

Enrollment Guide

for Human Subject Research Certification

CIRTification: Community Involvement in Research Training is a human research protections training program designed especially for community partners involved in research, responsible for recruiting research participants, obtaining informed consent, and collecting data.

The following is a guide for registration and completion of Community Involvement in Research Training. A certificate is provided at the end of this course that can be downloaded for your records.

Click the link to begin.

[CIRTification: Community Involvement in Research Training](#)

After reading the course description, click the **Enroll** button.

Course Details

CIRTification: Community Involvement in Research Training	Self-Paced Web Course
<p>Description:</p> <p>CIRTification: Community Involvement in Research Training is a human research protections training program designed especially for community partners. If you will be involved in research and responsible for recruiting research participants, obtaining informed consent, or collecting data, this training is for you. This course will cover:</p> <ul style="list-style-type: none">• Introduction to Research: The basic terminology, activities, and people involved in research and various ethical considerations.• Research History: Some research abuses that have happened in the past and the rules we have now to prevent those abuses. This module also introduces the goals of community engagement in research and the important responsibilities shared by community research partners.• Eligibility & Recruitment: The importance of adhering to study inclusion/exclusion criteria and best practices identifying and recruiting research participants.• Informed Consent: The key components of informed consent, the kinds of information included in the consent form, how to respond to participants' questions about enrollment and withdrawal, and discussion of practical challenges and good practices.• The Institutional Review Board: The people on the IRB, the process of submitting to the IRB, and the criteria that IRBs apply to the review of research.• Collecting & Protecting Data: How to protect participant privacy and keep data safe and confidential during collection, transport, and storage.• Handling Issues in the Field: What do to if you suspect a co-worker of falsifying data, run into a study participant outside of work, and get challenging questions from study participants. <p></p>	

You will enroll under **Non-UIC Registration**.



Create an Account

There are two paths for system registration:

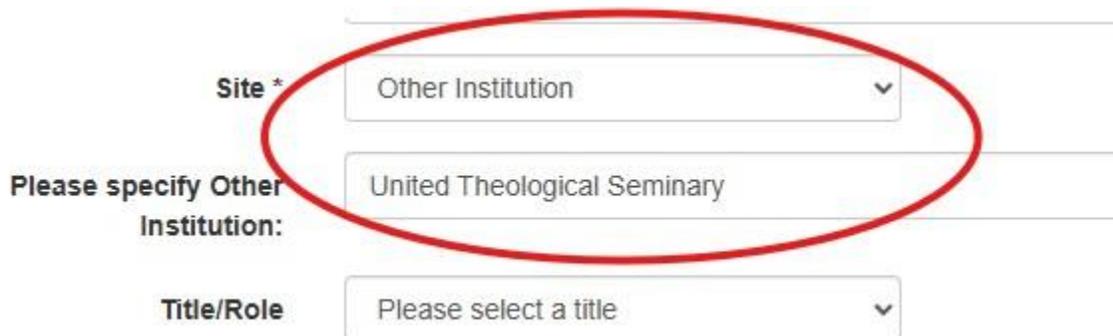
1. UIC Students
2. Everyone else

Please select your path below to continue. After your a

UIC Registration **Non-UIC Registration**

Fill in the required information with your **United email**.

Under "Site" you will scroll down and select **Other Institution** and **type in United Theological Seminary**.



Site * Other Institution

Please specify Other Institution: United Theological Seminary

Title/Role Please select a title

Select your appropriate Title and Role.

Select "no" for the subscription choices.

Click the prove you're not a robot box.

You will get a message saying that you have successfully completed registration. Click the blue [here](#) link.

Register (Non-UIC)

Success! You are now registered. You may enroll in CIRTification: Community Involvement in Research Training [here](#).

A “Course Details” screen will appear. Click **Enroll** at the bottom.

Course Details

CIRTification: Community Involvement

Description:

CIRTification: Community Involvement in research and responsible for recruiting re

- **Introduction to Research:** The ba
- **Research History:** Some research community engagement in research
- **Eligibility & Recruitment:** The imp
- **Informed Consent:** The key comp and withdrawal, and discussion of p
- **The Institutional Review Board:** T
- **Collecting & Protecting Data:** Ho
- **Handling Issues in the Field:** Whi participants.

Enroll

Fill in all Pre-Enrollment Questions that appear and **submit**.

Go to your UTS email and open the message from the CCTS Training System. Select the **Course Catalog** link.

Thank you for registering an account at the [CCTS Training site](#).

You can now enroll at the courses seen at the [Course Catalog](#).

Scroll down to the **CIRTification: Community Involvement in Research Training** COURSE.

You will see that you are **enrolled in this course**.

Click Learn More.

Select Launch in English (or your preferred language)

The course home page will open. Complete each module in the course, then complete the final quiz.

The screenshot displays a course interface. On the left is a table of contents with the following items: Course Introduction, Audio Auto Play for Firefox Browser (highlighted in red), Welcome, What to Expect, Course Navigation, Narration Controls, Dictionary and Toolbox, and Pre-Test. Below this are several other course modules: Introduction to Research, Research History, Eligibility & Recruitment, Informed Consent, The Institutional Review Board, Collecting & Protecting Data, and Handling Issues in the Field. A red circle highlights the 'Eligibility & Recruitment' module. On the right is a video player with a red header 'Audio Auto Play for Firefox Browser'. The video content explains that as of March 2019, Firefox blocks audio from auto-playing. It shows a browser address bar with a lock icon and a red arrow pointing to it with the word 'Click'. Below the address bar, the video shows a 'Permissions' panel with 'Autoplay sound' set to 'Block' and a 'Change to' button set to 'Allow'. At the bottom of the video player, there is a progress bar showing 0:18 / 0:28, a 'SHOW TRANSCRIPT' button, and a 'Next' button.

Follow the instructions to **download your certificate of completion** and post it to the Canvas course.