

# CITI Training for Export Control

John Allen

Director for Research Compliance

(321) 674 7309

[jallen@fit.edu](mailto:jallen@fit.edu)

# CITI access through the Office of Research Web Page

<http://www.fit.edu/research/osp/#online-training>

The screenshot shows a web browser window with the URL [www.fit.edu/research/osp/#online-training](http://www.fit.edu/research/osp/#online-training). The page features the Florida Institute of Technology logo and navigation menus. The main content area is titled "Office of Sponsored Programs" and includes a sub-menu with "Overview", "Policies", "Online Training", and "Contacts". The "Online Training" section is active, displaying the CITI logo and an overview of the Collaborative Institutional Training Initiative. A sidebar on the left lists various research and training resources.

**Office of Research**

- Research Home
- Welcome
- Research Institutes, Centers and Major Laboratories
- Available Technology
- Research Portal
- Office of Sponsored Programs
- Export Control Training
- Current Reports
- Faculty/Student Resources
- Faculty Profiles
- Feature Ideas
- Discovery: Florida Tech
- Florida Tech Research Park
- Florida Tech Consulting
- Intellectual Property Development

**Committees**

**Contact Info**

**Office of Research**  
Florida Institute of Technology  
150 W. University Blvd  
Melbourne, Florida 32901  
Phone (321) 674-8960  
Fax (321) 674-8969

**Office of Sponsored Programs**

Overview Policies **Online Training** Contacts

**CITI** Collaborative Institutional Training Initiative

### Overview

The Collaborative Institutional Training Initiative (CITI Program) at the University of Miami is a leading provider of research education content. Their web-based training materials serve millions of learners at academic institutions, government agencies, and commercial organizations in the U.S. and around the world.

To get started, check out the links below to create an account or for instructions on adding courses.

**EXPORT CONTROLS TRAINING NOTIFICATION: CITI Courses 16800, 16801 & 16802 are REQUIRED TRAINING**

### Important Links

- **CITI Program Website:** [www.citiprogram.org](http://www.citiprogram.org)
- **Create an Account:** <https://www.citiprogram.org/index.cfm?pageID=154&icat=0&clear=1>
- **Instructions for Adding Courses:** <https://www.citiprogram.org/citidocuments/citiinstructions.htm?>
- **List of Courses:** <https://www.citiprogram.org/index.cfm?pageID=86>
- **Help and Support:** <http://citiprogram.desk.com>

Or email: [citisupport@med.miami.edu](mailto:citisupport@med.miami.edu)

# Select “Create and Account”

The screenshot shows the Florida Institute of Technology website at the URL [www.fit.edu/research/osp/#online-training](http://www.fit.edu/research/osp/#online-training). The page is titled "Office of Sponsored Programs" and features a navigation menu with "About Florida Tech", "Academics", "Research", "Campus Life", "Athletics", and "Admissions". The main content area is divided into "Overview", "Policies", "Online Training", and "Contacts". The "Online Training" section is active, displaying the CITI logo and an overview of the Collaborative Institutional Training Initiative. A red arrow points to the "Create an Account" link in the "Important Links" section, which is highlighted with a red box. The text "Double Click on 'Create an Account'" is overlaid in red on the arrow.

**Office of Sponsored Programs**

Overview Policies **Online Training** Contacts

**CITI** Collaborative Institutional Training Initiative

**Overview**

The Collaborative Institutional Training Initiative (CITI Program) at the University of Miami is a leading provider of research education content. Training materials serve millions of learners at academic institutions, government agencies, and commercial organizations in the world.

For more information, visit the links below to create an account or for instructions on adding courses.

