

Case Western Reserve University (CWRU) Continuing Research Education Credit (CREC) Program  
Collaborative Institutional Training Initiative (CITI) Program

The initial core training to enroll in the CWRU CREC Program is only through the successful completion of one CITI Program course in the protection of human subjects. This course will certify you for 3- years. During that 3-year cycle, you must obtain 12 credits to maintain an active certification. For more information, please visit the CREC website linked below.

<https://case.edu/research/faculty-staff/education-and-training/continuing-research-education-credit-crec>

Please select from one of the following applicable courses. Credit will not be given for multiple core courses taken at the same time. However, multiple courses can be taken for education and further understanding.

- Group 1 Biomedical Research Faculty, Staff, and Students
- Group 2 Social and Behavioral Research Faculty, Staff, and Students

#### Instructions

- Start at the CITI Home Page: <http://citiprogram.org>
- Click “Register” in the upper right corner of the page
- Step 1 – Select Your Organization Affiliation
  - Type “Case Western Reserve University CREC Program” into the search text box. Select it from the drop-down menu that appears.
  - Click “I AGREE to the Terms...”
  - A second check box will appear, and you should affirm that you are affiliated with CWRU
  - **DO NOT check anything under “Independent Learner Registration”**
  - Click “Continue to Create Your CITI Program Username/Password”
- Step 2 – Personal Information
  - Enter First and Last name
  - Enter your e-mail address. Please use your CWRU, UH, or MetroHealth email if you have one. **If you do not have an affiliated email, please enter your current email address.**
  - List a secondary email address, if you wish.
  - Click “Continue to Step 3.”
- Step 3 – Create a Username and Password
  - You can use any user name and password
  - Record on the bottom of this form for future reference
  - Choose a security question and enter the answer
  - Click “Continue to Step 4.”
- Step 4 – Country of Residence
  - Type in the United States, or another appropriate answer
  - Click “Continue to Step 5.”
- Step 5 – Optional CE Credits **Not a requirement**
  - CITI offers Continuing Education (CE) credits/units for physicians, psychologists, nurses, social workers, and other professions allowed to use AMA PRA Category 1 credit for professional re-certification. Please note the CE credits are available to purchase if you want to do this, **but this is NOT required for certification in the CREC Program.**
  - Complete all required (\*) fields, feel free to answer No to all the questions.

- Click “Continue to Step 6.”
- Step 6 – Information Requested by CWRU
  - Complete all required (\*) fields
  - Provide Case Network ID if you have one. You can use an email address as the answer to this question.
  - Click “Continue to Step 7.”
- Step 7 – Select Curriculum
  - Answer Question 1 by choosing the appropriate training. (Group 1 Biomedical or Group 2 Social & Behavioral)

Answering Questions 2-5 is not required at this time.

- Click “Complete Registration.”
- Click Finalize 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
- Complete all required modules with a cumulative score of 85% or better to pass the course successfully

Upon successful completion of the training, the CITI Program will notify CWRU directly. Your CREC account will be set up within two business days, which is accessible through Spiderweb ([research.case.edu/Spiderweb](https://research.case.edu/Spiderweb)) using your Case Network ID and password.

Please email [crec@case.edu](mailto:crec@case.edu) with questions.

#### Important Links for Reference

- CITI Program Home Page: <https://about.citiprogram.org/>
- CWRU CREC Site: <https://case.edu/research/faculty-staff/education-and-training/continuing-research-education-credit-crec>
- CREC FAQs: <https://case.edu/research/faculty-staff/education-and-training/crec-faqs>
- Spiderweb: <https://research.case.edu/spiderweb/>

CITI Username: \_\_\_\_\_ CITI Password: \_\_\_\_\_