



CITI Training for IACUC

Animal Welfare Office

January 2019

Log In

To access CITI training, go to www.citiprogram.org

The screenshot shows the CITI Program website interface. At the top right, there is a phone number (+1 888.529.5929) and a language dropdown (English). Below this is a navigation menu with links for Subscriptions, Courses, Resources, and Support, along with a search icon. Two buttons are visible: a white 'Register' button and a blue 'Log In' button. Below the navigation is the main heading 'Research Ethics and Compliance Training'. Underneath, there are four course cards: 'Bioethics' (NEW), 'Revised Common Rule' (NEW), 'Research Study Design' (NEW), and 'CRC Foundations & CRC Advanced'. Each card includes a brief description and a 'View Course' button. Navigation arrows are present on the left and right sides of the course cards.

Log in using an existing account

OR

New Users: Click Register to create an account

New User Registration – Organization Affiliation



CITI PROGRAM English ▾

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

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. ⓘ

Texas A&M University

Texas A&M University 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 Texas A&M University.

Continue To Create Your CITI Program Username/Password

Organization Affiliation:
Texas A&M University must be selected as the institution in order to access the correct IACUC training course (this includes visitors as well)

NOTE: Failure to select “Texas A&M University” as the organization could result in you taking the wrong course and may even result in a fee if you register a new Institution. External participants should also select Texas A&M University as the organization.

Check the box to agree to the Terms of Service and affirm you are an affiliate of Texas A&M University, and Click the button marked “Continue to Create Your CITI Program Username/Password”

New User Registration – Personal Information



CITI - Learner Registration - Texas A&M University

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](#)

Complete the required fields

Click the button “Continue to Step 3”

NOTE: A secondary e-mail address is highly recommended as it can often times be helpful in determining a questionable user identity.

New User Registration – Username & Password

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 a Username and Password

and

select a security question and type a security answer.

Click on "Continue to Step 4"

New User Registration – Country of Residence

* 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.

Continue To Step 5

Enter your
country of
residence

Click on
"Continue To
Step 5"

New User Registration – TAMU Continuing Education

* 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

* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ

Yes

No

Not sure. Ask me later

* Can CITI Program contact you at a later date with marketing information? ⓘ

Yes

No

[Continue To Step 6](#)

Select “No” for the question relating to CE credits/units. **Note: The IACUC does not require CE units/credits. Therefore, if you select “Yes” you will be responsible for CEU purchases.**

Select one of the three options regarding participation in CITI Program research surveys.

Click on “Continue to Step 6”

New User Registration – Required Information



Please provide the following information requested by Texas A&M University

* indicates a required field.

Language Preference

* Institutional Email Address

* Gender

* Highest Degree

Employee Number

Department

* What Is Your Role in Research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

* Office Phone

Home Phone

[Continue To Step 7](#)

At a minimum, please complete the required fields.

Click "Continue to Step 7"

Selecting Curriculum – TAMU

Question 2 (CITI Lab Animal Welfare Course)

Question 2

The CITI Lab Animal Welfare Course

Do you conduct or supervise studies that use laboratory animals?

- If YES, then you must complete the Basic course and the appropriate species-specific modules.
- If you are an IACUC member or IACUC administrator, you should complete the "Essentials for IACUC Members" course.
- Choose the appropriate species-specific courses according to your work and interests.

Choose all that apply

IACUC Member: If you are an IACUC member or an IACUC coordinator/administrator, you are required to complete the "Essentials for IACUC Members" course now.

Working with the IACUC: The "Working with the IACUC Course" is required if you plan to use laboratory animals in your work or plan to supervise such work. You are required to complete the "Working with the IACUC". You may choose to select additional species-specific courses below depending on your work or interests.

Aseptic Surgery

Frogs, toads or other amphibians.

Mice

Rats

Hamster

Gerbils

Guinea Pigs

Rabbits

Cats

Dogs

Swine

Non-Human Primates

Select the box "Working with the IACUC".