**EXPORT CONTROLS TRAINING NOTIFICATION: CITI Courses 16800, 16801 & 16802 are REQUIRED TRAINING**

**Important Links**

- **CITI Program Website:** [www.citiprogram.org](http://www.citiprogram.org)
- **Create an Account:** <https://www.citiprogram.org/index.cfm?pageID=154&icat=0&clear=1>
- **Instructions for Adding Courses:** <https://www.citiprogram.org/citidocuments/citiinstructions.htm?>
- **List of Courses:** <https://www.citiprogram.org/index.cfm?pageID=86>
- **Help and Support:** <http://citiprogram.desk.com>

Or email: [citisupport@med.miami.edu](mailto:citisupport@med.miami.edu)

**Double Click on “Create an Account”**

**Office of Research**  
Florida Institute of Technology  
150 W. University Blvd  
Melbourne, Florida 32901  
Phone (321) 674-8960  
Fax (321) 674-8969

# Enter your Organization Affiliation

USA - English Text Size: A A Log In | Register | Help

**CITI PROGRAM** Collaborative Institutional Training Initiative Search Knowledge Base

Home About Us Subscribing Online Courses CMEs/CEUs Publications News Contact Us

### CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

Type in and select Florida Institute of Technology. Organizations will auto-populate this field as you type. Then select "Continue to Step 2".

### Select Your Organization Affiliation

Search for organization: Enter full or partial name

Can't find your institution? It may use Single Sign On. Check here.

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

[Continue to Step 2](#) [Search Again](#)

### Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. 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.

[Continue as Independent Learner \(Fees Apply\)](#)

# Enter your Personal Information



Collaborative Institutional Training Initiative

[Home](#) [About Us](#) [Subscribing](#) [Online Courses](#) [CMEs/CEUs](#) [News](#) [Contact Us](#)

**CITI - Learner Registration - Florida Institute of Technology**

Steps: 1 **2** 3 4 5 6 7

**Personal Information**

\* indicates a required field.

* First Name <input type="text" value="Bob"/>	* Last Name <input type="text" value="Jones"/>
* Email Address <input type="text" value="Bob@tamu.edu"/>	* Verify email address <input type="text" value="Bob@tamu.edu"/>
Secondary email address <input type="text" value="bob@jones.com"/>	Verify secondary email address <input type="text" value="bob@jones.com"/>

Type in your information in the blank fields. Then select "Continue to Step 3".

5

# Enter your Preferred Access Information



Collaborative Institutional Training Initiative

[Home](#) [About Us](#) [Subscribing](#) [Online Courses](#) [CMEs/CEUs](#) [News](#) [Contact Us](#)

**CITI - Learner Registration - Florida Institute of Technology**

Steps: 1 2 **3** 4 5 6 7

### Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 8 characters. Once created, your username will be part of your email address. Example: "a12b34cd". Once created, your password will be part of your email address. Example: "A12B34CD".

Your password should consist of 8 to 16 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

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.

\* User Name

\* Password

\* Verify Password

\* Security Question

\* Security Answer

**Type in a log in name and password.**

**Select a security question and type in an answer. Then select "Continue to Step 4"**

# Enter your Country of Residence

 Collaborative Institutional Training Initiative

[Home](#) [About Us](#) [Subscribing](#) [Online Courses](#) [CMEs/CEUs](#) [News](#) [Contact Us](#)

### CITI - Learner Registration - Florida Institute of Technology

Steps: 1 2 3 **4** 5 6 7

\* indicates a required field.

**\* Country of Residence**

Search for country: Enter full or partial name (e.g., "US", "USA"), then pick from list of choices provided.

**Continue to Step 5**

Type in and select US. Countries will auto-populate this field as you type. Then select "Continue to Step 5."

# Continuing Education Credits

CITI - Learner Registration - Florida Institute of Technology

Steps: 1 2 3 4 **5** 6 7

† indicates a required field.

**\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

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 many CITI courses – with that availability indicated on course and module listings. **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.

Yes

**No**

The CE function 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.

No

**If you picked "YES"**

- MDs, DOs, PAs - AMA PRA Category 1 Credits
- Psychologists – APA Category 1 Credits
- Nurses – ANCC CNE Credits
- Other Participants – CE Credits
- Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

**\* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ**

Yes

No

Not sure. Ask me later

**Continue to Step 6**

Select "No" for the two required questions (not required for export controls training). Then select "Continue to Step 6."

# Florida Tech Required Info

Please provide the following information requested by Florida Institute of Technology

\* Indicates a required field.

