

FERPA Training Enrollment

IVC uses the Collaborative Institutional Training Initiative (CITI Program) as a resource for training on the Family Educational Rights and Privacy Act. All IRB participants must complete the minimum required training in order to participate in research. Please follow the steps below to enroll in the appropriate training module


Contents

I. CITI Program – NEW User	2
1. Begin website registration	2
i. Select or add “Irvine Valley College” under “Select your Organization Affiliation”	2
2. Enter Personal Information (i.e. Name & Email Address).....	2
3. Create Username, Password, and Security Questions.....	2
4. Complete Learner Registration	3
5. If applicable, complete Continuing Education Unit preferences.....	4
6. Complete IVC requested information.....	5
7. Select “FERPA Training Course” under question 3 and Complete Registration (leave other fields blank).	6
8. Select Finalize Registration	7
9. Once registered and on the home screen, Select “View Courses”	8
10. Select “Start Now” to begin the training	9
II. CITI Program – REGISTERED User	10
1. Log-in to the website	10
2. Under the Institutional Courses section, Select “View Courses”	11
3. Scroll to the bottom of the page and select “Add a Course”	12
4. Under the Information Privacy and Security (IPS) question, select “FERPA Training Course”	13
5. Select “Start Now” to begin your course.	14
III. Website Links	
1. New User	
2. Registered User	

I. CITI Program – NEW User

1. Begin [website](#) registration

- i. Select or add “**Irvine Valley College**” under “Select your Organization Affiliation”
 - a. Agree to terms and
 - b. Confirm affiliation
 - c. Continue to create login



The screenshot shows the CITI Program registration interface. At the top, there is a logo for 'CITI PROGRAM' and a language dropdown set to 'English'. Below the logo are three navigation links: 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER' (which is underlined). A blue header bar reads 'CITI - Learner Registration'. Below this is a progress indicator showing 'Steps: 1 2 3 4 5 6 7', with '1' highlighted. The main section is titled 'Select Your Organization Affiliation'. It contains a red note: 'This option is for persons affiliated with a CITI Program subscriber organization.' Below this is a text box containing 'Irvine Valley College', which is highlighted with a green border. Underneath the text box is a note: 'Irvine Valley College only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' There are two checkboxes: the first is checked and reads 'I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.'; the second is also checked and reads 'I affirm that I am an affiliate of Irvine Valley College.' At the bottom of the form is a blue button labeled 'Continue To Create Your CITI Program Username/Password'.

2. Enter Personal Information (i.e. Name & Email Address)

3. Create Username, Password, and Security Questions

4. Complete Learner Registration

CITI - Learner Registration - Irvine Valley College

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., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

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

Yes

No

*** May we contact you about participation in voluntary research surveys after you complete your CITI Program coursework?** ⓘ

Yes

No

Not sure. Ask me later.

[Continue To Step 5](#)

5. If applicable, complete Continuing Education Unit preferences.

* 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 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.

No

If you picked "YES", please check below the one type of credit you would like to earn

MDs, DOs, PAs - AMA PRA Category 1 Credits TM

Psychologists - APA Credits

Nurses - ANCC CNE

Other Participants - Certificates of Participation

Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

[Continue To Step 6](#)

6. Complete IVC requested information.

CITI - Learner Registration - Irvine Valley College

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by Irvine Valley College

* indicates a required field.

Language Preference
English

* Institutional Email Address
sdhillon@ivc.edu

Gender
Male

Highest Degree
MA or MS

Employee Number

* Department
Office of Instruction

* Role In Research
IRB Member

CITI Program – FERPA Training Enrollment

7. Select “**FERPA Training Course**” under question 3 and Complete Registration (leave other fields blank).

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - Irvine Valley College

Steps: 1 2 3 4 5 6 7

Select Curriculum

* indicates a required field.

Click [here](#) to review the Irvine Valley College instructions page.

Question 1

Conflicts of Interest (COI)
Would you like to take the Conflicts of Interest course?

Choose one answer

Yes

No

Question 2

Human Subjects Research (HSR)
Please make your selection below based on your role/group to enroll in HSR training:

Choose one answer

IRB Members

Social-Behavioral-Educational Researchers

IRB Chair

Not at this time

Question 3

Information Privacy and Security (IPS)
Please make your selection below to enroll in IPS training:

Choose one answer

Researchers - Information Privacy and Security (IPS)

Students and Instructors- Information Privacy and Security (IPS)

HIPAA Training Course

FERPA Training Course

Not at this time

Question 4

IRB Administration
Please make your selection below if you wish to be enrolled in the IRB Administration course.

