**CITI Training Instructions**

In order to conduct classroom research at CUNY you must first complete the Collaborative Institutional Training Initiative (CITI).

Go to the website [www.citiprogram.org](http://www.citiprogram.org)

If you’ve already completed the CITI Program, it is valid for 3 years. You can log in to your account, print out a copy of your completion certificate. If it’s past 3 years, you can still log in, but you’ll have to take a “Refresher Course” and then print out the completion certificate.

If you have not taken the CITI Program, you’ll have to start from the beginning by registering for a new account. Registration is a 7 step process. After this you will be able to take the required course, ***Human Subjects Basic Course for Under Graduate Student*** *–* also known as the ***HSR for Undergraduate Student*s.** Each must be completed to go on to the next:

Step 1. Select an organization: *City University of New York* (*CUNY*)

Step 2. Enter personal Information

Step 3. Create your user name and password

Step 4. Create an account: You are asked for your country of residence, gender, race, etc.

Step 5. You have an option of receiving credit as a CEU (Continuing Education Unit). Enter NO

Step 6. You are asked about you role in CUNY. Enter *Student Researcher - Undergraduate*.

Step 7. Take the *Human Subjects Basic Course, and select the HSR for undergraduate Students*.

Click on *Finalize* and then open the *CUNY Courses* drop down menu. Select *HSR for Undergraduate Students – Basic/Refresher.* Complete the *Integrity Assurance Statement* and then complete the required 8 modules. You don’t need to do the *Supplemental Modules.*

When you have completed and passed the course, **you must print out the certificate of completion and bring it with you to class**.