

# CITI PROGRAM

## How to Establish a CITI Account and Register for IRB Training Courses

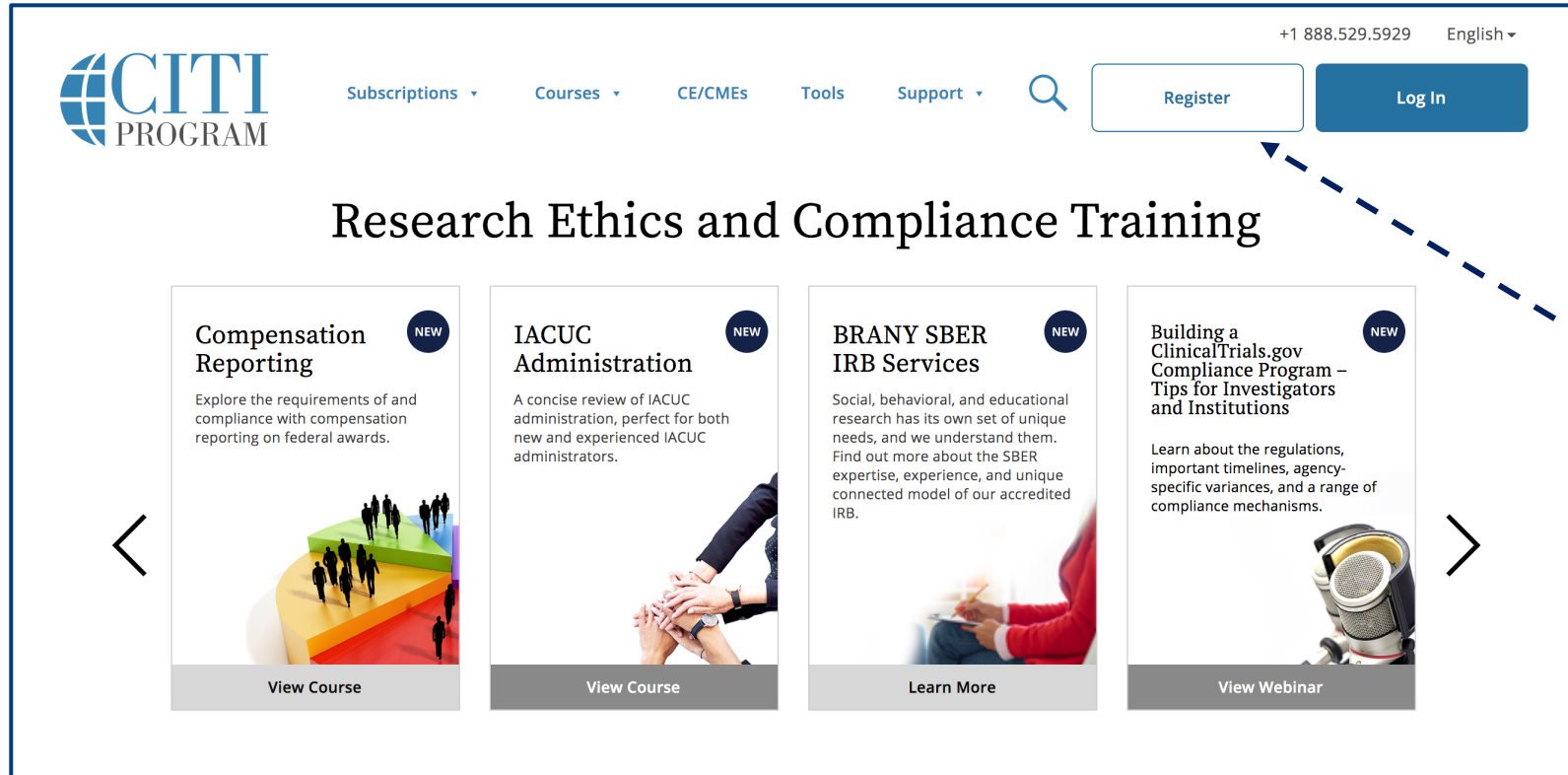
Marcie Ferguson, B.B.A.

Special Projects Manager & CITI Administrator

Office of Research and Sponsored Programs



# CREATING AN ACCOUNT WITH CITI



The screenshot shows the CITI Program website interface. At the top left is the CITI PROGRAM logo. To its right are navigation links: Subscriptions, Courses, CE/CMEs, Tools, and Support. A search icon is also present. On the right side of the top navigation bar, there is a phone number (+1 888.529.5929) and a language dropdown (English). Below the navigation bar, there are two buttons: 'Register' (highlighted with a dashed blue arrow) and 'Log In'. The main heading is 'Research Ethics and Compliance Training'. Below this heading are four course cards, each with a 'NEW' badge and a 'View Course' or 'Learn More' button. The cards are: 'Compensation Reporting', 'IACUC Administration', 'BRANY SBER IRB Services', and 'Building a ClinicalTrials.gov Compliance Program – Tips for Investigators and Institutions'.

