

CITI RCR Certification

When you complete the certification, email
a PDF of your certificate to:
undergraduateresearch@citytech.cuny.edu

How to Get to the CITI RCR Certification:

- 1) Go to the Undergraduate Research Website ([linked here](#))
- 2) Click on the CITI RCR Certification tab (it's on the menu of options on the left)
- 3) This should take you to a new page where you can register for the certification



| |
|---|
| Rubric to Develop Course-Based Undergraduate Research |
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| Gallery |
| URC Trifold |

... from ...

Undergraduate Research
Davide, Aida Egues, K& (Chair), Akm Rahman, Lin Zhou.

Associate Provost Reg

Emerging Scholars F

The Emerging Scholar discover new knowled their scholarly endeavor Undergraduate Research poster session. Partici Initiative (CITI) within 1 (enrolled for 12 or mor conducting research w

When you get to this page, click on Register:



[Courses](#)

[Organizations](#) ▾

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[Register](#)

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The Trusted Standard in Research, Ethics, Compliance, and Safety Training

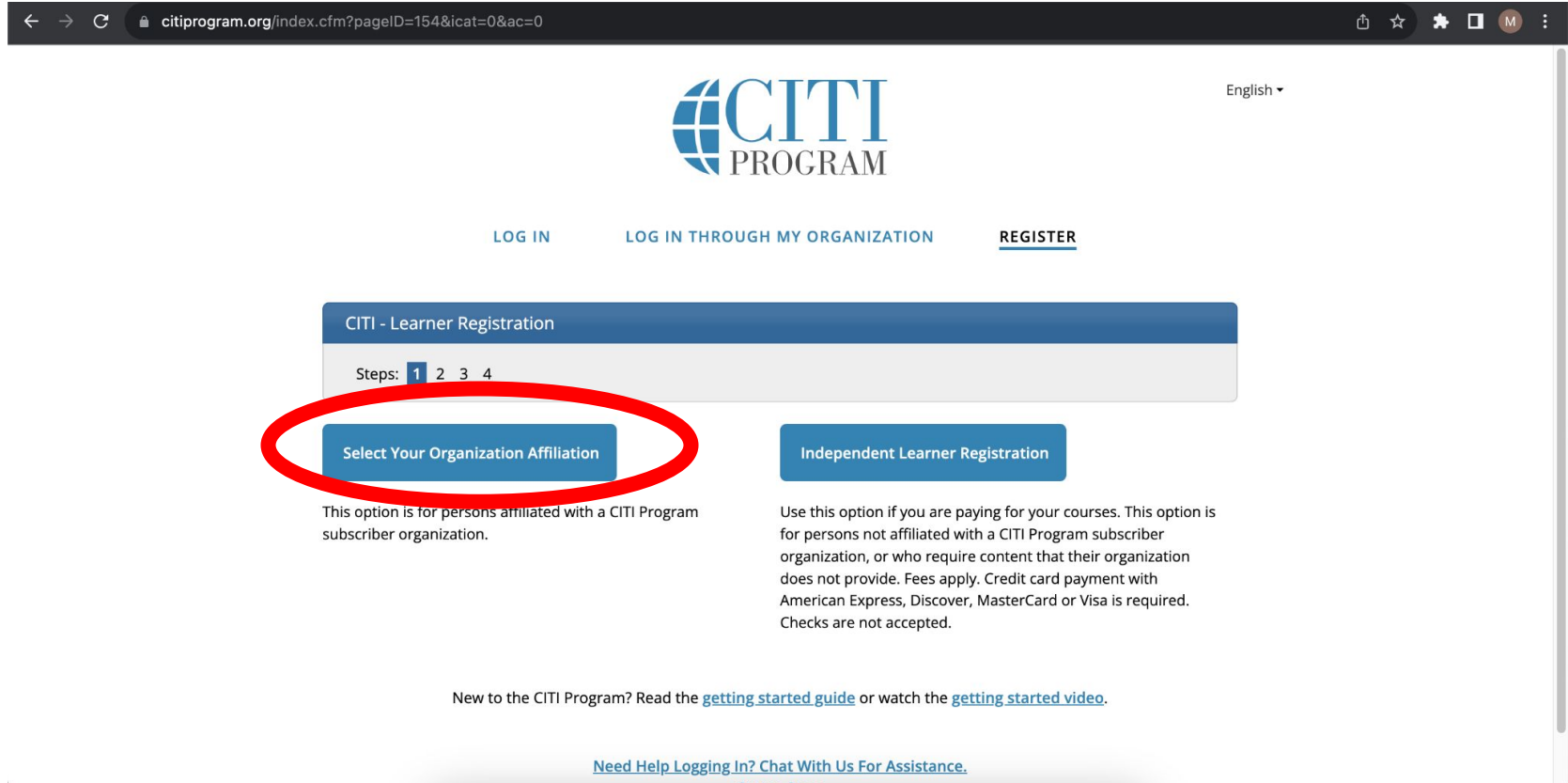
The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

