

How to Complete the CITI COI Course

If you are a FIRST TIME CITI USER (i.e. you have never created an account in CITI and have never taken a CITI course before):

- You must create a CITI account using your **institutional email address** (@montefiore.org or @einsteinmed.edu).
- Please begin by following the instructions on **page 2** of this document.

If you are a CURRENT CITI USER (i.e. you have a CITI account and have completed courses in CITI before):

- Please make sure the primary email address listed in CITI is your **institutional email address** (@montefiore.org or @einsteinmed.edu). If it is not, please make this change immediately.
- Please **begin by going to the first step on page 2** to find the link to CITI's login page. Once you have logged in, **please skip to page 12** of this document and see step 3.

To ALL CITI Users:

- Please note that *CITI is a completely separate account from iRIS*. Store your username and password accordingly.
- The COI CITI course needs to be completed every 4 years.

Instructions on how to complete the CITI COI Course:

1. Go to the CITI Login webpage: [CITI - Collaborative Institutional Training Initiative \(citiprogram.org\)](https://citiprogram.org)

CITI PROGRAM

English

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

Username [Forgot?](#)

Password [Forgot?](#)

Log In

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

Need Help? [Support Center](#)
[Status Page](#)

We use cookies and other tracking technologies to recognize your repeat visits and preferences, as well as to analyze traffic and measure the effectiveness of communications. To learn more, review our [Cookie FAQ](#). By using our Sites, you consent to the use of these technologies.

2. For **FIRST TIME CITI USERS**: If you do not already have an account with CITI, you will need to create a new account by clicking **REGISTER**.

CITI PROGRAM

English

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

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- a. For more information, please refer to CITI's [Guide to Getting Started \(citiprogram.org\)](https://citiprogram.org)
- b. When creating your account, click **Select Your Organization Affiliation**.

CITI - Learner Registration

Steps: 1 2 3 4

Select Your Organization Affiliation

Independent Learner Registration

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

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.](#)
[Status Page](#)

- c. Even if you are employed by Montefiore, you will type in **Albert Einstein College of Medicine**. The option will load, you will then click this option. **Montefiore is *not* an option—everyone, whether employed by Einstein or Montefiore, will choose Albert Einstein College of Medicine as their Organization Affiliation in CITI.**
 - i. Once you have chosen **Albert Einstein College of Medicine** as your Organization Affiliation, you will check the box to agree to the terms of service and private policy. An additional box will appear to confirm that you are an affiliate of Albert Einstein College of Medicine. Check both boxes and then click the blue box that says **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. ⓘ

Albert Einstein College of Medicine

Albert Einstein College of Medicine 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 Albert Einstein College of Medicine.

Create a CITI Program account

- d. Add your Personal Information: (when filling out the *Email Address section you **must** use your **institutional email address** -- @montefiore.org or @einsteinmed.edu)



LOG IN

LOG IN THROUGH MY ORGANIZATION

REGISTER

CITI - Learner Registration - Albert Einstein College of Medicine

Steps: 1 **2** 3 4

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

- e. Create a username, password, and security question. Keep this information safe!

CITI - Learner Registration - Albert Einstein College of Medicine

Steps: 1 2 3 4

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
What's your mother's maiden name?

* Security Answer

Continue To Step 4

- f. There is no need to connect to ORCID ID!

CITI PROGRAM

English

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration - Albert Einstein College of Medicine

Steps: 1 2 3 4

* indicates a required field.

Would you like to connect your ORCID® ID to your CITI Program account? ⓘ

Connect your ORCID ID

* 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.

United States

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

Yes

No

Continue Registration

g. Choose “Yes” to receive CME credits for your modules

Continuing Education

————— Your CE Credit Status —————

What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits.
[Learn more about CE credits.](#)

Are you a licensed professional who would like to earn CE credits?

No Yes ←

1. Please select the type(s) of CE credit you would like to earn. *

ACCME-IPCE credits ACCME continuing medical education (CME) credits are available for Athletic Trainers, Dentists, Dietitians, MDs, DOs, PAs, Nurses, Optometrists, Pharmacists, Psychologists, and Social Workers. We also offer *AMA PRA Category 1 Credits™* for other professionals. ACCME-IPCE credits require payment. [Learn more about CITI Program's ACCME CME Credits.](#)

IACET CEUs IACET continuing education units (CEUs) are available to all learners. [View list of organizations which accept IACET CEUs.](#) IACET credits are free of charge. [Learn more about CITI Program's IACET CEUs.](#)

2. You have selected ACCME-IPCE credits. Please select the type of credit you would like to earn. *

Athletic Trainers - BOC Category A Hours Optometrists - COPE CE Credits

Dentists - ADA CERP Credits Other Participants - Certificates of Participation

Dietitians - CDR Continuing Professional Education Units Pharmacists - CPE Credits

← **MDs, DOs, PAs - AMA PRA Category 1 Credits™** Psychologists - CE Credits

Nurses - ANCC CNE Social Workers - CE Credits

3. Complete the form below:

h. Answer the dropdown questions below. When filling these out, under Affiliate Organizations, you can put **either** Montefiore or Einstein this time.

