

## **CITI ONLINE TRAINING INFORMATION**

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).

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. CITI training will not be checked/required for modifications to an approved protocol unless there are changes being made to add new personnel to 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?**

On your computer, go to the website [www.citiprogram.org](http://www.citiprogram.org) . Click on the "Click Here to Register" link and follow Steps 1 – 7.

1. On the "Organization Affiliation" screen, to select "Organization Affiliation", start typing "Drexel University". Select Drexel University when it appears as a search result option. Continue to Step 2.
2. On the next screen, complete "Personal Information" (name and e-mail address). Continue to Step 3.
3. On the "Create you User Name and Password" screen, create your user name and password, select a security question and enter the answer. Continue to Step 4.
4. On the "Gender, Ethnicity and Race" answer questions and Continue to Step 5.
5. In the "Continuing Education Unit Credit" screen, select YES or NO as is appropriate. Answer whether you wish to participate in CITI surveys. Continue to Step 6.
6. In the "Information Requested by Drexel University" screen, enter the requested information. For "Role in research" use the drop-down menu to select the most appropriate choice. Continue to Step 7.
7. In the Categories of Courses screen, select Lab Animal Research. Click on the Next button.
  - a. On this screen choose **LEARNER GROUP 1** or **LEARNER GROUP 2**.  
**LEARNER GROUP 1** is for Committee Members, Community Members and Coordinators.  
**LEARNER GROUP 2** is for Principal Investigators, Research Staff, Students and ULAR Staff.
  - b. In this screen select all animals that you work with. Click on the Next button.
  - c. This screen shows the courses to be completed based on your selections.

#### **How do I complete the training if I am already a CITI registered user?**

1. On your computer, go to the website [www.citiprogram.org](http://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 "Click here to affiliate with another institution"

3. Follow steps 1, 6 and 7 above.

**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 Occupational Health Certification Required?**

Yes, Occupational Health Certification is required annually. <https://drexel.edu/research/compliance/animal-care-use/training-requirements/>

**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 stop in the middle of an exam, the results will not be recorded. To start again after logging out, simply go to [www.citiprogram.org](http://www.citiprogram.org) and enter your username and password.

**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. On occasion, you may require taking additional courses to comply with Drexel’s requirements.

**What about collaborators at another site?**

Drexel University-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, must register as a new registrant and select Drexel University as the participating institution.

**What do I do if I forgot my password?**

If you forgot your user name or password, go to [www.citiprogram.org](http://www.citiprogram.org). Click on “Forgot Username or Password” and follow instructions and follow the instructions on the website to obtain your forgotten Username or to reset your password.

**Who can I talk to if I have questions?**

For questions regarding registration, selection of courses and to verify training records, contact The Director of Animal Welfare via email [IACUC@drexel.edu](mailto:IACUC@drexel.edu).