[Demo a Course](#)

[Benefits for Organizations](#)



Click on “Select your Organization Affiliation”:



The screenshot shows a web browser window with the URL citiprogram.org/index.cfm?pageID=154&icat=0&ac=0. The page features the CITI PROGRAM logo and navigation links for LOG IN, LOG IN THROUGH MY ORGANIZATION, and REGISTER. A registration progress bar indicates four steps, with the first step, 'Select Your Organization Affiliation', highlighted by a red circle. Below the progress bar are two registration options: 'Select Your Organization Affiliation' and 'Independent Learner Registration'. The first option is described as being for persons affiliated with a CITI Program subscriber organization, while the second is for independent learners. At the bottom, there are links for a getting started guide and video, and a help link.

English ▾

[LOG IN](#) [LOG IN THROUGH MY ORGANIZATION](#) [REGISTER](#)

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

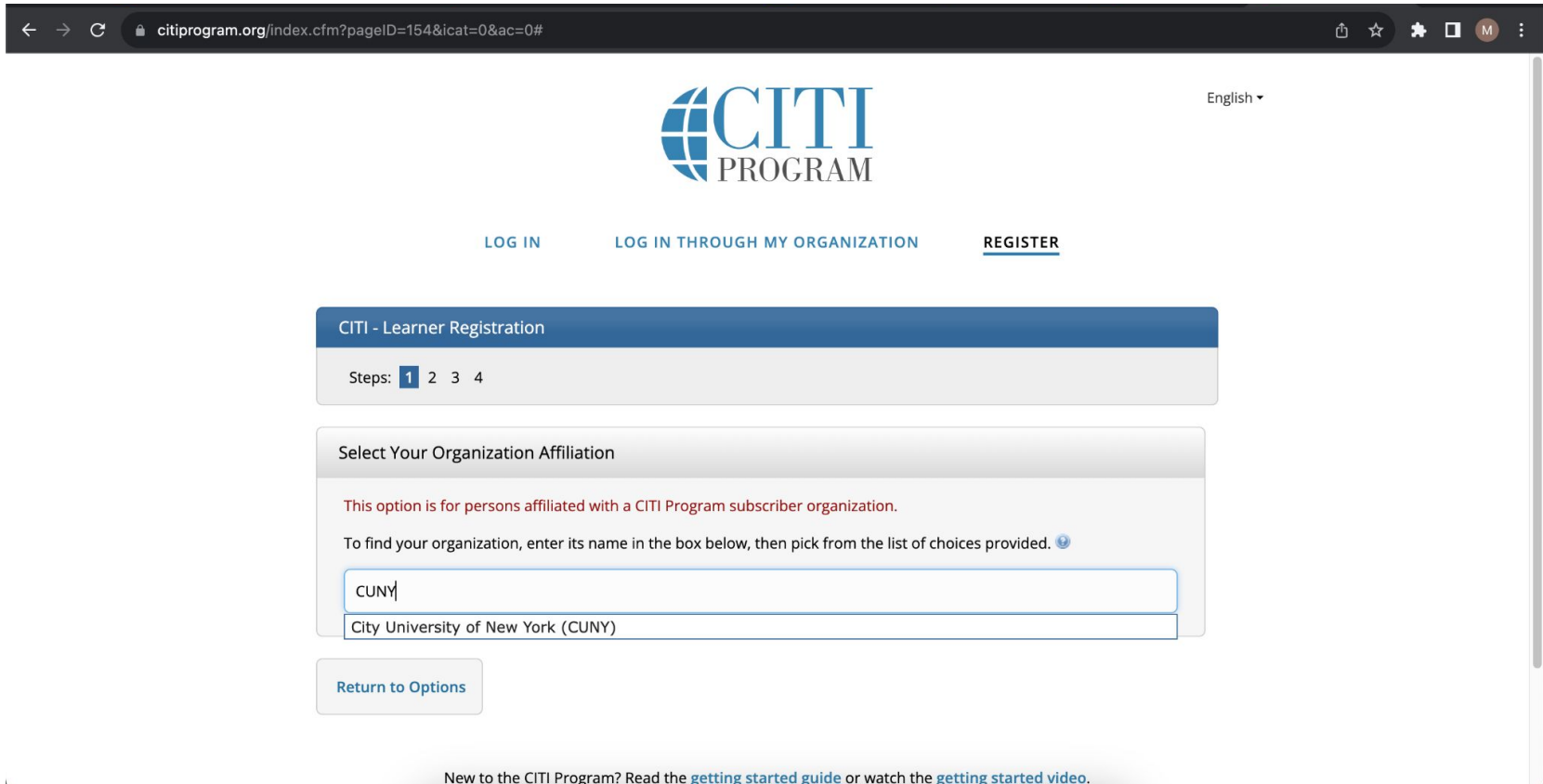
Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

[Need Help Logging In? Chat With Us For Assistance.](#)

Type and select CUNY for your Organization Affiliation:



The screenshot shows a web browser window with the URL `citiprogram.org/index.cfm?pageID=154&icat=0&ac=0#`. The page header features the Citi Program logo and a language dropdown set to "English". Navigation links include "LOG IN", "LOG IN THROUGH MY ORGANIZATION", and "REGISTER". The main content area is titled "CITI - Learner Registration" and shows a progress indicator with steps 1, 2, 3, and 4, where step 1 is active. The current step is "Select Your Organization Affiliation", which includes instructions for users affiliated with a Citi Program subscriber organization. A search box contains the text "CUNY", and a dropdown menu below it shows "City University of New York (CUNY)". A "Return to Options" button is located at the bottom of the form. A footer note at the bottom of the page suggests reading a "getting started guide" or watching a "getting started video" for new users.

citiprogram.org/index.cfm?pageID=154&icat=0&ac=0#

English ▾

CITI
PROGRAM

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a Citi Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

CUNY

City University of New York (CUNY)

[Return to Options](#)

New to the Citi Program? Read the [getting started guide](#) or watch the [getting started video](#).

Agree to the Terms and Click Create a CITI Program account

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

City University of New York (CUNY)

City University of New York (CUNY) only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of City University of New York (CUNY).

