

Eastern Kentucky University

Encompass

SWK 340: Social Work Research Methods OER Collection

2021

SWK 340: Human Subjects Certification Guidelines

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Part of the **Social Work Commons**

SWK 340 - Human Subjects Certification Assignment

Complete the Collaborative Institutional Training Initiative ([CITI](#)) Basic Course on Human Subjects Certification for this assignment. You will learn the history of human subjects protections and research ethics. ECU Institutional Review Board (IRB) (and almost any other university IRB) requires you to complete this certification every three years if you are conducting research approved by them.

Follow these instructions to set up your account and take the certification courses

1. Type the following web address into your browser:
<http://sponsoredprograms.eku.edu/human-subjects-research-training> to learn about the human subjects research training requirement.
2. Click on the Collaborative Institutional Training Initiative ([CITI](#)) online training system.
3. Click the "Register for the Course" link. You will then have to "Select Your Organization Affiliation." Type in "Eastern Kentucky University" and if you agree to the terms of service then click "Continue to Step 2." (NOTE: If you have already completed this course in the past 3 years, please send me the copy of your completion certificate. If you would like to renew your certification, select "renew" and proceed to the next steps.)
4. Complete the contact information page and click "Continue to Step 3."
5. Complete the username and password page and click "Continue to Step 4." Please use your ECU assigned email address.
6. Complete the country of residence page and click "Continue to Step 5."
7. Click "no" for CE credits and answer the last question before clicking "Continue to Step 6."
8. Provide the information requested by ECU including your phone number (can be home or office).
9. Select the "Basic Human Subjects – Social & Behavioral Focus" course and click "Continue to Step 7."
10. For question 1, select "Social & Behavioral Research Investigators"
11. At question 2, click "I have not completed the Basic Course."
12. For question 3, select "Not at this time."
13. For question 4, select "No."
14. Do not answer question 5.
15. There is no question 6.
16. Click "Not at this time" under Question 7 before you click "Complete Registration."
17. Under Question 8 click "I am not required to complete the IPS course at this time."
18. Click "Complete Registration" and then "Finalize Registration."
19. You should see a green check mark with "Your registration has been completed successfully." Click "Eastern Kentucky University Courses." There you will find the two courses to complete. You are only required to complete the "Social & Behavioral Research – Basic/Refresher" course. *Note that you must enter the required information (marked with an asterisk) on each page.

NOTE: At any time during the taking of a group of modules, you are able to quit and return to the course later. However, you must quit after taking the quiz for a particular module, not DURING the taking of that quiz, or your answers will not be recorded. You can view your grades by clicking on “Grade Book” at the top.

Before completing the training, you may re-take modules for a higher score. The minimum required to pass each module is 75%.

If you scored at least 75% on each module, you will be able to click on the link “Return to the Main Menu to print a CITI Course Completion Certificate” or it may take you to the page automatically. There will be a link available to “View Completion Report.” This opens a new window and shows your scores, date completed, etc. for a given group of modules.

SAVE THIS REPORT TO SUBMIT THROUGH BLACKBOARD FOR AN ASSIGNMENT GRADE. This is your certification of completion. Your grade will be the score on this report. You will be certified in Human Subjects Protections for three years (and you can add this to your resume as a course you completed for continuing education!). Sample Certification Page:

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)
COMPLETION REPORT - PART 1 OF 2
COURSEWORK REQUIREMENTS*

* NOTE: Scores on this Requirements Report reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- **Name:** THIS COULD BE YOU (ID: 10000000%)
- **Institution Affiliation:** Eastern Kentucky University (ID: 1410)
- **Institution Email:** thiscouldbeyou@mymail.eku.edu
- **Phone:** 8653837006
- **Curriculum Group:** Social & Behavioral Research - Basic/Refresher
- **Course Learner Group:** Same as Curriculum Group
- **Stage:** Stage 1 - Basic Course
- **Record ID:** 1000000%
- **Completion Date:** 19-Jan-2018
- **Expiration Date:** 25-Aug-2020
- **Minimum Passing:** 75
- **Reported Score*:** 91

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Students in Research (ID: 1321)	26-Aug-2017	5/5 (100%)
History and Ethical Principles - SBE (ID: 490)	26-Aug-2017	4/5 (80%)
Defining Research with Human Subjects - SBE (ID: 491)	26-Aug-2017	4/5 (80%)
The Federal Regulations - SBE (ID: 502)	26-Aug-2017	5/5 (100%)
Assessing Risk - SBE (ID: 503)	26-Aug-2017	4/5 (80%)
Informed Consent - SBE (ID: 504)	26-Aug-2017	4/5 (80%)
Privacy and Confidentiality - SBE (ID: 505)	26-Aug-2017	5/5 (100%)
Research with Prisoners - SBE (ID: 506)	26-Aug-2017	5/5 (100%)
Research with Children - SBE (ID: 507)	26-Aug-2017	4/5 (80%)
Research in Public Elementary and Secondary Schools - SBE (ID: 508)	26-Aug-2017	5/5 (100%)
International Research - SBE (ID: 509)	26-Aug-2017	5/5 (100%)
Internet-Based Research - SBE (ID: 510)	26-Aug-2017	5/5 (100%)
Research and HIPAA Privacy Protections (ID: 14)	26-Aug-2017	5/5 (100%)
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)	26-Aug-2017	4/4 (100%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	26-Aug-2017	4/5 (80%)
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)	26-Aug-2017	4/5 (80%)
Eastern Kentucky University (ID: 12908)	26-Aug-2017	No Quiz

For this Report to be valid, the learner identified above must have had a valid affiliation with the CITI Program subscribing institution identified above or have been a paid Independent Learner.

Verify at www.citiprogram.org/verify/7x82658aba-d35d-4002-88ba-52d0d2e460c9-243223