

Appalachian State University Animal User's Training Program

Please follow the instructions below to access the training program and learn how to verify that you have completed the program.

1. **Go to** CITI Online Training for Lab Animal Welfare (<http://www.citiprogram.org>).

New Learners: If you haven't registered before on the CITI site, register as a **New User**.

Registration Steps:

1. **Select your institution or organization** - In the Participating Institutions box, please scroll down and select Appalachian State University. .
2. **Select your Username and Password** - follow instructions to select an acceptable username and password. Make note of them so that you can complete the course in multiple sessions if needed.
3. **Enter your name.**
4. **Enter your email address** and select the **Submit** button.

Course Registration:

1. Which course do you plan to take? - **Select Laboratory Animal Welfare.**
2. Role in human subjects and/or lab animal research - **Select the most appropriate role.** Appropriate roles for students might be research assistant (if you are helping a faculty member on a research project), or student researcher (if a faculty member will mentor you on your own graduate or undergraduate research project). Most faculty members should select the principal investigator role. Members of the IACUC should select the appropriate role related to IACUC membership.
3. Click the **Submit** button

CITI Course Enrollment Procedure (selecting your curriculum):

1. **Questions 1 and 2.** Skip these unless you will also work on research that involves human subjects.
2. **Question 3.** You can skip this question unless you need to take the course in Good Clinical Practice.
3. **Question 4.** Select "Working with the IACUC Course". If there are any species-specific courses available select any that apply. Finally, select any additional modules that may apply (e.g., "Mice", "Frogs, Toads, or other Amphibians", "Rats", etc).
4. Select the **Submit** button.

A screen will appear to confirm that you selected the correct institution. Appalachian State University should appear. Select the "**No**" button for registering with another institution unless you wish to register with another institution.

The main menu screen will appear. This will show you the courses for which you are enrolled. Select "**Enter**" under the **Status column** to begin the course. You must score at least 80% overall on the course before you are permitted to view your completion certificate.

This screen is your main tool for reviewing modules completed, updating user information, changing your username and password and adding new courses.

Returning Learners: If you are returning to the site to continue working on your modules or if you are returning to change to a different learner group, login with the username and password you already have. The Learner's menu allows you to choose a new learner group or go to the grade book to see which modules you have already completed.

If you have any confusion or difficulty with these instructions, please contact Mark Zrull at 262-3131 or zrullmc@appstate.edu.

- 2. Who receives the completion certificate?** If you are a research assistant on a project, the principal investigator may ask you to provide him or her with a hard copy of the completion certificate. You are strongly encouraged to keep a hard copy for your own records as well.

If you complete the CITI training and identified Appalachian State University as the participating institution, the animal care training and research compliance officers will receive an email notification of the completion of the course from CITI. This notification is considered official documentation of your training.

However, if you completed the CITI training through a participating institution other than the Appalachian State University, Appalachian will not be able to access those records. There are several options available for this situation and you should contact the animal care training officer, Mark Zrull, to see what is best for you -- 262-3131 or zrullmc@appstate.edu.

- 3. How often do I need to renew my training?** At this time there is no expiration to your completion certificate. However, since the new training course has refresher courses available, this may change in the future. Some institutions require refresher training after 3 years, so if you conduct research at another institution they may consider your training to be expired.
- 4. Are IACUC members required to complete additional training?** Yes. The IACUC Member learner group has more modules than any other group. IACUC members must complete all of the required modules within the IACUC course. If a new IACUC member previously completed the "Working with the IACUC" course, the IACUC member only needs to complete the additional modules required for IACUC members.