



Collaborative Institutional Training Initiative
at the University of Miami

citiprogram.org

Frequently Asked CME/CEU Questions

Registering, qualifying for and purchasing CME/CEU credits

Setting your CME/CEU Credit Preferences

Click on "MyCEUs" tab when logged in your CITI private account to indicate your interest for CME/CEU credits.

Select "NO" if you do not need to accrue CME/CEU credits toward your professional recertification (this would apply to most non-credentialed students (Masters, PhD Candidates, etc ...)).

Select "YES" if you wish to earn and purchase CME/CEU credits toward your recertification while training for your institution, and check the type of credits you wish to earn from the options menu at the bottom of the page.

Last, click "Submit" to save your preferences. Completing these steps will ensure that all appropriate CME information and navigational functionalities are activated for your course(s) on your account and that you can purchase CME/CEU credits.

Locating courses and modules approved for CME/CEU Credits

Click on "CMEs/CEUs" tab on login page for a current list of courses certified for CME/CEU credits. List covers course titles, types and number of credits available, number of modules to complete corresponding to the numbers of credits offered (2 modules = 1 hour of learning = 1 credit), and fees. That information along with CE certified modules learners must complete to qualify for CME/CEU credits are also available on course specific CE Disclosure pages (see below). For details, click on [Courses Approved for CMEs/CEUs](#)

Finding Eligibility Requirements

After acknowledging the Integrity Assurance Statement located at the top of your course module listing, click on the "Continuing Education Information" link, read eligibility requirements, including the number of CE certified modules to complete for the credits you want to earn/purchase for your course, the credit designation period during which to complete your CE certified course. Please read carefully and click on "Submit" to activate your first module.

Participating in Activity

Complete the number of modules certified for CME/CEU credits corresponding to the number of CME/CEU credits offered for your course which you wish to purchase. These modules are flagged with a “Yes” in the “CE Certified” column on the right hand side of your course/modules box. **Please note that CE Certified modules not required by your institution but necessary to earn CME/CEU credits, may show on your account, or can be added if missing, as “Optional” or “Elective”.** Make sure to complete these modules as well if you wish to qualify for CME/CEU credits. Pass each module test with a 70% minimum passing score. Be careful to complete all required CE certified modules **within the credit designation period** applying to your course in order to qualify for credits. The list of courses certified for CME/CEU credits (“CME/CEU” tab on login page) and the CE Disclosure page for your course specify credit designation start and end dates, as well as the maximum number and types of credits designated for your course, and fees.

Applying for CE credits

Look for an “Apply Now” link that appears in a “CE credits Eligibility and Purchase” box located at the bottom of your account and on your institutional course box as soon as you meet eligibility requirements. You can use either of these links to apply for credits. Clicking on links will take you to a course evaluation and a credit registration and payment information pages. Your CE certificate will be e-mailed to you as soon as you complete these forms.

Problems with applying for CME/CEU credits?

“Apply Now” link is not activated on your account/Main Menu page.

Instead, “Not Available” shows in the “CE credits” field on your Main Menu page: Please verify on your CE Preference page (MyCEUs” tab) that you selected “YES” for CE credits and that the type of credits you wish to earn is checked.

“Not Earned”– again instead of “Apply Now”- appears after this update: Verify that you completed the number of CE certified modules (“YES” in green print in the “CE Certified” column on your Main Menu page) corresponding to the number of credits you wish to earn; that every quiz was completed with a 70% score minimum; and last that all modules were completed during your course’s credit designation period.

Please take note - As a rule of thumb, modules typically take 30’ to complete.

Completing 2 modules therefore earns learners 1 credit (1 hour = 1 credit). Information on the number of modules to complete for the number of CE credits you wish to earn/purchase such as awarded for your course and credit designation periods is on the “Courses Approved for CMEs/CEUs” located under the “CMEs/CEUs” tab on login page and on the CE Disclosures page activated at the top of your course module listing for your review and acknowledgment. The CE Disclosures page is also accessible by clicking on the title(s) of course(s) you completed showing in the “CE Eligibility and Purchase” box located at the bottom of account.

Confirming your CME/CEU Credits purchase

Clicking on any of the “Apply Now” links showing on your account for courses you completed will take you to a new box where to confirm your intent to purchase CE credits. Clicking on the “Apply” link at right hand side of new box will take you to a course evaluation and a CME/CEU credit registration and payment form. Click on “Check Out” field on next page to submit payment.