Credentials *

...

Job Title * **Affiliation/Organization ***

... ..

Specialty * **Sub-Specialty**

... ..

Address 1 (200 Character Max) *

...

Address 2 (200 Character Max)

...

Country * **State/Province/Region ***

... ..

City * **Zip/Postal Code ***

... ..

Phone Number (no dashes) * **Fax Number (no dashes)**


(+)123456789012345 (+)123456789012345

Email Address *

...

i. They will ask about CME again

n?pageID=146&submitSuccessful=1



Continuing Education

✔ Your preferences have been saved.

Your CE Credit Status

What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits. [Learn more about CE credits.](#)

Are you a licensed professional who would like to earn CE credits?

No Yes


1. Please select the type(s) of CE credit you would like to earn. *

ACCME-IPCE credits
ACCME continuing medical education (CME) credits are available for Athletic Trainers, Dentists, Dietitians, MDs, DOs, PAs, Nurses, Optometrists, Pharmacists, Psychologists, and Social Workers. We also offer *AMA PRA Category 1 Credits™* for other professionals. ACCME-IPCE credits require payment. [Learn more about CITI Program's ACCME CME Credits.](#)

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j. Congratulations! You have registered successfully in CITI! However, you will need to click on **Add an Affiliation** under **Institutional Courses** even though you have already done this



My Courses My Records My CEs Support

English

Welcome, E [redacted]

Add Institutional Affiliation
Register as Independent Learner

0 Courses Completed

1 Day of Membership

✔ 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 [contact us for more information.](#)

Add An Affiliation

Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

Register as an Independent Learner

- k. Affiliated Institution is **Albert Einstein College of Medicine**, NOT Montefiore. Check both boxes and click **Continue**.



[My Courses](#) [My Records](#) [My CEs](#) [Support](#)

Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

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

If your organization is using Single Sign-On, please find it [here](#).

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

I affirm that I am an affiliate of Albert Einstein College of Medicine. [i](#)

Continue

- l. Affiliate with Einstein and fill out the needed information—no need for Employee Number

Affiliate with an Institution

Albert Einstein College of Medicine

[Home](#) > [Profiles](#) > Affiliate with an Institution

[i](#) Please provide the following information requested by Albert Einstein College of Medicine.

Fields marked with an asterisk (*) are required.

Language Preference

English

Institutional email address *

We recommend providing an email address issued by Albert Einstein College of Medicine or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Albert Einstein College of Medicine officials identify your learning records in reports.

Verify Institutional email address *

Highest degree *

MD

Employee Number

- m. Please fill in your **Department** and select your **Role**. If you are a faculty member, please select **Faculty**. If none of the options match your title, please select **Principal Investigator** or **Co-Investigator**. You may need to scroll.

Employee Number

Department *

Role? *

...

...

Clinical Researcher

Co-Investigator

Compliance Officer

...

Faculty

...


Administrator

IACUC Chair

IACUC Member

Institutional Official

Interviewer



- n. Based on where your paycheck comes from, your institution is either MMC (Montefiore Medical Center) or AECOM (Albert Einstein College of Medicine)

City *

State *

Zip/Postal Code *

Country

Office Phone *

...

AECOM

MMC

NYMA,


Voluntary

YU (other than AECOM)

-OTHER

JMC

...



School

Next

o. Your “School” is AECOM (Albert Einstein College of Medicine)

City *
Bronx

State *
New York

Zip/Postal Code *
10467

Country
USA

Office Phone *
7189202985

...

Ferkauf
Stern
Wurzweiler
Yeshiva College
Other
Corodozo
Sy Syms
AECOM
Azrieli
Revel
...

Next

p. Select **Albert Einstein College of Medicine** and click **Next**.

Select Curriculum

Albert Einstein College of Medicine

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take.

For questions regarding course requirements or question selections, please contact:

Office of Human Research Affairs

Email: irb@einsteinmed.edu.

Phone: 718-430-2237

Website: [Office of Human Research Affairs Website](#).

For technical support regarding the CITI Program Website please contact [CITI Program Support](#).

[View Instructions Page](#)

Which institution are you affiliated with?

This question is required. Choose all that apply.

- Albert Einstein College of Medicine
- White Plains Hospital

Start Over

Next

q. You can now choose courses. Select **Conflict of Interest (COI)**

Select Curriculum

Albert Einstein College of Medicine

Select the course(s) you wish to complete:

Choose all that apply.

- Human Subjects Research (HSR)
- Good Clinical Practice (GCP)
- ALL of the CITI Program content
- Animal Care & Use (ACU)
- Conflict of Interest (COI)
- Responsible Conduct of Research (RCR)
- Stem Cell Research
- Clinical Research Coordinator (CRC)
- COVID-19: Back to Campus (2020-2021)
- GDPR for Research and Higher Ed
- Research Study Design (RSD)
- Biosafety/Biosecurity (BSS)
- Good Laboratory Practice (GLP)
- French Courses
- A Beginner's Guide to Being a Sponsor-Investigator
- Webinars
- Clinical Trial Billing Compliance (CTBC)
- IRB Members
- Export Compliance
- Controlled Substances in Research Settings

Start Over

Next

r. The Einstein COI Course should be ready to begin! The COI Course has 4 parts with questions following each section. If you get questions wrong, you can go back and reread the text and try answering a second time. The COI CITI course needs to be completed every 4 years. Best of luck!