[Create a CITI Program account](#)

[Return to Options](#)

Fill out your information and continue to Step 3



CITI - Learner Registration - City University of New York (CUNY)

Steps: 1 2 3 4

Personal Information

* indicates a required field.

| | |
|---|---|
| * First Name | * Last Name |
| <input type="text" value="John"/> | <input type="text" value="Doe"/> |
| * Email Address | * Verify email address |
| <input type="text" value="john.doe12@citytech.cuny.edu"/> | <input type="text" value="john.doe12@citytech.cuny.edu"/> |

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

| | |
|--|--|
| Secondary email address | Verify secondary email address |
| <input type="text" value="johndoe@gmail.com"/> | <input type="text" value="johndoe@gmail.com"/> |

This first email should be your City Tech email



This second email should be your personal email



Continue To Step 3

Create your username and password, make sure to write this down somewhere!!

citiprogram.org/index.cfm?pageID=156&icat=3&ac=1

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

You do NOT have an ORCID ID, so you do not need to fill that part out

The screenshot shows a web browser window with the URL `citiprogram.org/index.cfm?pageID=421&icat=3&ac=1`. The page displays a registration form with several sections:

- A header section with "Steps: 1 2 3 4" and a note: "* indicates a required field."
- A section titled "Would you like to connect your ORCID® iD to your CITI Program account?" with a blue help icon. Below it is a button labeled "id Connect your ORCID ID".
- A section titled "* Country of Residence" with a search instruction: "Search for country: Enter full or partial name (e.g., 'United States') OR your country's two or three character abbreviation (e.g., 'US', 'USA'), then pick from the list of choices provided." Below this is a text input field containing "United States".
- A section titled "* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?" with a blue help icon. Below it are two radio button options: "Yes" (which is selected) and "No".
- A blue button at the bottom labeled "Finalize Registration".

This question is up to you, I would put "No" so that they don't contact you for things you don't need to fill out



CLICK NO!!! You do NOT want to receive Credits for this - they cost a lot of money and you do not need them!!

← → ↻ citiprogram.org/members/index.cfm?pageID=146&instID=535



Your CE Credit Status

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

Please register your interest for CE credits below by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