Choose one answer

IRB Members - IRB Administration

Not at this time.

Question 5

Responsible Conduct of Research (RCR)
Please make your selection below to enroll in RCR training:

Choose one answer

Biomedical Sciences - Responsible Conduct of Research

Engineering and Computing - Responsible Conduct of Research

Humanities - Responsible Conduct of Research

Physical Sciences - Responsible Conduct of Research

Research Administration - Responsible Conduct of Research

Social, Behavioral, and Education (SBE) Sciences - Responsible Conduct of Research

Social, Behavioral, and Education (SBE) Sciences for Students (RCR)

Not at this time

Complete Registration

8. Select Finalize Registration



The screenshot displays the CITI Program registration interface. At the top center is the CITI PROGRAM logo, which consists of a blue globe icon to the left of the text 'CITI PROGRAM'. In the top right corner, there is a language selection dropdown menu labeled 'English'. Below the logo, there are three navigation links: 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER', with 'REGISTER' being underlined. A blue header bar contains the text 'CITI - Learner Registration'. Below this, a light gray message box states: 'Welcome to the CITI Program. Your registration with Irvine Valley College is complete.' At the bottom left, there is a blue button labeled 'Finalize Registration'.

9. Once registered and on the home screen, Select “View Courses”.

The screenshot shows the CITI Program home screen. At the top left is the CITI PROGRAM logo. To its right are navigation links: [Courses](#) (underlined), [Records](#), [CE/CMEs](#), and [Support](#). A search icon is in the top right corner. Below the navigation is a blue banner with the text "Welcome, Sunny" in yellow, followed by two links: [Add Institutional Affiliation](#) and [Register as Independent Learner](#). A green checkmark icon is followed by the message "Your registration has been completed successfully." Below this is a section titled "Institutional Courses" with a horizontal line above and below the title. The text explains that institutional courses are for learners with affiliations and provides links for [add an affiliation](#) and [remove an affiliation](#). Under "Irvine Valley College", there is a blue "View Courses" button. Below that, there are two questions: "Would you like to affiliate with another Institution?" with an "Add Affiliation" button, and "Would you like to remove an existing affiliation?" with a "Remove Affiliation" button. At the bottom is a section titled "Independent Learner" with a horizontal line above and below the title. Below this title is the text "Register as an independent learner to purchase course content. Before you purchase".

10. Select “Start Now” to begin the training

Show Courses for: ▼ [Institution List](#)

Irvine Valley College

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

Irvine Valley College
FERPA Training Course
Stage 1 - Basic Course

0 / 2 modules completed

[Start Now](#)