Entering Payment Information

Provide payment information on our secure site. All fields are required, included e-mail address. Confirm payment on following page after review of purchase information. You will be able to edit that information if needed. A receipt will be e-mailed to you upon completion of payment.

Receiving your CE Certificate

Your CE certificate will be e-mailed to you immediately after payment steps are successfully completed. You will also be able to print your CE certificate or Certificate of Participation any time by clicking on PDF icon showing for your course at the top of your CE Preference page (“MyCEUs” tab).

Before making a purchase

Before making a purchase, make sure to verify with your recertification agency whether the CMEs/CEUs offered with the CITI courses you complete are recognized toward recertification.

Types of Continuing Education credits offered, Credit Designation Periods, Fees, Re-Certification.**What types of continuing education credits are available through CITI Program courses?**

AMA PRA Category 1 Credits for physicians, physician assistants, nurses holding Masters level degrees; APA Ethic credits for psychologists; Contact Hours for nurses; Social Work credits approved through the Florida Board of Clinical Social Work Marriage and Family Therapy and Mental Health Counseling for learners holding LCSW, LMHC, LMFT certifications. “Certificates of Participation” are available to other professions. Please check link titled “Course Lists” through the “CE Credits” tab on login page for details.

What organizations have approved CITI courses for CME/CEUs?

CITI Program courses are approved through the University of Miami, Miller School of Medicine (UMMSM). The UMMSM Office of CME is accredited by the Accreditation Council for CME (ACCME), the American Psychological Association (APA), and the Georgia Nurses Association (GNA, an accredited approver by the American Nurses Credentialing Center’s Commission On Accreditation), to provide continuing education for physicians, psychologists and nurses. The Department of Psychiatry & Behavioral Sciences of the Mailman Center for Child Development, Social Work Division, of the University of Miami provides CE credits approved through the Florida Board of Clinical Social Work Marriage and Family Therapy and Mental Health Counseling.

What is the maximum number of credits I can claim per course?

It is the maximum number of credits designated for the course you are taking. If two or more levels of credits are offered within this maximum number, your selections cannot in total be greater than this number. You should only claim credits commensurate with the extent of your participation in the course.

How important are credit designation periods for CITI CE certified courses?

Very. All modules of courses that are certified for CME/CEUs must be completed within the period assigned by the provider for your course and your profession. Credit designation periods are indicated on the "Courses Approved for CME/CEU credits" link located under the "CME/CEU" tab on CITI's login page, on the courses' CE disclosures pages presented to learners at the start of courses for their review and acknowledgment, and in the "CE credit Eligibility and Purchase" box located at the bottom of the learner's accounts.

Are fees for CME/CEU Certificates at the charge of learners or of institutions?

Learners are responsible for these fees. Subscription fees paid by institutions give learners access to CITI courses for their assigned training. CE credit certificates are provided as an additional and separate service to individual learners wishing to accrue CE credits toward their personal professional recertification.

Do learners receive proof of payment for their CME/CEU credit purchases?

Yes. An e-mail acknowledging payment of certificate fees is sent to learners along with their Certificates immediately upon completing their purchase.

What if I need an extra copy of my CE certificate?

You can at anytime print out a credit certificate for a course you completed by clicking on a PDF icon in a CE Purchase box at the top of your CE Preference page ("MyCEUs" tab).

Does CITI send my CME/CE earned to my State Board or other licensing Boards?

No. CITI only delivers certificates to the participants purchasing CME/CEUs/contact hours. CITI does not submit credits earned to state boards, broker or any other licensing boards. It is up to the individual to submit the needed information to these bodies. We suggest you contact your state boards, broker or professional licensing board for further assistance.

Will CITI up-date me on my professional recertification status? No. Your licensing board and/or professional association will. CITI can inform you on status of certified courses and modules you completed.

How can I view my CITI CE credit history from prior years? CME/CE activities successfully completed by CITI's participants are automatically entered in a database when completed for credit. Earned credits are stored on your CE Preference page ("My CMEs").

CE Certificates VS Completion Reports

"CE Certificates" and "Completion Reports" delivered with CITI courses are two different entities with different purpose. **Completion Reports** inform your institution of your successful completion of course(s) it assigned to you. **"CE Certificates"** or, pending on your profession,

“Certificates of Participation” document your state boards, broker or professional licensing board that you successfully completed an approved CE certified course. These certificates are typically accepted toward professional recertification.