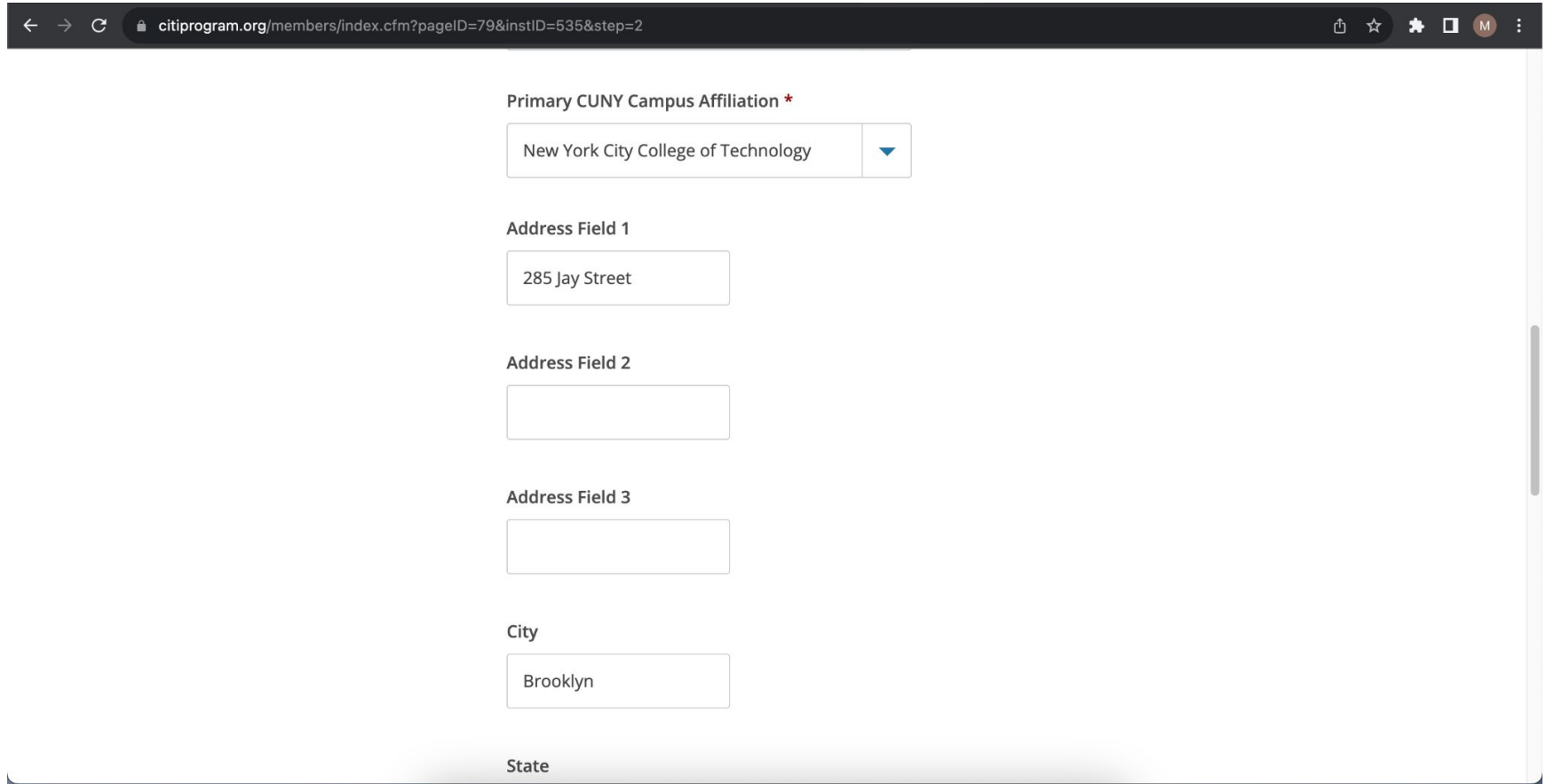
YES

At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

NO

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase **after** you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grade book page.

You can put City Tech's address for this:



The screenshot shows a web browser window with the address bar containing the URL `citiprogram.org/members/index.cfm?pageID=79&instID=635&step=2`. The browser interface includes navigation arrows, a refresh button, and icons for share, star, settings, and a profile icon labeled 'M'. The main content area displays a form with the following fields:

- Primary CUNY Campus Affiliation ***: A dropdown menu with the selected value "New York City College of Technology" and a blue downward arrow.
- Address Field 1**: A text input field containing "285 Jay Street".
- Address Field 2**: An empty text input field.
- Address Field 3**: An empty text input field.
- City**: A text input field containing "Brooklyn".
- State**: A label for an empty text input field.

You ONLY need to take the Responsible Conduct of Research Course

← → ↻ citiprogram.org/members/index.cfm?pageID=166&qID=3963&isCITIManaged=0&qIDverify=B9C425D81CD1474EC2948EE656299094E357A73C0057960EC6CC9... ☆ ⚙ □ M ⋮

City University of New York (CUNY)

Please choose the best option below according to your needs.

This question is required. Choose all that apply.

- Take the Responsible Conduct of Research course
- Take the Export Compliance Course.
- Take the Conflict of Interest Course
- Take the Revised Common Rule Course
- Take the Human Subjects Basic Course
- Take the Good Clinical Practice course
- Take the Working with the IACUC Course
- Take the Animal Care and Use Course
- Take the Biosafety and Biosecurity (BSS) Course
- Take the Institutional/Signatory Official Course(s)
- Take the Social & Behavioral Research Course in **Spanish**
- Webinars
- Not at this time.

Select HSR for Undergraduate Students:

citiprogram.org/members/index.cfm?pageID=166&qID=430&isCITIManaged=0&qIDverify=B1623A32EAE7691C1AAC6CE0E34CE21606EA098FB5AE385F87255163...

Select Curriculum

City University of New York (CUNY)

Select the group appropriate to your research activities.

This question is required. Choose one answer.