You are welcome to also select any of the additional species-specific course, but these are not required (unless otherwise specified by the IACUC)

↓ Scroll down to Question 7

Selecting Curriculum – TAMU (cont.)



* Question 7

Please make your selection below to receive the BBP Refresher course.

Choose one answer

- Refresher Bloodborne Pathogens Training
- Not at this time.

Question 8

Please select Export Compliance below if you need to complete the course.

Choose one answer

- Export Compliance
- Not at this time.

Question 9

Good Clinical Practice (GCP)

Please make your selection if you would like to enroll in a GCP course:

Choose one answer

- GCP – Social and Behavioral Research Best Practices for Clinical Research
- GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus) - This GCP course should be completed by investigators working with test articles that fit the definition of a drug. (Although, it has device in the title, it mostly talks about drugs)
- GCP for Clinical Investigations of Devices - This GCP course should be chosen by investigators working with test articles that fit the definition of a device.
- Not at this time

Complete Registration

Select “**Not at this time**” for Question 7

(Skip Question 8)

and

Click on
“**Complete Registration**”



Finalize Registration

English ▾

CITI PROGRAM

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

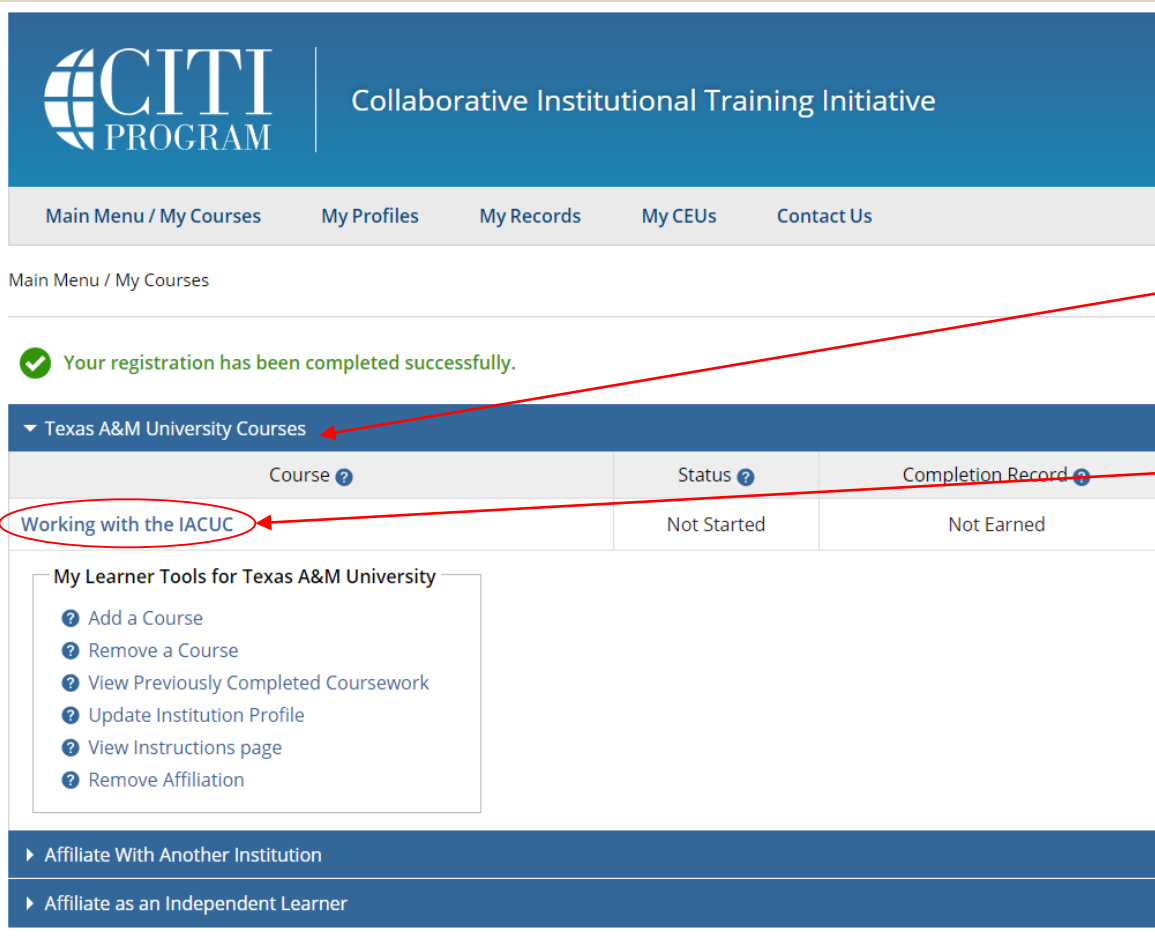
CITI - Learner Registration

Welcome to the CITI Program. Your registration with Texas A&M University is complete.

Finalize Registration

Click "Finalize Registration"

Working with IACUC Course



CITI PROGRAM | Collaborative Institutional Training Initiative

Main Menu / My Courses My Profiles My Records My CEUs Contact Us

Main Menu / My Courses

✔ Your registration has been completed successfully.

▼ Texas A&M University Courses

Course ?	Status ?	Completion Record ?
Working with the IACUC	Not Started	Not Earned

My Learner Tools for Texas A&M University

- ⓘ Add a Course
- ⓘ Remove a Course
- ⓘ View Previously Completed Coursework
- ⓘ Update Institution Profile
- ⓘ View Instructions page
- ⓘ Remove Affiliation

▶ Affiliate With Another Institution

▶ Affiliate as an Independent Learner

Click tab “Texas A&M University Courses.”

Click on “Working with the IACUC” to start the course.