- Proceed to the CITI Program website at [www.citiprogram.org](http://www.citiprogram.org)
- Left click on the “Register” button

- *If you have a CITI account affiliated with the UToledo, skip to slide 9.*
- *If you have a CITI account affiliated with another institution, skip to the FAQ.*



# STEP 1: ORGANIZATION AFFILIATION

- Under *Select Your Organization Affiliation* type in **University of Toledo** and hit the return key.
- Left click on the box to agree to the Terms of Service for accessing the CITI Program.
- Left click on the box to affirm that you are an affiliate of The University of Toledo.
- Left click on the *Continue to Create Your CITI-Program Username/Password* button.
- **DO NOT SELECT “Independent Learner Registration”**
  - CITI will charge a **non-refundable** fee of \$110.
  - UToledo **will not** reimburse this fee back to you.
  - Office of Research and Sponsored Programs **cannot** reimburse this fee back to you.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

### Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

University of Toledo only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

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

I affirm that I am an affiliate of University of Toledo.

[Continue To Create Your CITI Program Username/Password](#)

or

### Independent Learner Registration

Use this option if you are paying for your courses. 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.

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

# STEP 2: PERSONAL INFORMATION

CITI - Learner Registration - University of Toledo

Steps: 1 2 3 4 5 6 7

### Personal Information

\* indicates a required field.

\* First Name

\* Last Name

\* Email Address

\* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

[Continue To Step 3](#)

Enter the information requested in the fields on the screen.

- Double-check spelling before continuing to the next screen.
- Left click on the *Continue to Step 3* button.



# STEP 3: CREATE USER NAME & PASSWORD

CITI - Learner Registration - University of Toledo

Steps: [1](#) [2](#) **[3](#)** [4](#) [5](#) [6](#) [7](#)

### Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

\* Password  \* Verify Password

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 in order to access your account.**

\* Security Question

\* Security Answer

[Continue To Step 4](#)

• Create your user name  
(Using your UTAD keeps it simple)

• Create and verify your password

• Select one of the security questions and enter the answer

• Left click on the *Continue to Step 4* button



# STEP 4: COUNTRY OF RESIDENCE

- Select your Country of Residence  
(This can be the full or partial name or your country's two/three character abbreviation)
- Answer the two survey questions
- Left click on the *Continue to Step 5* button

CITI - Learner Registration - University of Toledo

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.

# STEP 5: CEU'S

## Only for Medical or Mental Health Professionals

CITI - Learner Registration - University of Toledo

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 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](#)

Select "YES" if you are eligible for CEUs and are going to utilize them. ***If you select YES, you are responsible for all fees associated with obtaining CEUs. UToledo will not cover these expenses.***

Select "NO" if you are not going to utilize CEUs

Select the type of credit you would like to earn if you answered "YES"

Left click on the *Continue to Step 6* button



# STEP 6: UTOLEDO REQUIRED INFORMATION

CITI - Learner Registration - University of Toledo

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by University of Toledo

\* Indicates a required field.

Language Preference

\* Institutional Email Address

Gender

Highest Degree

\* Rocket ID #:

\* Department

\* Role In Research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Continue To Step 7

- Please complete the information required by The University of Toledo
- Institutional Email Address (*UToledo Email*)
- Rocket ID #: R#####  
(*make sure you include the R*)
- Department
- Role in Research (*Select from Drop Down*)

• Left click on the *Continue to Step 7* button





# STEP 7: SELECT CURRICULUM

CITI - Learner Registration

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) **7**

\* indicates a required field.

**\* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.**

Do you conduct research in any of the following settings?

Choose all that apply

Yes, I conduct research with live human beings, human samples or with data derived from human beings.

Yes, I conduct research or teaching activities that utilizes live, animal subjects or tissues derived from live animal subjects.

Yes, I need/want to take the course on Responsible Conduct of Research (RCR). (This is not human subjects training, see option 1 above.)

Yes, I need/want to take the course on Conflicts of Interest (COI).

Yes, I need/want to take the course on U.S. Export Control.

Yes, I need/want to take the course on Good Clinical Practice (GCP).

Yes, I need/want to take a course on Biosafety/Biosecurity.

Yes, I need/want to take a course on Information Privacy & Security.

