

INSTRUCTIONS FOR TAKING THE CITI CERTIFICATION

Please note the following:

- **Do not complete on a smartphone or tablet**, use a computer/laptop.
- **Please follow ALL of the instructions carefully. Failure to do so will result in you possibly taking the wrong certification.**
 - *Note: please only fill out the parts that have a red asterisk (“*”) – all other parts of the form do not have to be filled out.*

1. Go to: <https://about.citiprogram.org/en/homepage/>
2. Click on ‘Register’
3. Select your Organization Affiliation:
 - a. Organization: type *City University of New York*
4. Agree to the Terms of Service and affirm your CUNY affiliation
5. Continue to create your CITI program username/password (record/save this information somewhere for future log in).
6. Complete personal information. Please use your COLLEGE Email address. Your secondary email can be your personal email.

Note: please only fill out the parts that have a red asterisk (“”) – all other parts of the form do not have to be filled out.*
7. Create a username and password. Record/save this information as you can read and take quizzes, save, and log back in at another time. Must create a security question and answer.
8. Country of residency- type United States and select.
9. **NO**, is your response to this question: "Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses"?
10. **NO**: "Can CITI Program contact you at a later date regarding participation in research surveys?"
11. **NO**: "Can CITI Program contact you at a later date with marketing information?"
12. Fill out your demographic information, for campus: CUNY BMCC, department: Criminal Justice; for role in project: undergraduate researcher.
13. Select: *Take the Human Subjects Basic Course*
14. Select: *HSR for Undergraduate Students*
15. Select: Click on Courses, HSR for Undergraduate Students.
16. Complete *ALL* modules (there are 8). You can complete one module at a time and return later or complete all modules in

one sitting. Just remember your log in and password information to return.

17. Once you're finished and have passed all modules/courses with 80-100%, you'll earn your certification.

Once you complete all modules and earn your certification, to get your PDF copy of the CITI Certificate, here are the instructions:

1. Log into the CITI Certificate program
2. See City University of New York (CUNY) "view courses" and select "view courses"
3. Scroll down, see Completed Courses--HSR for Human Subjects Basic --select "view-print-share record"
4. Scroll down and select view/print under the Completion certificate heading
5. You'll see your certificate, download and save to your desktop/computer/USB
6. Upload the PDF certification onto Blackboard.

This certification is good for three years. If and when you conduct research, you will need to provide this certification.