Case Western Reserve University CREC Program: CITI Basic Course Registration Instructions

The CITI BASIC Course is the ONLY way to enter the Case Western Reserve University’s CREC Program. Successfully completing the CITI Basic course certifies researchers for three years, which is the equivalent of 12 CREC credits. During that three-year cycle, researchers must obtain at least 12 more credits in order to keep their certification active (via CITI refresher courses or CWRU/UH Research Education Sessions).

Instructions

• Start at the CITI Home Page

• Click “Register” under “Create an Account”

• Step 1 - Select Your Organization Affiliation
  o Type “Case Western Reserve University CREC Program” into the search text box. Select it from the drop down menu that appears.
  o Click “Continue to Step 2.”

• Step 2 - Personal Information
  o Enter First and Last name
  o Enter your AFFILIATED e-mail address (Case, UHCMC, MHS, etc.) as the preferred
  o Click “Continue to Step 3.”

• Step 3 - Create a Username and Password
  o Record on the bottom of this form for future reference
  o Click “Continue to Step 4.”

• Step 4 - Gender, Ethnicity, and Race
  o Complete all required (*) fields
  o Click “Continue to Step 5.”

• Step 5 - Optional CE Credits
o CITI offers CE credits/units for physicians, psychologists, nurses, social workers, and other professions allowed to use AMA PRA Category 1 credits for professional re-certification through purchase only. This is NOT required for certification in the CREC Program.

o Complete all required (*) fields

o Click “Continue to Step 6.”

• Step 6 - Information Required by CWRU

  o Complete all required (*) fields

  o Provide Case Network ID if you have one

  o Provide institutional information, not home address and office phone number

  o Click “Continue to Step 7.”

• Step 7 - Select Curriculum

  o Answer Question 1, choose the appropriate training for the type of research that you do. (Answering Question 2 and 3 is not required at this time.)

  o Click “Complete Registration.”

• On the Main Menu, review the information listed

• Under “Course”, the courses previously selected in Step 7 should show “Status” as “Not Started”

• Click the course name hyperlink to begin the program

• Required modules must be completed with a cumulative score of 85% or better to pass the course

Once an investigator has successfully completed the training, CITI will notify Case directly. Information will be downloaded and a CREC account will be set up in the database, which can be accessed through SPIDERWEB using your Case Network ID and password.

Important Links for Reference
• CITI Home Page: https://www.citiprogram.org/dev/default.asp
• Case CREC Site: https://research.case.edu/Education/CREC.cfm
• Spiderweb: https://research.case.edu/spiderweb/