Language Preference

\* Institutional email address

Gender

Highest degree

Employee Number

\* Department

\* Role in research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

[Continue to Step 7](#)

Fill in the required fields. Students should fill in their Student ID number in the employee number block. Then select "Continue to Step 7".

# Select Curriculum

## \* Question 3

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
  - No
- 

## Question 4

Please select the Good Clinical Practice Courses you would like to take.

Choose all that apply

- Good Clinical Practice Course for Clinical Trials Involving Medical Devices (international focus).
- Good Clinical Practice Course for Clinical Trials Involving Medical Devices (international focus).
- Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / international focus)

There are 7 questions on this page, you only have to answer #3 and #5. Select "No" for #3. Select "CITI Export Controls" for #5. Then select "Complete Registration".

## Question 5

Please make your selection below to receive the CITI US Export Control Regulations course.

Choose one answer

- CITI Export Controls
  - Not at this time.
- 

# Finalize Registration

The screenshot displays the CITI Program website interface. At the top left is the CITI PROGRAM logo, and to its right is the text "Collaborative Institutional Training Initiative". A search bar labeled "Search Knowledge Base" is located in the top right corner. Below the header is a navigation menu with links for Home, About Us, Subscribing, Online Courses, CMEs/CEUs, News, and Contact Us. The main content area features a blue header for "CITI - Learner Registration". Below this header, a grey box contains the text "Welcome to the CITI Program. Your registration with Florida Institute of Technology is complete." and a link labeled "Finalize registration". A red arrow points to this link. A grey callout box with red text says "Select 'Finalize Registration'".

**CITI - Learner Registration**

Welcome to the CITI Program. Your registration with Florida Institute of Technology is complete.

[Finalize registration](#)

Select "Finalize Registration".

# CITI Export Controls Course- Stage 1

## CITI Export Controls Course - Stage 1

To pass this course you must:

- Complete the required module
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided,

Your Current Score

0%

Select "Complete the Integrity Assurance Statement before beginning the course"

You have unfinished required or elective modules



[Complete The Integrity Assurance Statement before beginning the course](#)

### Required Modules

Introduction to Export Compliance (ID: 16800)

### Supplemental Modules

NOTE: Supplemental modules are provided for general interest only. You DO NOT receive credit for completing these modules

Export Compliance for Researchers: Part I (ID: 16801)	Incomplete	0/0 (0%)
Export Compliance for Researchers: Part II (ID: 16802)	Incomplete	0/0 (0%)
Export Compliance for Research Administrators (ID: 16803)	Incomplete	0/0 (0%)
Export Compliance and Biosafety (ID: 16805)	Incomplete	0/0 (0%)
Export Compliance for Operational Departments (ID: 16806)	Incomplete	0/0 (0%)
Export Compliance for International Shipping (ID: 16807)	Incomplete	0/0 (0%)
Export Compliance and Purchasing (ID: 16808)	Incomplete	0/0 (0%)

NOTE: The University requires the following courses to be completed to meet our export controls requirements:

- Introduction to Export Compliance (ID: 16800)
- Export Compliance for Researchers: Part 1 (ID: 16801)
- Export Compliance for Researchers: Part 1 (ID: 16802)

# CITI Export Controls Course Integrity Assurance

## Assurance Statement

Bob Jones:

CITI Program [Terms of Service](#) include the following provisions. Please read them carefully.

**No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

**Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.

**No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

**No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

**My Actions Are Logged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Check the box to accept, then click the

Read the content of this page, select the box next to "I AGREE". Then select Submit.

I AGREE to the above and the other [Terms of Service](#) for accessing CITI Program materials.

Submit

# CITI Export Controls Course Start Page

## CITI Export Controls Course - Stage 1

To pass this course you must:

- Complete the required module
- Achieve an average score of at least 80% on all course's module requirements
- Supplemental modules, if provided, are optional

You have unfinished required or elective modules re

Your Current Score

00%

Select your course to get started!