Completed Courses [Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

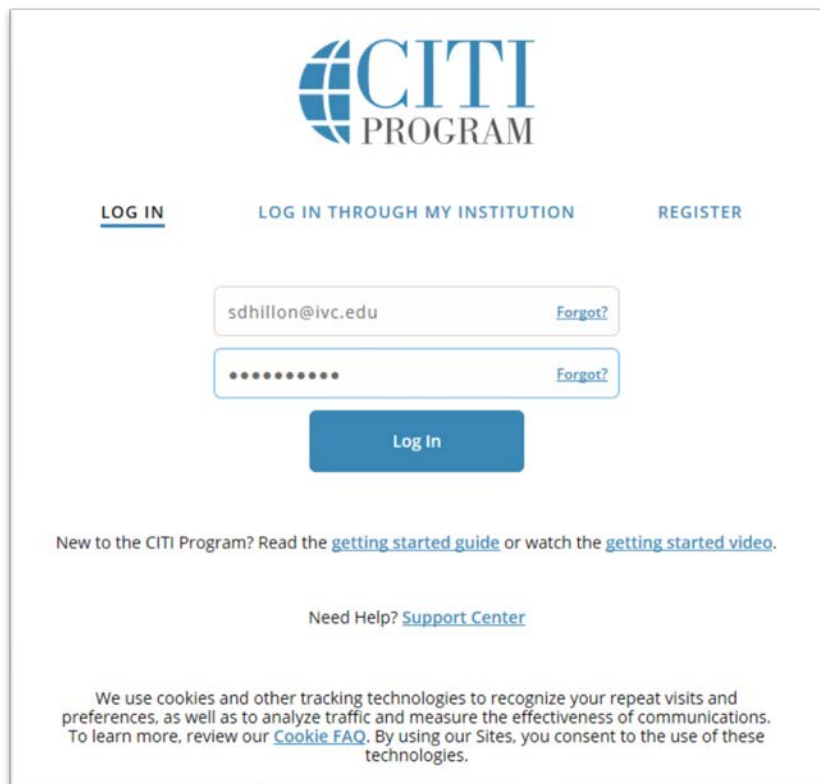
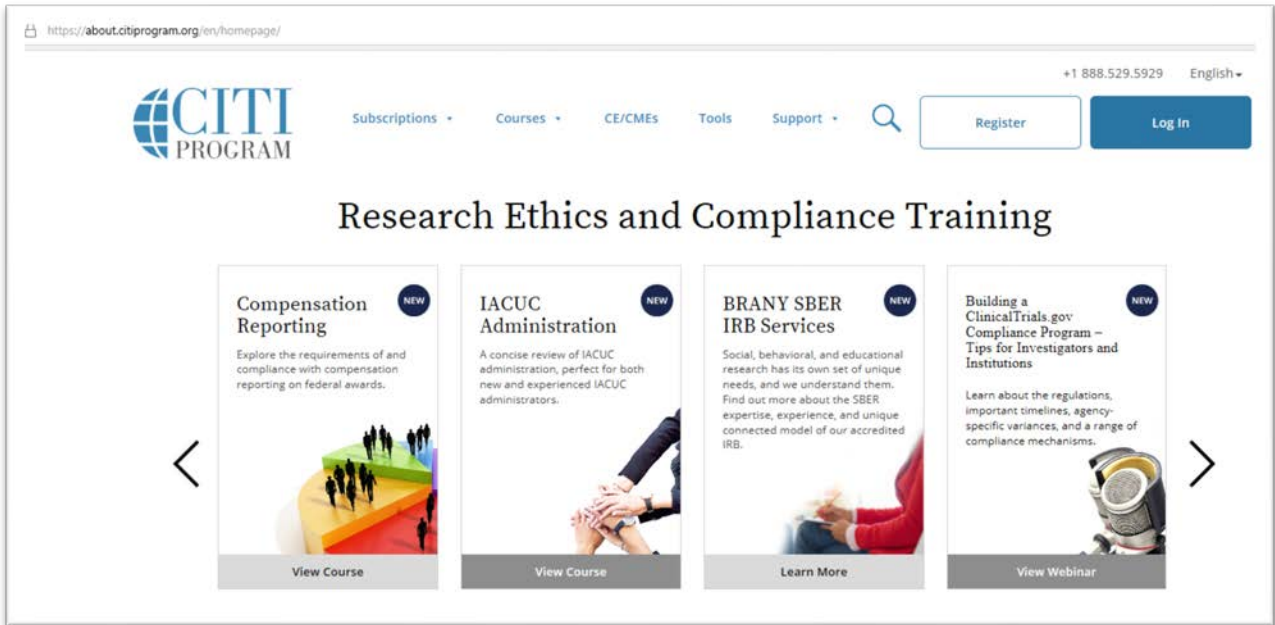
Learner Tools for Irvine Valley College

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

II. CITI Program – REGISTERED User

If you are a registered user, click [here](#) to log-in or visit citiprogram.org

1. Log-in to the [website](#)



2. Under the Institutional Courses section, Select “View Courses”

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Irvine Valley College

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

3. Scroll to the bottom of the page and select “Add a Course”

Show Courses for:

Irvine Valley College



Institution List

Irvine Valley College

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin

[Learner Tools](#)

You have no courses ready to begin for this Institution.

Completed Courses

[Learner Tools](#)

Irvine Valley College

FERPA Training Course

Stage 1 - Basic Course

[Post-Course Survey](#) 

Passed 10-Mar-2020

[Review Course](#)

[View - Print - Share Record](#)

Learner Tools for Irvine Valley College

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

4. Under the Information Privacy and Security (IPS) question, select “**FERPA Training Course**”

All other sections may be left blank. Select “Submit” at the bottom of the page.

Question 3

Information Privacy and Security (IPS)

Please make your selection below to enroll in IPS training:

- Researchers - Information Privacy and Security (IPS)
- Students and Instructors- Information Privacy and Security (IPS)
- HIPAA Training Course
- FERPA Training Course
- Not at this time

5. Select “Start Now” to begin your course.

Show Courses for: Irvine Valley College ▼ [Institution List](#)

Irvine Valley College

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

Irvine Valley College
FERPA Training Course
Stage 1 - Basic Course

0 / 2 modules completed

[Start Now](#)

Completed Courses [Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

Learner Tools for Irvine Valley College

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)