Frequently Asked CME/CEU questions by Profession

Institution Administrators and Independent Learners

What is the CITI CME Program? The CITI Program certified continuing education (CE) program offers organization-affiliated and independent learners the opportunity to earn and purchase CE credits and units from select courses toward their professional recertification/re-licensure while meeting requirements in research ethics training.

Credit and unit types include:

- Physicians (*AMA PRA Category 1 Credit™*)
- Psychologists (APA Ethic Credit)
- Nurses (CNE Contact Hours)
- Social Workers (Credits toward recertification of LCSW, LMHC, LMFT)
- Other Professions (Certificates of Participation)

Learners who wish to earn and purchase these credits must complete the number of CE certified modules required for their courses, pass quizzes with a 70 percent score minimum, and within their course’s credit designation periods.

[Learn more](#) about continuing education credits and units.

How does this CME program work? Prior to starting course(s), learners indicate their interest in earning CME/CEU credits by checking "Yes" at the top of their CE Preference page ("MyCEUs" tab located on in their "Main Menu" page) and the type of credit they wish to earn. Completing these steps activate all required CE information and navigational functionalities for their course(s). CME credits are earned when learners complete eligibility requirements for their courses. See steps learners need to follow to [qualify for and purchase CME certificates](#).

Is there a fee for the delivery of CME Certificates? Yes. These fees cover for administrative costs. They are at the charge of learners. Please click on [Courses Approved for CMEs/CEUs](#) for details.

Does this program require action from institution administrators and Independent Learners? Yes. Administrators and independent learners only need to ensure that CE Certified modules for the courses they purchase are listed on their accounts when subscribing or renewing subscriptions. These modules, including those institutions may not require for their training will allow learners to qualify for CME awards. Adding needed modules can also be done at any time by contacting support@citiprogram.org

Where are CE Certified modules listed on institutional accounts? As “Required” if selected by institution for the training of its members, and as “Optional”, or “Elective” or “Supplemental” for those that are not selected.

Where will I find the list of courses approved for CME/CEU credits? Click on [Courses Approved for CMEs/CEUs](#) for CITI courses currently approved for CME/CEU credits.

Physicians

Who is eligible to receive AMA PRA credits? Physicians (MDs, Dos, PAs or those with equivalent degrees earned outside the U.S.) may apply for the AMA PRA if they hold a valid and current license issued by either one of the U.S., Canadian or Mexican licensing jurisdictions or are engaged in residency training in an Accreditation Council for Graduate Medical Education (ACGME) accredited program. Nurses with a Masters level degree can use these credits toward recertification. Non-physician health professionals are not eligible for this award.

Are AMA PRA Category 1 Credits recognized for MOC across health related professions?

The American Board of Medical Specialists (ABMS), the American Psychological Association (APA), the American Nurses Credentialing Center (ANCC), the American Academy of Nurse Practitioners (AANP) and the American Academy of Physician Assistants (AAPA) accept AMA PRA Category 1 Credits™ from organizations accredited by the ACCME for renewal of certification and MOC programs. Please check with your licensing and/or certification agency for eligibility of these credits toward your recertification.

Are learners not affiliated with these associations eligible for CE credits? Yes. Learners can apply for a Certificate of Participation. Certificates show course title, date, number and type of credits approved. Many agencies and boards accept Certificates of Participation as proof of completion of a CE certified activity toward maintenance of competence. Please check with your licensing agency before purchasing CE credits.

Are AMA PRA Category 1 Credits™ awarded through CITI recognized by the American Board of Internal Medicine toward the Maintenance of Certification (MOC) for Sponsors and Diplomates? Not at this time. CITI has expressed its interest in participating in ABIM’s Medical Knowledge Self-Assessment Recognition Program however and will be evaluated in Fall/Winter 2016 when ABIM has implemented its new MOC program. Please check this page for updates.

Are CITI courses accepted by recertification agencies toward the Ethics component of maintenance of competence requirements? State Boards and professional recertification agencies typically recognize the professional conduct and ethics courses of CITI Program as satisfying the patient safety/risk management requirement in their maintenance of competence programs. As long as the CME activity falls in these topics, learners can count it toward the patient safety/risk management requirement. The course does not have to state, and very likely may not, that it is a patient safety or risk management course. The number of Ethics credits learners can report is the number of formal CME credits and units awarded with the activity.