Working with IACUC Modules

Main Menu > Course Working with the IACUC

Working with the IACUC - IACUC Basic Course

To pass this course you must:

- Complete all 17 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

Your Current Score: **0%**

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Required Modules	Date Completed	Score
Introduction (ID: 15347)	Incomplete	0/0 (0%)
Working With The IACUC (ID: 15358)	Incomplete	0/0 (0%)
Federal Mandates (ID: 15359)	Incomplete	0/0 (0%)
The Veterinary Consultation (ID: 15360)	Incomplete	0/0 (0%)
Getting Started (ID: 15361)	Incomplete	0/0 (0%)
USDA Pain/Distress Categories (ID: 15362)	Incomplete	0/0 (0%)
Endpoint Criteria (ID: 15363)	Incomplete	0/0 (0%)
Alternatives (ID: 15364)	Incomplete	0/0 (0%)
Avoiding Unnecessary Duplication (ID: 15365)	Incomplete	0/0 (0%)
Surgery (ID: 15366)	Incomplete	0/0 (0%)
Euthanasia (ID: 15367)	Incomplete	0/0 (0%)
Collecting Blood Samples (ID: 15368)	Incomplete	0/0 (0%)
Personnel Training and Experience (ID: 15369)	Incomplete	0/0 (0%)
Occupational Health and Safety (ID: 15370)	Incomplete	0/0 (0%)
Making Changes After Initial Approval (ID: 15371)	Incomplete	0/0 (0%)
Reporting Mistreatment or non-Compliance (ID: 15372)	Incomplete	0/0 (0%)
Final Comments (ID: 15373)	Incomplete	0/0 (0%)

Supplemental Modules	Date Completed	Score
NOTE: Supplemental modules are provided for general interest only. You DO NOT receive credit for completing these modules		

NOTE: you must click on and complete the integrity assurance statement before you are able to start the course.

Click on the first module to begin. All 17 required modules must be completed with a score of 80%.

Note: you are welcome to complete the supplemental modules as well, but they are not required (unless otherwise specified by the IACUC.)

Course Completion

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Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu

- DEMO Courses
- Texas A&M University Courses

Course	Status	Completion Record	Survey
Aseptic surgery	Passed 01/19/2017	View/Print Share	Post-course evaluation
Working with the IACUC	Passed 01/07/2013	View/Print Share	Post-course evaluation

My Learner Tools for Texas A&M University

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Once completed, you should see the status of the course as “Passed” and the completion date.

YOU ARE DONE!