Next

- Select the appropriate training needed
  - In this instance, select the first option.  
*Yes, I conduct research with live human beings, human samples or with data derived from human being.*



# HUMAN SUBJECTS (IRB) TRAINING

Select Curriculum - University of Toledo - Jen Doe (8923531)

[back](#)

\* indicates a required field.

\* Would like to take the **basic course** or the **refresher course**. Remember select the basic course if this is the first time taking the course or select the refresher course if you already completed the basic course before.

Choose one answer

Basic Course (Select this option if this is the first time taking this course)

Refresher course ( Select this option if you already completed the basic human subject course)

[Next »](#)

- When taking training that has a BASIC and a REFRESHER option, take the BASIC if you have never taken the course previously or if you have previously taken the course and it expired and it's been longer than 3 years.
  - **What's the difference?**
    - BASIC = Complete Course
    - REFRESHER = Updates the BASIC course but is not a complete course.
- Left click on the *Next* button



# HUMAN SUBJECTS (IRB) TRAINING

- Select your learner group
  - For most health science campus research, the correct course is Biomedical
  - For most main campus research, the correct course is Social-Behavioral-Educational Researchers and Students
  - Members of the Social, Behavioral, Education IRB need to take the Social, Behavioral IRB Members Course
  - Members of the Biomedical or Cancer IRB need to take the Biomedical IRB Members Course
- Left click on the *Next* button

Select Curriculum - University of Toledo - Jen Doe (8923531)

[back](#)

\* indicates a required field.

\* Please choose one learner group below based on your role and the type of activities you will conduct. You will be enrolled in the **Basic Course** for that group.

Choose one answer

- Biomedical Researchers & Students
- Social-Behavioral-Educational Researchers and Students
- Social, Behavioral IRB Members
- Biomedical IRB Members
- Public Health Research

[Next »](#)

# HUMAN SUBJECTS (IRB) TRAINING

- Are you an institutional/signatory official for your research project?
  - If **YES**, select “Institutional/Signatory Official: Human Subject Research”
  - If **NO**, select “Not at This Time”
- Left click on the *Next* button

Select Curriculum - University of Toledo - Jen Doe (8923531)

[back](#)

\* indicates a required field.

\* Please select below if you wish to complete an **Institutional/Signatory Official** course.  
Choose all that apply

Institutional/Signatory Official: Human Subject Research

Institutional Official: Animal Care and Use

Not at this time.

[Next »](#)



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## Office of Research and Sponsored Programs

# CONGRATULATIONS

- Congratulations – you are finished! You have established your account and selected your training course.
- This account is yours to use throughout your career. If you change institutions, this training moves with you. Just change your affiliation and populate your training. Then complete any modules required by your current institution.

# FREQUENTLY ASKED QUESTIONS

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Office of Research and  
Sponsored Programs



# WHAT IF I HAVE AN ACCOUNT FROM ANOTHER INSTITUTION?

The screenshot shows the CITI Program website interface. At the top left is the CITI PROGRAM logo. To the right of the logo are navigation links: Subscriptions, Courses, CE/CMEs, Tools, and Support. Further right is a search icon, a 'Register' button, and a 'Log In' button. The 'Log In' button is highlighted with a dashed blue arrow pointing from the text on the right. Below the navigation is the main heading 'Research Ethics and Compliance Training'. Underneath are four course cards: 'Compensation Reporting', 'IACUC Administration', 'BRANY SBER IRB Services', and 'Building a ClinicalTrials.gov Compliance Program - Tips for Investigators and Institutions'. Each card has a 'NEW' badge and a 'View Course' or 'Learn More' button.

- Affiliate your existing account with UToledo. Do not set up a new account. This is how to do this.

Log into your CITI Account  
[www.citiprogram.org](http://www.citiprogram.org)



# TO AFFILIATE AN ACCOUNT WITH UTOLEDO

### 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](#).

University of Toledo

Would you like to affiliate with another Institution?

Would you like to remove an existing affiliation?

- Left click the *Add Affiliation* button

## Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. [i](#)

  
 I AGREE to the [Terms of Service](#) for accessing CITI Program materials.  
 I affirm that I am an affiliate of University of Toledo. [i](#)

- Enter *University of Toledo* in the box
- Agree to the *Terms of Service*
- Affirm that you are an affiliate with UToledo
- Left click on the *Continue* button





# UPDATE UTOLEDO REQUIRED INFORMATION?

CITI - Learner Registration - University of Toledo

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by University of Toledo

\* Indicates a required field.

