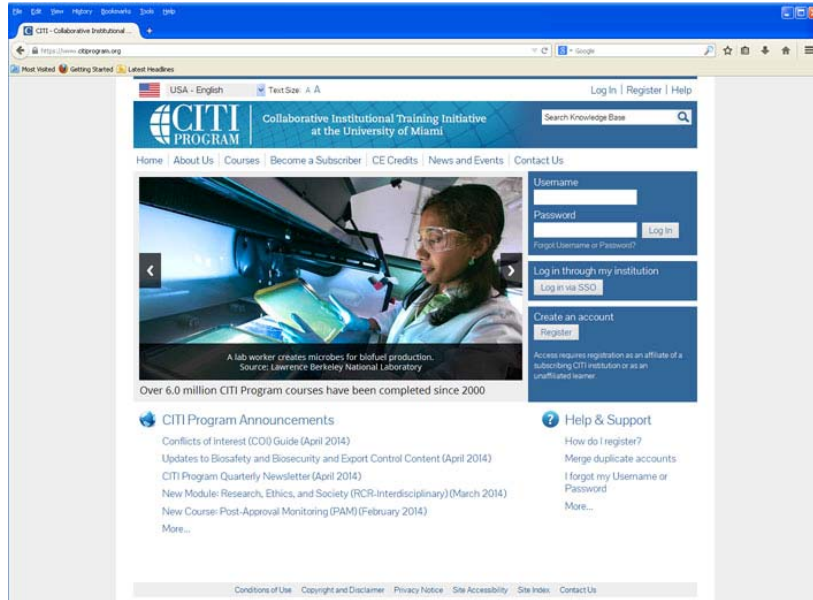


Guidance for completing CITI training as required by the SUNY-ESF Institutional Animal Care and Use Committee

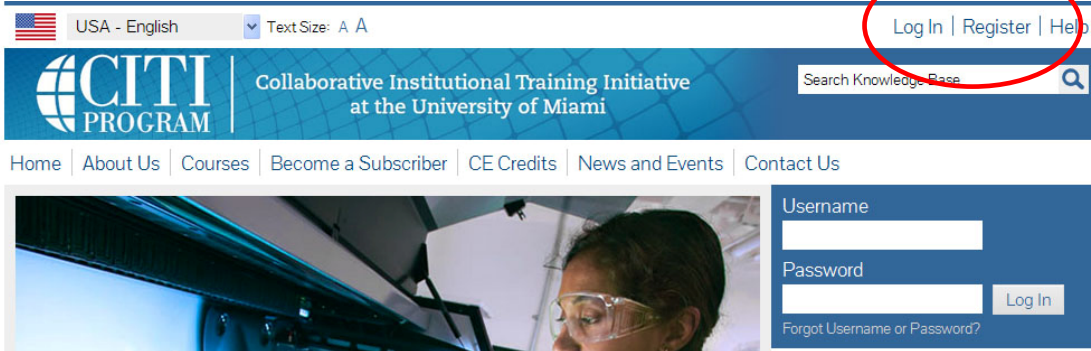
Prepared by Christopher M. Whipps, IACUC Chair

May 2014

1. The CITI Training website can be found: <https://www.citiprogram.org/>



2. Log in or Register by clicking either option at the top of the page



3. If you have an account from a previous institution, you can affiliate with SUNY-ESF. This option will appear once you've logged in, on your home screen. Alternatively, register for a new account.

4. Account registration will first ask you to choose your institution. Once you've found SUNY-ESF, you can follow the other steps as outlined at http://citiprogram.desk.com/customer/portal/articles/1231781-new-learner-account-registration-2-0?b_id=2337

The screenshot shows the 'CITI - Learner Registration' page. At the top, there are navigation links for 'Home', 'About Us', 'Courses', 'Become a Subscriber', 'CE Credits', 'News and Events', and 'Contact Us'. Below this is a progress bar with steps 1 through 7, where step 1 is active. The main section is titled 'Select Your Organization Affiliation'. It features a search box with the text 'Search for organization: Enter full or partial name'. The search input contains 'sunny', and a dropdown menu is open, listing various SUNY institutions. The institution 'SUNY - College of Environmental and Science & Forestry' is highlighted with a red arrow. To the right of the dropdown, there is a message: 'Can't find your institution? It may use Single Sign On. Check here.' Below the dropdown, there is a 'Step 2' button and a note: 'To clear your selection and'. At the bottom of the page, there are links for 'Site Accessibility', 'Site Index', and 'Contact Us'.

5. Once registered and logged in, you'll see a menu as below. Choose 'Add a course' to start:

The screenshot shows the 'My Learner Tools' menu for 'SUNY - College of Environmental and Science & Forestry'. The menu is contained within a box and includes the following options: 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. A red arrow points to the 'Add a Course or Update Learner Groups' option. Below the menu box, there are two additional options: 'Click here to affiliate with another institution' and 'Affiliate as an Independent Learner'.

6. In the next menu, most researchers at ESF would select “Lab Animal Research”, regardless of whether you’re working with lab animals specifically. All of the relevant animal coursework is under this option.

The screenshot shows the CITI PROGRAM interface for SUNY - College of Environmental and Science & Forestry. It includes a navigation menu, a search bar, and a form titled 'Select Curriculum'. The form contains a list of checkboxes for various research settings. The 'Lab Animal Research' checkbox is checked and highlighted with a red arrow. Below the list are 'Next' and 'Start Over' buttons.

7. The next page will show a list of all the available courses, which are as follows. If you are uncertain which course to take, the IACUC will direct you. Most researchers will take the courses in bold below.

Available Animal Care and Use Courses

Choose all that apply

- **If you plan to use animals in research or teaching, "Working with the IACUC" course is required.** ←
- If you are an IACUC member you are required to complete the "Essentials for IACUC Members" course now.
- If you planning to make your own antibodies rather than contracting with a commercial enterprise, then you should complete the "Antibody Production" course now.
- If you planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your institution may require this.
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".

Species/model Specific Modules

Choose the appropriate specific animal elective module(s) depending on your work and interests

- **Wildlife Research** ←
- I work with Frogs, Toads or other Amphibians
- I work with Mice. Family: Muridae Cricetidae
- I work with Rats. Genus: Rattus
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Ferrets
- I work with Guinea Pigs
- I work with Rabbits, Family: Leporidae
- I work with Cats
- I work with Dogs
- I work with Zebrafish: Danio rerio
- I work with Swine
- I work with Non-Human Primates (NHP)
- Working With Animals In Biomedical Research - Refresher Course

8. Modules do not need to be completed all at once, so a course can be started and completed at another time. Quizzes at the ends of modules can be taken again to improve scores or to review a topic before moving on to the next module.

9. Once a course is completed, you will receive a notification of completion. The IACUC will also receive notification.

10. Any inquiries regarding completion of CITI training can be directed to the SUNY-ESF IACUC Chair.