

CITI TRAINING FOR USE OF ANIMALS IN RESEARCH, EDUCATION AND TESTING

Drexel is now part of the Collaborative Institutional Training Initiative (CITI) along with over 1130 other organizations throughout the world. Drexel chose CITI training because the content is extensively reviewed and critiqued by multiple institutions and updated regularly. In addition, the training is targeted to the user's needs, is more complete and provides refresher courses as required by the Guide for the Care and Use of Laboratory Animals (Eighth Edition).

Therefore, effective Monday, January 14, 2013, all investigator and staff engaged in the use of animals for research, education and testing must complete the **online Collaborative Institutional Training Initiative (CITI) Training Program** prior to IACUC approval of a new or continuing review application. The prior Drexel University College of Medicine training provided by LATA for the use of animals will not be accepted after July 1, 2010 for new submissions, continuing review submissions and adding new personnel to an approved protocol. However, the prior training will continue to be valid for any previously submitted applications until a continuing review is submitted. CITI training will not be checked/required for addenda transactions (modifications to an approved protocol) unless there are changes being made to add new personnel for the approved protocol or change in the Principal Investigator.

GUIDANCE AND FAQ

Do I need to complete the training now?

No, unless you are submitting a brand new IACUC application or a periodic report. However, "Addition of Personnel" amendment will be approved upon the completion of the new person's Citi training.

How do I Register as a new user and obtain training?

1. On your personal computer, go to the website www.citiprogram.org. Click on the "New Users Register Here". For registered **CITI Users refer to the next section "How do I Complete the Training if I am already a CITI Registered User?"**
2. On the new screen, enter all requested information (steps 1 -7) including creating your username and password. To enter "Participating Institutions", scroll down to "Drexel University College of Medicine" and click on it. Submit.
3. On the next screen, complete Members Information" and submit.
4. On the new screen "Getting Started", choose "Lab Animal Research"
5. On the next screen choose **LEARNER GROUP 1** or **LEARNER GROUP 2**.
 - a. **LEARNER GROUP 1** is for IACUC Chair, Committee Members and Community Members
 - b. **LEARNER GROUP 2** is for Principal Investigators, Research Staff, Students and ULAR Personnel.
 - c. At this point you have the opportunity to affiliate with another institution or continue with your current selection "Drexel University College of Medicine"
6. In the next screen "Main Menu", scroll down to "My Courses"
If you are **LEARNER GROUP 1**, you need to complete the required three courses.
If you are **LEARNER GROUP 2**, pick the appropriate species you are working with. It is possible that you may be working with more than one species, then pick all that apply to your research. Complete all courses listed under "**My Courses**"

How do I Complete the Training if I am already a CITI Registered User?

1. On your personal computer, go to the website www.citiprogram.org. If you have already registered on the CITI program for IRB training, use your existing "username" and "password".
2. In the next screen click on "Affiliate with another institution"

3. In the next screen enter “Participating Institutions” by scrolling down to Drexel University College of Medicine” and submit.
4. In the next screen your member information will appear, verify and submit.
5. On the new screen “Getting Started” , choose “Lab Animal Research”
6. On the next screen choose **LEARNER GROUP 1** or **LEARNER GROUP 2**.
 - a. **LEARNER GROUP 1** is for IACUC Chair, Committee Members and Community Members
 - b. **LEARNER GROUP 2** is for Principal Investigators, Research Staff, Students and ULAR Personnel.
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7. In the next screen “Main Menu”, scroll down to My courses
If you are **LEARNER GROUP 1**, you need to complete the required three courses
If you are **LEARNER GROUP 2**, pick the appropriate species you are working with. It is possible that you may be working with more than one species, then pick all that apply to your research.
8. Complete all courses listed under “My Courses”

NOTE: In each of these courses there are multiple modules. All modules within a course must be completed to receive “Passed/completed” status. Passing grade for each course is 80%.

How long does this training take to complete?

It generally takes about 3-4 hours. You are not required to complete the training in one sitting.

Do I have to take Animal Care Occupational Health & Safety Training?

No. Animal Care OHS training is embedded in the basic course

Is OSHA Certification Required?

Yes, OSHA Certification is required annually. Refer to ORRC website for additional information:

<http://research.drexel.edu/compliance/IACUC/info.aspx>

Can I stop and start training again at a later time?

You can stop and begin any of the courses/modules at any time; however, if you are in the middle of a module and taking an exam, you must complete the exam before stopping, otherwise your exam results will not be recorded.

How often is Animal Welfare Recertification Training Required?

Recertification training is required every three years. You will receive a reminder notice from CITI (not from the IACUC office) approximately 90 days prior to your three year anniversary date.

How do I obtain a Certificate of Training?

After you completed the required modules you will be issued a completion report that is available to print from the menu. Please print the report and save it as a hard copy for your records. The IACUC office will be able to confirm that you have taken the training by looking online, but the office will not be able to print a copy for you.

What should I do if I have taken the CITI training at another institution?

If you have taken the CITI Animal Welfare at another institution, your previously completed training will be accepted at Drexel except rarely Drexel may require taking additional courses to comply with Drexel’s requirements.

What about collaborators at another site?

DU/DrexelMed-specific training programs would only be required for collaborators for whom Drexel has agreed to act as IACUC of record. If unaffiliated collaborators have completed training at their institution, they do not need to undergo the Drexel training and should defer to their own IACUC training requirements.

Unaffiliated collaborators who do not have Drexel email address, but wish to take Drexel CITI training, they must register as a new registrant and select “Drexel University College of Medicine” as the participating institution.

What do I do if I forgot my password?

If you forgot your password go to www.citiprogra.org. Click on “Forgot login information” and follow instructions as shown in the below box and follow the instructions on the website to obtain your password.

Who can I talk to if I have questions?

For questions regarding registration, selection of courses and to verify training records, contact Ms. Mary Note at 215-255-7861 or email mf26@drexel.edu.