Clinical Practice and ICH guidelines for investigators. The CITI basic course should be completed before attempting this more advanced course.
- Health Information Privacy and Security (HIPS) for Clinicians. This course contains 18 modules that focus on the Federal privacy and security rules.
- Health Information Privacy and Security (HIPS) for Clinical Investigators. This course contains 18 modules that focus on the Federal privacy and security rules.
- Health Information Privacy and Security (HIPS) for Students and instructors. This course contains 18 modules that focus on the Federal privacy and security rules.
- Conflicts of Interest
- Responsible Conduct of Research for Biomedical Investigators.
- Responsible Conduct of Research for Social and Behavioral Investigators.
- Responsible Conduct of Research for Physical Science and Engineering Investigators.
- Responsible Conduct of Research for Humanities Investigators.

[Next](#) [Start Over](#)

[Accessibility](#) [Copyright](#) [Privacy Notice](#) [Terms of Service](#) [Contact Us](#)

6) Skip the following questions, and select **Next**.

Choose all that apply

- The "Working with the IACUC Course" is required if you plan to use laboratory animals in your work or plan to supervise such work.
- If you are an IACUC member or an IACUC coordinator/administrator, you are required to complete the "Essentials for IACUC Members" course now.

For all personnel, choose the appropriate species-specific courses below depending on your work or interests.

- I work with fish. This course is currently under construction and not available at this time.
- I work with frogs, toads or other amphibians.
- I work with lizards, snakes or other reptiles. This course is currently under construction and not available at this time.
- I work with mice.
- I work with rats.
- I am involved in studies that have the potential to cause "more than momentary pain and distress" in mice or rats.
- I work with hamsters.
- I work with gerbils.
- I work with guinea pigs.
- I work with rabbits.
- I work with cats.
- I work with dogs.
- I work with swine.
- I work with non-human primates (NHP).

[Next](#) [Start Over](#)

[Accessibility](#) [Copyright](#) [Privacy Notice](#) [Terms of Service](#) [Contact Us](#)

7) Select **Yes, I wish to take US Export Compliance course.**

• Good Clinical Practice (GCP)
• Health Information Privacy and Security (HIP5)
• The Lab Animal Welfare Courses
• Export Controls Compliance
• Responsible Conduct of Research (RCR)

Changing Your Course Selections Later

Use the "Add a course or update your Learner Group" link on the "Learner Main Menu" to come back here to change or update your course selections.

[Continue to Question 1 at this time.](#)

CITI Course Enrollment Questions

[View instructions page](#)

* Do you need to complete the CITI "Export Compliance" course?
Choose one answer

Yes, I wish to take US Export Compliance course.
 No, I am not required to take this course.

[Next](#) [Start Over](#)

[Accessibility](#) [Copyright](#) [Privacy Notice](#) [Terms of Service](#) [Contact Us](#)

8) Select **No, I am not required to take this course.**

CITI Program - Collaborativ CITI - Collaborative Inst x +

citiprogram.org/members/index.cfm?pageID=1668&qID=11505&qIDverify=008C76B0B1C79A745D609BD05656C3E008A8894F3602A68ABED68E2593B0FFD

USAJOBS - Search Career Tracks - U.S. Stratfor Global Application Police Officer - Student Services SunGard Higher Austin Community Blackboard Learn

CITI Course Enrollment Questions

[View instructions page](#)

* Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.
Choose one answer

Information Privacy Security (IPS) for Clinicians
 Information Privacy Security (IPS) for Investigators
 Information Privacy Security (IPS) for Students or Instructors
 Information Privacy Security (IPS) for Fundraisers
 Information Privacy Security (IPS) for Marketers
 No, I am not required to take this course.

[Next](#) [Start Over](#)

[Accessibility](#) [Copyright](#) [Privacy Notice](#) [Terms of Service](#) [Contact Us](#)

1:06 PM 10/17/2017

9) Under **Course** Select [Export Compliance](#).

The screenshot shows the Citi Program website interface. At the top, there is a navigation bar with the Citi Program logo and the text 'Collaborative Institutional Training Initiative'. A search bar is located on the right. Below the navigation bar, there are links for 'Main Menu / My Courses', 'My Profiles', 'My CEUs', 'My Reports', and 'Support'. The main content area is titled 'Wright State University Courses' and contains a table with columns for 'Course', 'Status', 'Completion Record', and 'Survey'. The 'Export Compliance' course is listed with a status of 'Passed 10-Oct-2017', a 'View-Print-Share' link, and a 'Post-course evaluation' link. Below the table, there is a section for 'My Learner Tools for Wright State University' with a list of options: 'Add a Course', 'Remove a Course', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. At the bottom, there are two more options: 'Affiliate With Another Institution' and 'Affiliate as an Independent Learner'.

10) From here, there will be a list of the courses available to take.

The screenshot shows the 'Export Compliance - Stage 1' page. It features a navigation bar at the top with links for 'Main Menu / My Courses', 'My Profiles', 'My CEUs', 'My Reports', and 'Support'. Below the navigation bar, there is a breadcrumb trail 'Home > Completed Course'. The main content area is titled 'Export Compliance - Stage 1' and contains a message: 'You completed the mandatory elements of this course on 10-Oct-2017 with a final reported average score of 80%. This is the date and score recorded in the Completion Report sent to your institution.' Below the message, there is a list of bullet points: 'You may review any of the course content and retake quizzes, including those for supplemental optional modules, but your reported quiz scores and dates will not change.', 'You do not receive any extra credit for this course if you retake quizzes or complete additional quizzes on supplemental materials.', 'In some cases, completion of additional modules may be required for eligibility for CEU credits.', and 'Additional completions and new quiz scores may transfer to other Citi Program courses, if you register for courses that include those modules. You must login using the same account, and the other institution must allow transfer credit.' Below the list, there are two tables. The first table is titled 'Required Modules' and has three columns: 'Required Modules', 'Already Taken?', and 'Score'. The second table is titled 'Optional Modules' and has three columns: 'Optional Modules', 'Already Taken?', and 'Score'.

Required Modules	Already Taken?	Score
Introduction to Export Compliance (ID: 16800)	12-Oct-2017	5/5 (100%)

Optional Modules	Already Taken?	Score
Export Compliance and Distance Education (ID: 16811)	Optional	-