Language Preference

\* Institutional Email Address

Gender

Highest Degree

\* Rocket ID #:

\* Department

\* Role In Research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Continue To Step 7

- Please complete the information required by The University of Toledo
- Update your Institutional Email Address to your UToledo email
- Rocket ID #: R#####  
(make sure you include the R)
- Department
- Role in Research (Select from Drop Down)

• Left click on the *Continue to Step 7* button



# SELECT CURRICULUM TO POPULATE COURSES TAKEN

CITI - Learner Registration

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) **7**

\* indicates a required field.

**\* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.**

Do you conduct research in any of the following settings?

Choose all that apply

Yes, I conduct research with live human beings, human samples or with data derived from human beings.

Yes, I conduct research or teaching activities that utilizes live, animal subjects or tissues derived from live animal subjects.

Yes, I need/want to take the course on Responsible Conduct of Research (RCR). (This is not human subjects training, see option 1 above.)

Yes, I need/want to take the course on Conflicts of Interest (COI).

Yes, I need/want to take the course on U.S. Export Control.

Yes, I need/want to take the course on Good Clinical Practice (GCP).

Yes, I need/want to take a course on Biosafety/Biosecurity.

Yes, I need/want to take a course on Information Privacy & Security.

Next

- Select the appropriate training needed
- Left click on the *Next* button
- Your completed modules will load into your account. Complete any modules required by UToledo. Training requirements differ between institutions and between research sponsors.



# I RECEIVED AN EMAIL STATING I NEED TO TAKE RCR TRAINING. ISN'T THIS THE IRB TRAINING I ALREADY TOOK?

- The simple answer = No
- RCR training is Responsible Conduct of Research (RCR) training.
  - Once you select RCR training the next screen will give you four options of area of specialization. Select the one that is closest to your area of study or research.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

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\* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

Choose all that apply

- Yes, I conduct research with live human beings, human samples or with data derived from human beings.
- Yes, I conduct research or teaching activities that utilizes live, animal subjects or tissues derived from live animal subjects.
- Yes, I need/want to take the course on Responsible Conduct of Research (RCR). (This is not human subjects training, see option 1 above.)
- Yes, I need/want to take the course on Conflicts of Interest (COI).
- Yes, I need/want to take the course on U.S. Export Control.
- Yes, I need/want to take the course on Good Clinical Practice (GCP).
- Yes, I need/want to take a course on Biosafety/Biosecurity.
- Yes, I need/want to take a course on Information Privacy & Security.

Next

# WHAT IF I SELECTED THE WRONG COURSE?

- Log into your CITI account. You will see this screen.
- Left click the *View Courses* button
- At the bottom of the screen you will see a box titled ***Learner Tools for University of Toledo***. In that box, left click on “*Remove a Course*”

### Learner Tools for University of Toledo

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

### 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](#).

University of Toledo [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.~~

[Register as an Independent Learner](#)



# WHAT IF I SELECTED THE WRONG COURSE?

### 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](#).

University of Toledo View Courses

Would you like to affiliate with another Institution? Add Affiliation

Would you like to remove an existing affiliation? Remove Affiliation

- Log into your CITI account. You will see this screen.
- Left click the *View Courses* button
- At the bottom of the screen you will see a box titled ***Learner Tools for University of Toledo***. In that box, left click on “*Remove a Course*”

#### Learner Tools for University of Toledo

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

### Remove a Course

University of Toledo

i Removing a course will un-enroll you from the group. When you are un-enrolled from the group you will not receive expiration notices and will not be automatically enrolled in the next stage when the current stage expires.

The courses in which you are currently enrolled at *University of Toledo* are listed below. Your most recent record is shown for each course. Select the course(s) you want to remove from your curriculum and then use the Submit button at the bottom of this page. You will be asked to confirm your choice(s) on the next page.

Remove	Course	Stage	Completion Report	Completion Date	Expiration Date
<input type="checkbox"/>	Biomedical Sciences RCR	Basic Course	35380946	Due Now	-
<input type="checkbox"/>	Conflicts of Interest Basic Course	Stage 1	35380951	Due Now	-
<input type="checkbox"/>	Conflicts of Interest Refresher Course	Stage 2	35380952	Due Now	-

Cancel
Submit

- Select the course or courses you would like to remove.
- Left click on the *Submit* button. The course is now removed from your account.
  - Once removed, any scores for the course are also deleted and cannot be retrieved.



# WHAT IF I NEED TO ADD A COURSE?

### 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](#).

University of Toledo View Courses

Would you like to affiliate with another Institution? Add Affiliation

Would you like to remove an existing affiliation? Remove Affiliation

- Log into your CITI account. You will see this screen.
- Left click the *View Courses* button
- At the bottom of the screen you will see a box titled **Learner Tools for University of Toledo**. In that box, left click on “Add a Course”

### Learner Tools for University of Toledo

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

## Select Curriculum

University of Toledo

### Question 1

To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

This question is required. Choose all that apply.

