



# **Instrucciones para el registro y para tomar un curso de investigación con seres humanos**

Comité para la Protección de los Seres Humanos en la Investigación (CPSHI)  
Universidad de Puerto Rico, Recinto Universitario de Mayagüez  
13 de septiembre de 2021

# Requisito

- El Comité para la Protección de los Seres Humanos en la Investigación (CPSHI) del Recinto Universitario de Mayagüez de la Universidad de Puerto Rico requiere que los investigadores y el **personal clave** de la investigación completen y presenten, entre los documentos de la Solicitud de Revisión, el certificado de aprobación del curso sobre la investigación con seres humanos del *Collaborative Institutional Training Initiative* (CITI Program).

**Personal Clave:** *investigador principal, coinvestigadores, supervisores de investigaciones de estudiantes, estudiantes, asistentes, empleados adscritos a una investigación que tendrán contacto directo con los participantes o mediante información privada que pueda identificarles directa o indirectamente*

# Estructura

- **Módulos:** requeridos, electivos y opcionales
- Los cursos son en línea y pueden tomarse tanto de forma continua como interrumpida.
- Los cursos pueden ser en español o inglés.
- Nota requerida para aprobar los cursos (módulos): **80%**
- Los cursos no deben tener más de **5 años** de aprobados a menos que no tengan una fecha de vigencia.

# Registro: <https://citiprogram.org>



The screenshot shows the CITI Program website. At the top, there is a navigation bar with the CITI PROGRAM logo, links for Courses, Organizations, Individuals, and About, and a search bar. A red arrow points from the URL above to the 'Register' button in the navigation bar. Below the navigation bar, there is a banner with the text 'The Trusted Standard in Research, Ethics, and Compliance Training'. To the right of this text is an image of a group of people sitting around a large wooden table, which has various icons representing research, ethics, and compliance. Below the banner, there is a section titled 'Over 8 Million Learners with 16+ Million Course Completions'.

**The Trusted Standard in Research, Ethics, and Compliance 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](#)


Over 8 Million Learners with 16+ Million Course Completions

**El Recinto Universitario de Mayagüez de la Universidad de Puerto Rico tiene disponible gratuitamente la plataforma de cursos en línea CITI Program. Este contiene cursos relacionados con la integridad y la conducta responsable en la investigación.**

# Paso 1: Seleccionar la Institución

**University of Puerto Rico Mayaguez (UPRM) (aparecerá siempre en inglés)**



English ▾

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

**i** Our help desk has implemented a new phone system. If you experience any difficulties reaching us, please email [support@citiprogram.org](mailto:support@citiprogram.org) or visit [support.citiprogram.org](http://support.citiprogram.org).

### CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

#### 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. ⓘ

University of Puerto Rico Mayaguez (UPRM)

University of Puerto Rico Mayaguez (UPRM) 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.

or

#### 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.

☐ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

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

Confirmar/seleccionar ambas opciones.



English ▾

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

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☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

☒ I affirm that I am an affiliate of University of Puerto Rico Mayaguez (UPRM).

[Continue To Create Your CITI Program Username/Password](#)

