

**Comité de Ética de la Investigación  
Facultad de Educación**

**Instructivo inscripción Curso: Collaborative Institutional Training Initiative CITI programme**

A continuación encontrará una serie de instrucciones detalladas para acceder a los cursos del programa CITI. Recuerde que antes de presentar su solicitud al Comité de ética de la Facultad, **debe tomar y aprobar al menos dos de los módulos ofertados**. Lo anterior debido a que debe adjuntar los dos certificados a su solicitud de aval ético ([ver instrucciones para solicitar el aval](#)).

Para registrar los cursos usted debe:

1. Ingresar a esta página: <https://www.citiprogram.org/>. Al ingresar usted encontrará una pantalla similar a la que se incluye en la siguiente imagen:



2. En la parte superior derecha encontrará el botón “register”. Al hacer clic sobre ese botón, será redirigido a la pantalla que aparece a continuación.

[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.

**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.

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](#)

3. Una vez esté en esta página, haga clic en la opción “Select your organization affiliation”. En la ventana que se desplegará digite “Universidad de los Andes – Colombia”, revise y acepte los términos de servicio y la política de privacidad, confirme que está afiliada(o) a la Universidad de los Andes y seleccione crear una cuenta en programa CITI.


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. ⓘ

Universidad de los Andes - Colombia 

Universidad de los Andes - Colombia 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 Universidad de los Andes - Colombia.

[Create a CITI Program account](#)

[Return to Options](#)

4. Una vez finalizado el paso anterior, será redirigida(o) a la ventana de creación de su usuario. Digite sus nombres y apellidos y de clic en continuar al paso 3:

CITI - Learner Registration - Universidad de los Andes - Colombia

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](#)

5. Posteriormente, se le pedirá que cree un nombre de usuario y una contraseña. Así como que seleccione una pregunta de seguridad y digite su respectiva respuesta. Cuando diligencie esta información haga clic en continuar al paso 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

\* Security Answer

[Continue To Step 4](#)

6. Finalmente, le preguntarán si quiere conectar su cuenta ORCID (aunque **no** es obligatorio). En caso de querer hacerlo, haga clic en el logo de ORCID e ingrese sus credenciales. Registre su país de residencia y responda si autoriza comunicaciones futuras, una vez finalice los cursos del programa CITI. Una vez diligenciada esta información haga clic en finalizar registro.

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.

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

Yes  
 No

[Finalize Registration](#)

7. Cuando finalice el registro, será redirigida(o) a la siguiente ventana. Allí le preguntarán si quieren obtener créditos para certificarse en campos específicos. Marque **“No”** y haga clic en enviar.

### Your CE Credit Status

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 most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

**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.

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.

[Submit](#)

8. Luego diligencie la información que se le pide en la ventana a la que es redirigida(o), en particular la que está marcada como obligatoria. En la pregunta rol marque *Student Researcher - Graduate level*. Una vez diligenciada la información haga clic en siguiente. Puede marcar español como lengua de preferencia.

 Please provide the following information requested by Universidad de los Andes - Colombia.

Fields marked with an asterisk (\*) are required.

Language Preference

Institutional email address \*

We recommend providing an email address issued by Universidad de los Andes - Colombia or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Universidad de los Andes - Colombia officials identify your learning records in reports.

Verify Institutional email address \*

Highest degree

9. En la página a la que será redirigida(o) encontrará un cuestionario con una variedad de cursos relacionados con la ética de las investigaciones. Usted deberá seleccionar al menos un curso por pregunta de acuerdo con sus intereses, puede dejar de contestar las preguntas que no presenten temas de su interés. Le recomendamos que seleccione el tema *Human Subjects: Social, Behavioral, and Educational (SBE) Spanish*:

## Select Curriculum

Universidad de los Andes - Colombia

[View instructions page.](#)

### Question 1

#### Spanish Courses

Please choose the appropriate course.

- Good Clinical Practice Course (US FDA focus) - Spanish
- GCP Course for Clinical Trials Involving Investigational Medical Devices - Spanish
- GCP Course for Trials With Investigational Drugs (international/ ICH focus) - Spanish
- Human Subjects: Biomedical - Spanish
- Human Subjects: Social, Behavioral, and Educational (SBE) - Spanish

10. Ahora bien, cuando recorra el cuestionario, en la pregunta **9 debe seleccionar la opción “Ciencias sociales (EGOB, ECO, CIFE, CISOC, DISE, ARQ)”**.

### Question 9

#### Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

- Comité gestor
- Ciencias naturales biológicas (MED, BIO, BIOQ,)
- Ciencias exactas (MAT, QUIM, FIS; GEO,)
- Ciencias sociales (EGOB, ECO, CIFE, CISOC, DISE, ARQ)**
- Artes y humanidades (FILO, LITE, ART, MUSI,)
- Ingenierías y Administración
- Not at this time.

11. Además de lo anterior, **deberá seleccionar un módulo (tema) adicional en cualquiera de las demás preguntas.** (La siguiente imagen presenta un ejemplo de una selección posible, de ninguna forma implica que está sea la segunda selección que usted debe hacer).

## Question 2

### 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.

- Biomedical Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social Behavioral Health Researchers: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.**
- Biomedical Data or Specimens Only Researchers: No direct contact with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.



12. Una vez haya seleccionado las opciones de modulo que decidió incluir, haga clic en **enviar**. Será redirigida(o) a la pantalla de cursos activos y cursos por empezar. En esta última opción encontrará los cursos que seleccionó. Finalmente, haga clic en empezar ahora y siga las instrucciones del módulo. Como se muestra a continuación:

Universidad de los Andes - Colombia

**Active Courses** [Learner Tools](#)

You have no active courses for this Institution.

**Courses Ready to Begin** [Learner Tools](#)

Universidad de los Andes - Colombia  
Ciencias sociales (EGOB, ECO, CIFE, CISOC, DISE, ARQ)  
Stage 1 - RCR

0 / 9 modules completed

[Start Now](#)

Universidad de los Andes - Colombia  
Conflicts of Interest  
Stage 1

0 / 1 modules completed

[Start Now](#)

Universidad de los Andes - Colombia  
Social Behavioral Health Researchers  
Stage 1 - Basic Course

0 / 12 modules completed

[Start Now](#)

### Preguntas relacionadas con el comité de ética de la Facultad de Educación

- [cte-etica faceduc@uniandes.edu.co](mailto:cte-etica faceduc@uniandes.edu.co) - [ca.cortes@uniandes.edu.co](mailto:ca.cortes@uniandes.edu.co)
- 3394949 ext 4808