1. Begin by going to the CITI website: www.citiprogram.org. Click the “Register” button to create an account.

2. Begin the registration process by affiliating with your organization. Type Children’s into the search box, then select “Children’s Hospital of Philadelphia” from the list of choices provided. Then click the “Continue to Step 2” button.
3. Enter your name and email address in the Personal Information section. Then click the “Continue to Step 3” button.
4. Following the guidelines provided, choose a username and password for your account. Select and answer a security question for use if you forget your login credentials. Then click the “Continue to Step 4” button.
5. CITI collects information regarding the gender, ethnicity, and race of its learners. Providing this information is optional. If you prefer not to provide this information, please select the “Prefer not to answer” option for each of the questions. Then click the “Continue to Step 5” button.

6. CITI offers CE credits and units for purchase to learners for its courses. Please review this information and respond to the questions accordingly. Then click the “Continue to Step 6” button.
7. Continue the registration process by providing additional information about yourself, including your employee number (if available), department, office address, office telephone number, etc. Then click the “Continue to Step 7” button.

Notes:
If you do not have a CHOP email account, please enter your personal email address within the “Institutional email address” field.

If you are currently affiliated with the University of Pennsylvania, please enter your Penn ID in the field provided that they also may have access to record of your CITI training completed at CHOP.
8. Select “Responsible Conduct of Research for Postdocs, Fellows, Trainees and NIH Early Career Investigators” as the curriculum you are registering for. Then click the “Next” button.
9. Click the course title to enter the training.

10. Before beginning the modules, you must complete “The Integrity Assurance Statement”.
11. After agreeing to the Integrity Assurance Statement, the link for the first module within the course will be active.

12. After reading through the content within the module, links will be listed at the bottom of the page directing you to the next module or a quiz if one is required.

For questions or further assistance, please contact The Office of Academic Training and Outreach Programs by calling 267-426-2835 or by emailing researchtraining@email.chop.edu.