— or —

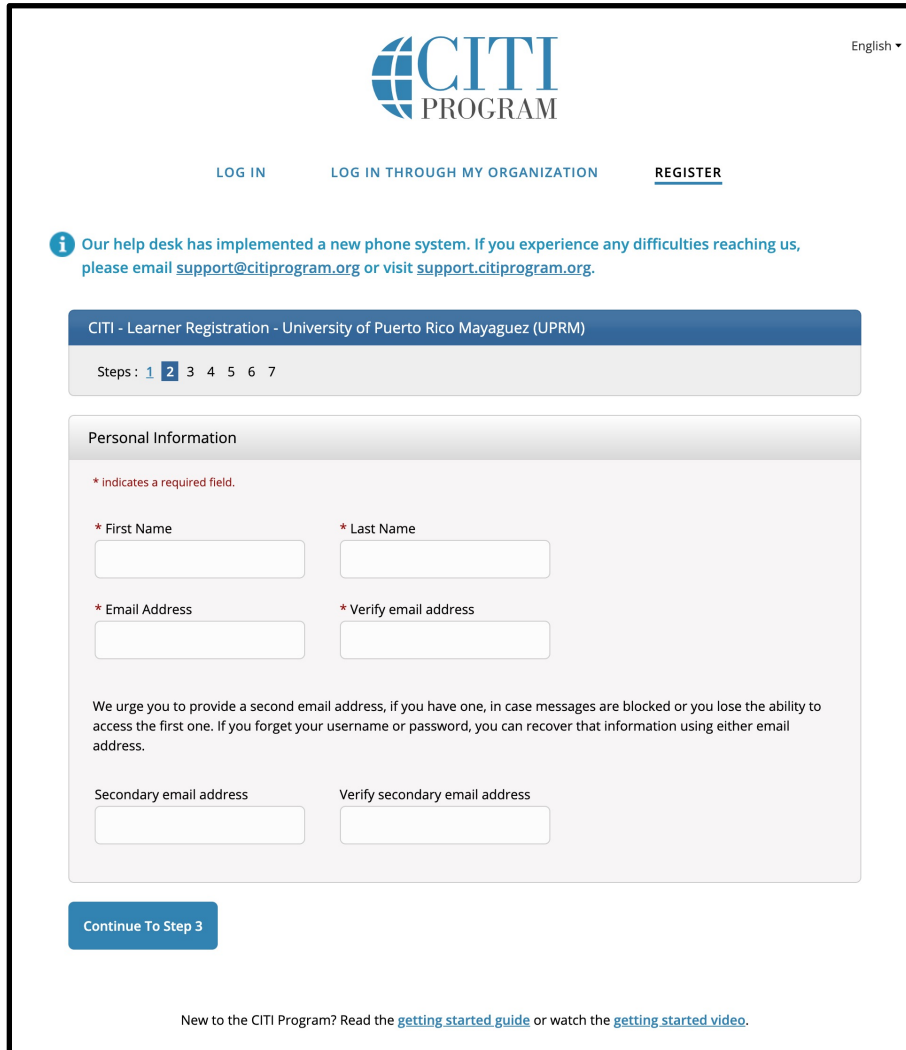
#### Independent Learner Registration

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# Paso 2: Información Personal



The screenshot shows the CITI Program registration interface. At the top is the CITI PROGRAM logo and a language dropdown set to English. Navigation links include LOG IN, LOG IN THROUGH MY ORGANIZATION, and REGISTER. An information banner mentions a new phone system. The main heading is 'CITI - Learner Registration - University of Puerto Rico Mayaguez (UPRM)'. A progress bar shows 7 steps, with step 2 highlighted. The 'Personal Information' section contains four required fields marked with asterisks: First Name, Last Name, Email Address, and Verify email address. Below these is a note about providing a second email address. At the bottom of the form are fields for 'Secondary email address' and 'Verify secondary email address', followed by a 'Continue To Step 3' button. A footer note provides links for new users.

English ▾

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

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CITI - Learner Registration - University of Puerto Rico Mayaguez (UPRM)

Steps: 1 **2** 3 4 5 6 7

Personal Information

\* indicates a required field.

\* First Name \* Last Name

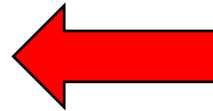
\* Email Address \* Verify email address