Physician Assistants

AAPA accepts certificates of participation for educational activities certified for *AMA PRA Category 1 Credits™* from organizations such as CITI accredited by ACCME. You may receive the maximum number of hours that are awarded for your selected course upon meeting qualification requirements: complete the minimum number of modules necessary for the number of CME credits you wish to accrue; pass with module test with a minimum 70% passing score.

Nurses

Can online self-studies be used for Nurses Contact Hours? Independent studies that are approved for continuing education credits may be used for 100% of the hours required for certification renewal.

Do nurses receive the same number of AMA PRA 1 Credits per activity as physicians? Yes. Nurses with a Masters level degree can use these credits toward recertification. Per the American Nurses Credentialing Center (ANCC), beginning Jan. 1, 2007, 1.0 Continuing Nursing Education (CE) Credit is issued for each 60-minute activity completed. Partial credit will be awarded for activities of less than 1 full hour.

What is the difference between credits earned and time earned? Per ACCME guidelines, a physician spending 1 hour in a learning activity earns 1.0 CME. Per the American Nurses Credentialing Center (ANCC), beginning Jan. 1, 2007, 1.0 Continuing Nursing Education (CE) Credits are issued for each 60-minute activity completed as well. Partial credit will be awarded for activities of less than 1 full hour.

Is continuing medical education (CME) accepted by the ANCC for recertification renewal? Yes for nurses holding a Masters level credential. One *AMA PRA Category 1 Credit™* = 1.0 ANCC contact Hour. Nurses should inquire with their specialty organizations and professional institutions as to their acceptance of *AMA PRA Category 1 Credits™*.

Are Contact hours approved by the Georgia Nursing Association recognized nationwide? Contact hours approved through the GNA are the most widely accepted contact hours for re-licensure and certifications in specialty areas. However, since regulations may differ from state to state based on current legislation or certifying organizations based on their mission, the individual nurse is responsible for verifying the requirements for their specific situation.

Psychologists

Are APA credits awarded with CITI courses accepted by psychological State Boards toward ethics CE requirements? Yes. The APA approved selected CITI courses for ethics credits. State Boards of Psychology typically accept ethics credits toward ethics CE requirements.

Pharmacists

Can pharmacists earning AMA PRA Category 1 Credits ™ also receive ACPE credits? ACPE does not distribute statement of credits. In order to receive credits learners need to contact their state board of pharmacy and ask if they approve CPE activities such as CITI courses for renewal of licensure or if they accept AMA PRA Category 1 credits ™ awarded with our courses.

Clinical Research Professions:

ACRP - Can researchers/investigators affiliated with the Association of Clinical Research Professionals (ACRP) claim CITI Program's continuing education certificates toward their professional recertification? Yes. The CITI Program at the University of Miami is approved by the ACRP as Acceptable Provider of Continuing Education Contact Hours. CCRA, CCRC and CCTI participants holding ACRP membership status can use AMA PRA Category 1 credits ™ and nursing continuing education contact hours delivered through CITI Program courses to apply their participation to meet professional licensure and ACRP certification maintenance requirements.

SoCRA - Can researchers/investigators affiliated with the Society of Clinical Research Associates claim CITI Program's Completion Reports and/or Certificates of Participation (AMA PRA Category 1 Credits ™) toward their professional recertification? Yes. SoCRA will recognize hours of CE for selected courses. Click <http://www.socra.org/membership/member-benefits/citi-program/> for CITI courses and credits currently recognized by SoCRA. Appropriate completion certificates (CITI's Completion Reports available on your institutional account upon successful completion of training) are required to be retained for audit purposes by SoCRA members who are re-certifying for the CCRP designation

Certified IRB Professional (CIP) – Can CITI courses count toward recertification of CIPs? The Council for Certification of IRB Professionals did not give the CITI Program advanced recognition nor accepted CE credits awarded with its current courses which content it considers basic and fundamental training. CITI submits new courses for recognition when appropriate. Please check this page for updates.