- Yes, I conduct research with **live human beings, human samples or with data** derived from human beings.
- Yes, I conduct research or teaching activities that utilizes **live, animal subjects** or tissues derived from live animal subjects.
- Yes, I need/want to take the course on **Responsible Conduct of Research (RCR)**. (This is not human subjects training, see option 1 above.)
- Yes, I need/want to take the course on **Conflicts of Interest (COI)**.
- Yes, I need/want to take the course on **U.S. Export Control**.
- Yes, I need/want to take the course on **Good Clinical Practice (GCP)**.
- Yes, I need/want to take a course on **Biosafety/Biosecurity**.
- Yes, I need/want to take a course on **Information Privacy & Security**.

Start Over Next

- Select the course(s) you wish to add to your account.
- Left Click on the *Next* button
- Select “*Basic Course*” if this is your first time taking this course or “*Refresher Course*” if you have already completed and passed the Basic Course.
- Left Click on the *Next* button



# I AM NO LONGER AT AN INSTITUTION AND WANT TO REMOVE AN AFFILIATION.

**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](#).

University of Toledo

Would you like to affiliate with another Institution?

Would you like to remove an existing affiliation?

- Log into your CITI Account.
- Left click the *Remove Affiliation* button

## Remove an Affiliation

[Home](#) > [Profiles](#) > Remove an Affiliation

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Select an Affiliation to Remove

▼

You will be asked to confirm your choice during the next step of this process.

- Use the drop down screen and select the institution you would like to remove the affiliation.
- Left click on the *Continue* button



# I AM NO LONGER AT AN INSTITUTION AND WANT TO REMOVE AN AFFILIATION.

## Remove an Affiliation

DEMO

[Home](#) > [Profiles](#) > Remove an Affiliation

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**Important: If you remove your affiliation, you will lose access to the following information**

- Your courses for DEMO.
- Your Profile for DEMO.

If you want access to the above information again in the future, you will have to reaffiliate with DEMO.

Completion Records for any course(s) that you have already completed for DEMO will remain available on your [records](#) page.

Before you remove your affiliation, please note that you are allowed to be affiliated with multiple institutions at the same time. You do not need to remove an affiliation just because you have more than one.

- You will see this screen. The institution you are removing will appear in white and on the “Remove” button.
- It is NOT NECESSARY to remove affiliations. You can be affiliated with more than one institution. The only reason to remove an institution is if you no longer want them to have access to your records.
- Be sure to affiliate with a new institution before removing one.
- If you are sure you want to do this, LEFT CLICK on the Remove button.





# DO I NEED TO NOTIFY YOU WHEN I HAVE COMPLETED MY COURSE OR SEND YOU A CERTIFICATE?

- The quick answer is NO.

CITI will send the Office of Research and Sponsored Programs an email the next morning notifying them of the courses you successfully completed the day before.

- IRB & IACUC Training  
The scores are automatically loaded into our IRB Manager system from CITI.
- Research Compliance Training  
The scores are entered by RSP personnel into the RSP database.

# I CAN'T REMEMBER MY USER NAME OR PASSWORD?

## USER NAME

- Call Marcie Ferguson at 419.530.1415 or email her at [Marcie.Ferguson@UToledo.edu](mailto:Marcie.Ferguson@UToledo.edu) and request your user name. She will email respond to your request at her earliest convenience.

## PASSWORD

- Call Marcie Ferguson at 419.530.1415 or email her at [Marcie.Ferguson@UToledo.edu](mailto:Marcie.Ferguson@UToledo.edu) and request your account password be reset. She will reset your password at her earliest convenience. You will receive an email from CITI with directions to establish a new password.



# FOR QUESTION REGARDING YOUR CITI ACCOUNT, TRAINING ACCESS OR PROOF OF TRAINING.

## UTOLEDO – CITI ADMINISTRATION

**Marcie Ferguson, B.B.A.**

*Special Projects Manager*

Office of Research & Sponsored Programs

**Office:** 419.530.1415

**Email:** [Marcie.Ferguson@UToledo.edu](mailto:Marcie.Ferguson@UToledo.edu)

## CITI SUPPORT

Support Group: 888.529.5929 | Monday – Friday 8:30 am – 7:30 pm ET

# THANK YOU

**Marcie Ferguson, B.B.A.**

Office of Research and Sponsored Programs

**Phone:** 419.530.1415

**Email:** [Marcie.Ferguson@UToledo.edu](mailto:Marcie.Ferguson@UToledo.edu)