NOTE: The University requires the following courses to be completed to meet our export controls requirements:

- Introduction to Export Compliance (ID: 16800)
- Export Compliance for Researchers: Part 1 (ID: 16801)
- Export Compliance for Researchers: Part 1 (ID: 16802)

### Required Modules

Introduction to Export Compliance (ID: 16800)

### Supplemental Modules

NOTE: Supplemental modules are provided for general interest only. You DO NOT receive credit for completing these modules

Export Compliance for Researchers: Part I (ID: 16801)

Export Compliance for Researchers: Part II (ID: 16802)

Export Compliance for Research Administrators (ID: 16803)

Export Compliance and Biosafety (ID: 16805)

Export Compliance for Operational Departments (ID: 16806)

Export Compliance for International Shipping (ID: 16807)

Export Compliance and Purchasing (ID: 16808)

Export Compliance and International and Foreign Waters (ID: 16809)

Export Compliance and Collaborations (ID: 16810)

Export Compliance and United States Sanctions Programs (ID: 16812)

Date Completed

Score

Incomplete

0/0 (0%)

# At the end of the courses...

- The course is listed on a single web page. Just scroll down.
- Select “Take the quiz for Introduction to Export Compliance (or whichever of the 3 courses you are working on)”.
- After submitting the quiz (assuming you passed), select “View Post-Course Completion Options”.
- Select “Completion Report” for your records. Print or download it.

# Example Completion Report

## COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM) COURSEWORK REQUIREMENTS REPORT\*

\* 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:** John Allen (ID: 5669889)  
• **Email:** jallen1998@fit.edu  
• **Institution Affiliation:** Florida Institute of Technology (ID: 2793)  
• **Institution Unit:** Office of Research  
• **Phone:** 3216747309

• **Curriculum Group:** Export Controls  
• **Course Learner Group:** CITI Export Controls Course  
• **Stage:** Stage 1 - Stage 1  
• **Description:** After completing this module the learner should be able to: 1. Describe the three major sets of regulations that regulate the export of materials, technology, technical data, and software from the United States. 2. Define and use key terms and concepts critical to understanding U.S. export regulations. 3. Understand why it is important for researchers in U.S. institutions of higher education to have a core knowledge of U.S. export regulations.

• **Report ID:** 20327029  
• **Completion Date:** 07/26/2016  
• **Expiration Date:** 07/26/2019  
• **Minimum Passing:** 80  
• **Reported Score\*:** 100

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Introduction to Export Compliance (ID: 16800)	07/26/16	5/5 (100%)

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.

CITI Program  
Email: [citisupport@miami.edu](mailto:citisupport@miami.edu)  
Phone: 305-243-7970  
Web: <https://www.citiprogram.org>

Collaborative Institutional  
Training Initiative  
at the University of Miami

# CITI Export Controls Course



Collaborative Institutional Training Initiative

Search Knowledge Base

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)

[Main Menu](#) > [Post-Course Completion Options](#)

 Congratulations! You have now completed the 'CITI Export Controls Course - Stage 1' course

## Post-Course Completion Options

 **Completion Report**  
Print or download your Completion Report.

 **Independent Learner Courses**  
Purchase additional training. New courses include Planning for the Research Enterprise.

 **Online Bookstore**  
Purchase books and supplemental materials. Titles include Introduction to Ethics and Engineering Research.

 **Post-Course Evaluation**  
Fill out a voluntary post-course evaluation.

 **Return to Main Menu**  
Review your completed modules and continuing education (CE/CEU) credit eligibility (if applicable).

Select "Return to Main Menu" to continue taking courses until the required courses are complete.

**NOTE:** The University requires the following courses to be completed to meet our export controls requirements:

- Introduction to Export Compliance (ID: 16800)
- Export Compliance for Researchers: Part 1 (ID: 16801)
- Export Compliance for Researchers: Part 1 (ID: 16802)



# When Complete

- Maintain printed copies (or electronic) for your records.
- Notify John Allen (Director of Research Compliance) that you have completed the training. Attach an electronic copy of your certificate and note in the email what research grant or contract you are working on.
  - [jallen@fit.edu](mailto:jallen@fit.edu)

# Point of Contact

- If you have any questions, please contact:

John Allen

Director of Research Compliance

(321) 674 7309

[jallen@fit.edu](mailto:jallen@fit.edu)

Keuper Office 231