Compliance Certification Board (CCB) - By participating in CITI's online CE Certified courses, you will earn Compliance Certification Board Continuing Education Units (CCB CEUs). You must report your CCB CEUs in order to meet CCB Certification Exam or Renewal requirements. Unreported credits do NOT fulfill continuing education requirements. Always keep a copy of CCB Certificates for your personal records. If you forgot your login or password or would like assistance creating an account, email CCB@compliancecertification.org or call 952-988-0141

American Association for Laboratory Animal Science (AALAS) – ALAT, LAT, LATG, CMAR Certifications. AALAS evaluates online courses other than its own Online Learning Courses on a case-by-case basis. Members are required to submit CEUs earned using either of the Technician Certification Registry CEU submission Form or the CMAR CEU submission form within two years of the members Registry or CMAR expiration dates. CITI's Completion Reports document the number of modules completed per inference the number of hours of learning completed per a 2 modules = 1 hour of learning/credit ratio.

CPIA – Are CITI Animal courses recognized by the CPIA toward the recertification of its IACUC Administrators? The CPIA Council accepts CITI's Animal Care and Use Course for recertification. Course counts as category #2 credits for IACUC-related online training. Modules that are eligible are:

- Working with the IACUC
- Working with the IACUC -refresher
- Essentials for IACUC members
- Essentials for IACUC members - refresher
- IACUC Community Member
- Aseptic Surgery
- Post-procedure care of mice and rats
- Antibody Production in animals

Other Professions

ACA – CITI Program is applying for NBCC/ACA approved provider of continuing education activities status. However, certified counselors may at this time be able to claim American Psychological Association (APA) ethic credits earned through CITI Program's courses toward your maintenance of competence. Please verify if your licensing board will accept these credits before you make a purchase.

Dietitians – Academies of Nutrition and Dietetics pre-approved CITI's ethics and compliance in clinical research courses for ethics credit toward the recertification of registered dietitian nutritionists (RDNs), nutrition and dietetic technicians, registered (NDTR), other dietetics professionals holding undergraduate and advanced degrees in nutrition and dietetics registered dietitian nutritionists (RDNs), researchers, educators, students, nurses, physicians, pharmacists, clinical and community dietetics professionals, consultants and food service managers. Please verify with your local agency before making a purchase

NBPHE Members – CPH Credits - Although the CITI Program is not a National Board of Public Health Examiners pre-approved provider, learners holding the CPH certification can self-report their CITI courses to be counted toward their CE requirement. The number of hours to report typically follows the "1 hour of learning = 1 credit" ratio as each course module typically takes 30' to complete.

Check "Other Participants" on your CE Preference page ("My CEUs" tab) to earn and purchase Certificates of Participation upon qualifying. Track credits on your CPH portal. Please be sure to keep a copy of the receipt you will receive by e-mail upon payment for audit.

Teachers – If you are a teacher already in the classroom needing to get your Professional Certificate, please be aware that CITI courses are not graduate-level, continuing education courses for K-12 teachers with re-certification, state licensure, salary schedule or other professional development needs, **but that they may be recognized** for selected purposes locally. Our courses may be accepted as Non-Credit (courses) with the same requirements for completion as CREDIT courses, but do not receive a transcript since there is no university

affiliation for Non-Credit courses. You will receive a Completion Report Certificate via email from acknowledging successful completion and the number of professional development hours offered for the course you completed. **Please be sure to verify with your governing body their acceptance of Non-Credit course.** Each state and educational district has its own guidelines and rules. **It is your responsibility to make sure that our courses legally fulfill your school's requirements for Professional Certification.**

Other professions within and without clinical research

CITI is evaluating provider status from a number of professional associations, societies and boards. Please contact us if you have questions.

Students (PhD, Masters Candidates and others)

Non-Credentialed Students (Master's and PhD Candidates, others) - The CITI Program is not approved by Universities and states certification agencies as provider of college credits and/or pre-certification CME credits. This means for students enrolled in a University degreed course curriculum that continuing education credits (AMA PRA Category 1, APA Ethics credits, Nursing contact hours, Social Work credits) awarded through CITI courses will not be added to university transcript toward a university degree nor be considered by these agencies for maintenance of competence (MOC) toward future credentials.

Please contact us at 800-529-5929 or support@citiprogram.org if you have questions not addressed above, or have suggestions regarding other types of credits you would like to see offered with CITI courses.

For questions regarding AMA PRA Category 1 credits TM and American Psychological Association credits, standards, policies and guidelines, please contact:

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