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

Continue To Step 3

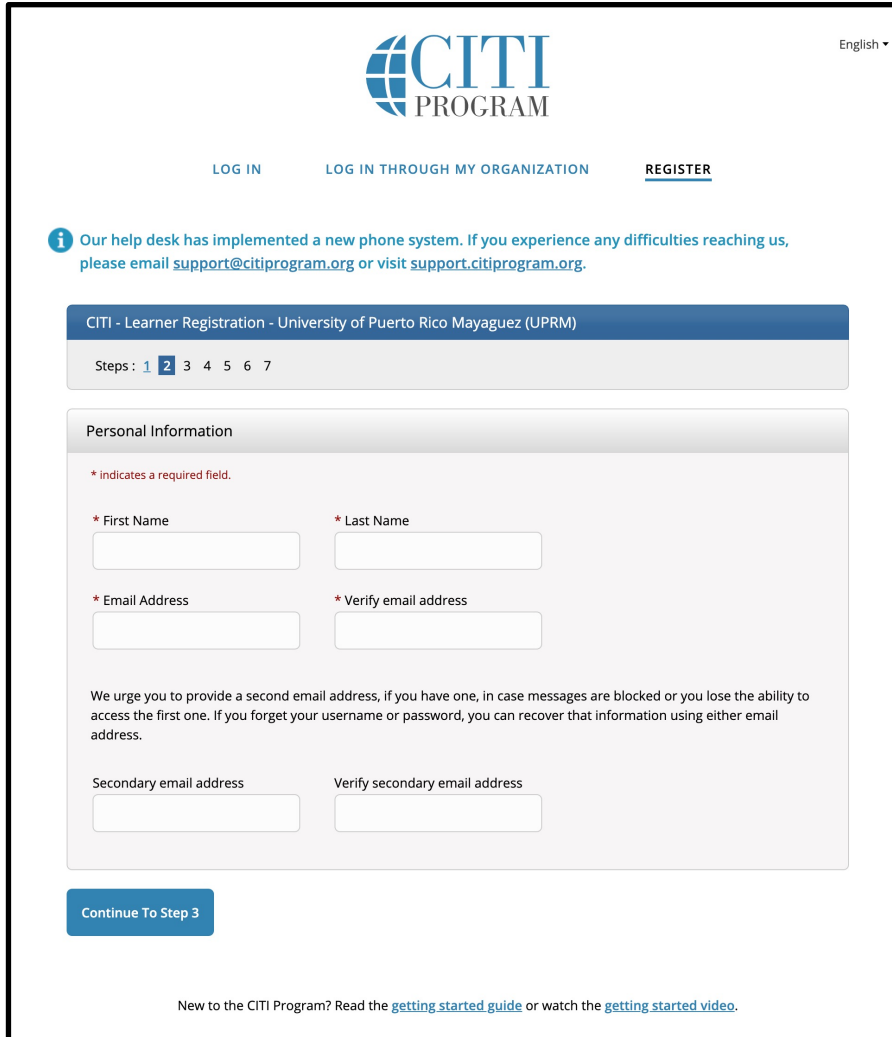
New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).



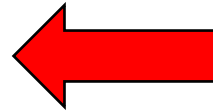
**Es requerido completar únicamente los campos marcados con asterisco\*.**

**Es recomendable que utilice una dirección electrónica vinculada a la UPR.**

# Paso 3: Nombre de Usuario y Contraseña



The screenshot shows the CITI Program registration interface. At the top is the CITI PROGRAM logo and a language dropdown set to English. Navigation links include LOG IN, LOG IN THROUGH MY ORGANIZATION, and REGISTER. A blue information banner states: "Our help desk has implemented a new phone system. If you experience any difficulties reaching us, please email [support@citiprogram.org](mailto:support@citiprogram.org) or visit [support.citiprogram.org](http://support.citiprogram.org)." Below this is a blue header for "CITI - Learner Registration - University of Puerto Rico Mayaguez (UPRM)" and a progress bar showing 7 steps, with step 2 highlighted. The main section is titled "Personal Information" and contains a legend: "\* indicates a required field." There are four required input fields: First Name, Last Name, Email Address, and Verify email address. Below these is a paragraph: "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." This is followed by two optional input fields: Secondary email address and Verify secondary email address. A blue button labeled "Continue To Step 3" is at the bottom. A footer note says: "New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#)."

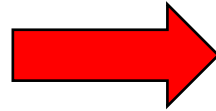



**Se recomienda que utilice las mismas credenciales que utiliza en las plataformas oficiales de la UPR. Recuerde conservar bien su nombre de usuario y contraseña.**



# Paso 4: País de Residencia

United States



English ▾

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

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CITI - Learner Registration - University of Puerto Rico Mayaguez (UPRM)

Steps: [1](#) [2](#) [3](#) **4** [5](#) [6](#) [7](#)

\* indicates a required field.

**\* Country of Residence**

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.