Welcome, E [redacted]
Add Institutional Affiliation
Register as Independent Learner

0 Courses Completed
1 Day of Membership

✓ You are now enrolled in the course(s) you selected.

Show Courses for: Albert Einstein College of Medicine

Institution List

Albert Einstein College of Medicine

Active Courses

Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin

Learner Tools

Albert Einstein College of Medicine
Albert Einstein College of Medicine Conflict of Interest (COI) Course
Stage 1
Not Earned (0%)
0 / 4 modules completed
Start Now

Completed Courses

Learner Tools

You have not recently completed any courses for this Institution. Full records of past completions are

3. For **USERS WHO HAVE COMPLETED PREVIOUS CITI TRAININGS**: Please note that your CITI account will be a separate account from your Einstein Montefiore login credentials. You must log in using your separate CITI username and password.
4. If you already have an account but have forgotten your login information, click **Forgot?** on the login page to reset your account.

English

CITI
PROGRAM

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

Username [Forgot?](#)

Password [Forgot?](#)

Log In

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

Need Help? [Support Center](#)
[Status Page](#)

5. After logging in, click **View Courses** under **Institutional Courses** next to Albert Einstein College of Medicine to see if you have completed COI CITI training. If you have, great--you are all set! It is required to be completed every 4 years.

CITI
PROGRAM

[My Courses](#) [My Records](#) [My CEs](#) [Support](#) [Admin](#)

English

Welcome, [redacted]

[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

2 Courses Completed

1 Year of Membership

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](#).

Albert Einstein College of Medicine

[View Courses](#)

Activate Windows
Go to Settings to activate Windows.

6. If you have **never** taken the **COI CITI course**, you will click **View Courses** under **Institutional Courses** next to your Einstein affiliation.

My Courses My Records My CEs Support Admin

Welcome, [Redacted]
Add Institutional Affiliation
Register as Independent Learner

2 Courses Completed
1 Year of Membership

Institutional Courses

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Albert Einstein College of Medicine [View Courses](#)

Activate Windows
Go to Settings to activate Windows.

7. Then, **scroll down** to **Learner Tools for Albert Einstein College of Medicine** and click **Add a Course**.

Learner Tools for Albert Einstein College of Medicine

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

SUPPORT
support@citiprogram.org
[888.529.5929](tel:888.529.5929)
M - F: 9:00 a.m. - 7:00 p.m. ET

LEGAL
[Accessibility](#)
[Copyright](#)
[Privacy and Cookie Policy](#)

8. Check **Albert Einstein College of Medicine**.

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Email: irb@einsteinmed.edu.

Phone: 718-430-2237

Website: [Office of Human Research Affairs Website](#).

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[View Instructions Page](#)

Which institution are you affiliated with?

This question is required. Choose all that apply.

Albert Einstein College of Medicine

White Plains Hospital

Start Over

Next

Save
Contact

9. Check **Conflict of Interest (COI)**.

Select Curriculum

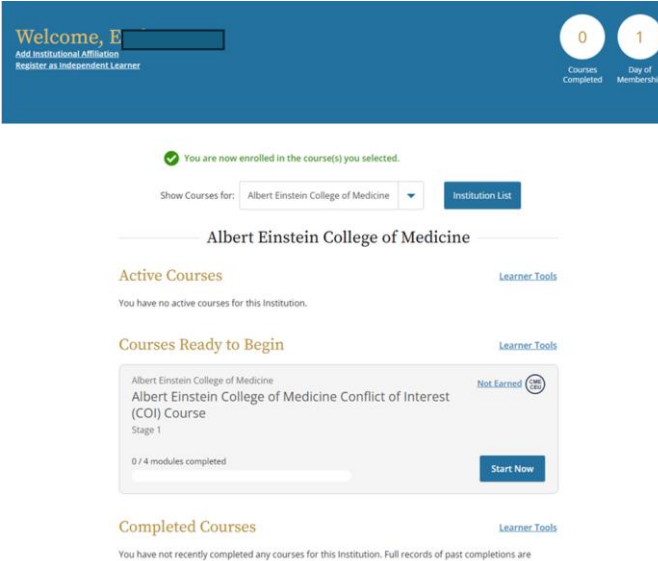
Albert Einstein College of Medicine

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Choose all that apply.

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11. If this is your first time completing the COI course, the “stage 1” course is appropriate.
12. If you have completed the COI course in the past and need to renew your training, the “stage 2” course may be used to renew your training for 4 more years.
13. Please note if you have completed the COI CITI course in the past, you may need to take it again if it has expired.