- HSR for Undergraduate Students:**
- HSR for Biomedical Faculty, Graduate Students & Postdoctoral Scholars:
- HSR for Social & Behavioral Faculty, Graduate Students & Postdoctoral Scholars:
- HSR for IRB Members:
- IRB Chair Member
- HSR for HRPP Staff:

Start Over

Next

Select CUNY Researchers:

Select Curriculum

City University of New York (CUNY)

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

This question is required. Choose one answer.

- CUNY Researchers
- CUNY Administrators

Start Over

Next

SUPPORT

888.529.5929

9:00 a.m. – 7:00 p.m. ET

LEGAL

[Accessibility](#)

[Copyright](#)



Once you complete registration, you should see a page that looks like this. Click on View Courses.

← → ↻ citiprogram.org/members/index.cfm?pageID=50

🔗 ☆ ⚙️ ⬇️ 🖨️ M Update ⋮

✔️ Your registration has been completed successfully.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

City University of New York (CUNY)

View Courses

Would you like to affiliate with another Institution?

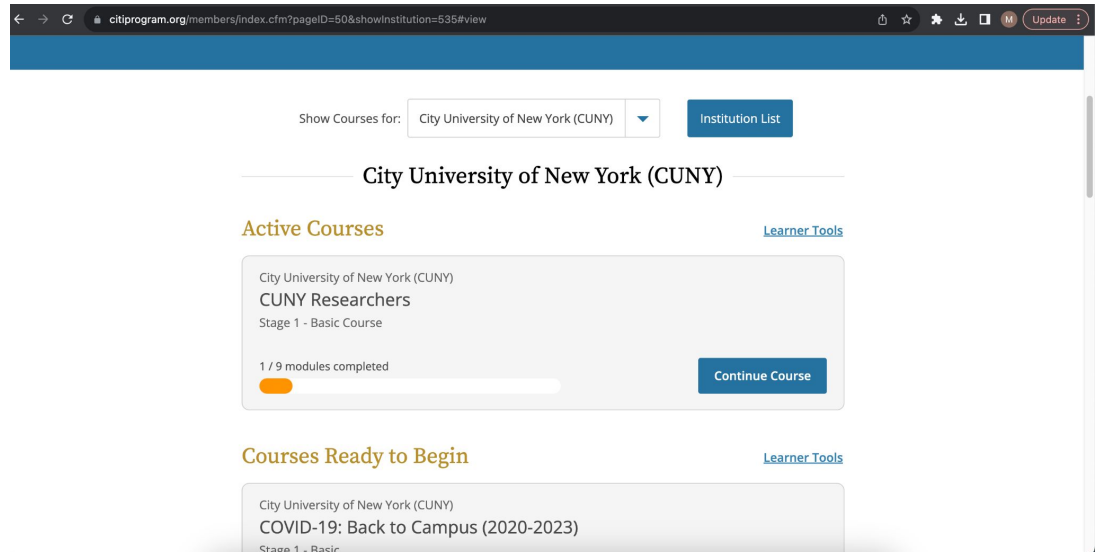
Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

Independent Learner

The Course you need to complete is called **CUNY Researchers**. It has 9 modules that you need to complete. At first, it should be in the section “Courses Ready to Begin.” Once you’ve started it, it will appear in “Active Courses,” as shown below:



The screenshot shows a web browser window with the URL `cityprogram.org/members/index.cfm?pageID=50&showInstitution=535#view`. The page displays a filter for "City University of New York (CUNY)" and an "Institution List" button. Below this, the "City University of New York (CUNY)" section is shown. Under the "Active Courses" heading, there is a card for "CUNY Researchers" (Stage 1 - Basic Course) with a progress bar indicating "1 / 9 modules completed" and a "Continue Course" button. Under the "Courses Ready to Begin" heading, there is a card for "COVID-19: Back to Campus (2020-2023)" (Stage 1 - Basic).

As a reminder: When you complete all 9 modules of CUNY Researchers, email a PDF of your certificate to:

undergraduateresearch@citytech.cuny.edu

If you have any questions, please reach out to the email above!