**\* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?** i

☐ Yes

☐ No

[Continue To Step 5](#)

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

# Paso 5: Solicitud de Educación Continua

CITI - Learner Registration - University of Puerto Rico Mayaguez (UPRM)

Steps: [1](#) [2](#) [3](#) [4](#) **5** [6](#) [7](#)

\* indicates a required field.

**\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

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 many CITI courses – with that availability indicated on course and module listings. **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**

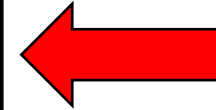
At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your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

☐ Yes

**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.

☐ No



**Seleccione "No"; a menos que  
interese solicitar créditos de  
educación continua para propósitos  
de su licencia profesional. Esto tiene  
un costo para el usuario; no incluido  
en la suscripción institucional.**

If you picked "YES", please check below the one type of credit you would like to earn

☐ MDs, DOs, PAs - AMA PRA Category 1 Credits™  
☐ Psychologists - APA Credits  
☐ Nurses - ANCC CNE  
☐ Other Participants - Certificates of Participation  
☐ Social Workers - CE Credits  
☐ Pharmacists - CPE Credits

Continue To Step 6

# Paso 6: Información del Usuario

**Es requerido completar únicamente los campos marcados con asterisco\*.**



English

**CITI PROGRAM**

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

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**CITI - Learner Registration - University of Puerto Rico Mayaguez (UPRM)**

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by University of Puerto Rico Mayaguez (UPRM)

\* Indicates a required field.

Language Preference

\* Institutional Email Address  
We recommend providing an email address issued by University of Puerto Rico Mayaguez (UPRM) or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help University of Puerto Rico Mayaguez (UPRM) officials identify your learning records in reports.  
Enter a valid Institutional Email Address.

\* Verify Institutional Email Address  
Re-enter Institutional Email Address.

Highest Degree

Employee Number

\* Department

\* Role?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

[Continue To Step 7](#)

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

# Paso 7: Selección del Curso

**Para cumplir con los requisitos del CPSHI seleccione uno de los grupos de aprendizaje de esta sección. No todos los módulos disponibles en inglés están en español. El CPSHI solamente requiere el certificado de aprobación de uno de los cursos o grupos de aprendizaje. Se recomienda el curso "Social & Behavioral Research Investigators".**



CITI - Learner Registration - University of Puerto Rico Mayaguez (UPRM)

Steps : 1 2 3 4 5 6 7

Select Curriculum

\* indicates a required field.

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

\* Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

☐ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

☒ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

☐ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

☐ Students conducting no more than minimal risk research

☐ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.

☐ Social & Behavioral Educational Researchers (SBR) - Spanish

☐ Biomedical Researchers - Spanish

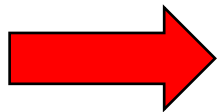
# Selección de Cursos o Grupos de Aprendizaje

## Inglés

- *Biomedical Research Investigators*
- *Social & Behavioral Human Research*
- *Human Research with data or laboratory specimens*
- *IRB Members*

## Español

- *Investigaciones biomédicas con seres humanos*
- *Investigaciones psicológicas, sociales o educativas con seres humanos*
- *Investigaciones solo con data biomédica o especímenes*
- *Miembros IRB*



**Cada grupo, excepto el curso "Miembros IRB", tienen un total de 10 módulos requeridos. Los otros módulos son opcionales.**

# Declaración de Garantía de la Integridad

## Assurance Statement

Conflicts of Interest - Stage 1

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

**Account Security:** I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

**Work Integrity:** I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

**Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

**Recordkeeping:** I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

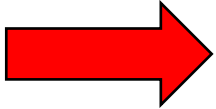
☐ I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

Cancel

Submit

# Certificado

1. En el menú de la barra superior localice "**Records**".
2. Localice el curso que completó.
3. En "**Completion Record**" oprima "**View-Print-Share**".
4. Acceda al **certificado** o al **informe** de conclusión del curso.



El documento que requiere el CPSHI para acompañar la Solicitud de Revisión es el certificado. No es necesario que también envíe el informe.

Es posible la convalidación de otros cursos relacionados con la ética en la investigación con seres humanos, sujeto a la verificación y aprobación del Comité para la Protección de los Seres Humanos en la Investigación (CPSHI).