

ULAR Species-Specific Training and Certification Process

Follow steps in the order listed to complete your animal research requirements.

1. Schedule a physical exam with occupational health through Edna Rojas (er58@drexel.edu).
2. Complete the online CITI Training (www.citiprogram.org) (See pages 2-3 for directions)
 - a. Required modules:
 - i. Investigators, Staff, and Students
 - ii. Reducing Pain and Distress in Laboratory Mice and Rats (only if working with mice or rats)
 - iii. Aseptic Technique
 - iv. Additional Species-Specific modules as appropriate (i.e., rabbits)
3. Request hands-on animal training using the *ULAR Species-Specific Training Request Form* (See page 4).
 - a. Consult with your principal investigator (PI/researcher) to accurately fill out form based on the IACUC protocol that you will be working on.
 - b. **EMAIL** the form to the trainer (see below).
4. Facility access will be granted once hands-on training is completed.
5. Upon successful completion of your hands-on training, have your principal investigator submit an *Addition of Personnel Form* (see page 5) to IACUC@drexel.edu to have you added to his/her protocol(s).

ULAR Trainer Contact Information:

Emily Reimold

Esw32@drexel.edu

Office: 215-762-1129

Cell: 267-574-4576

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. 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 your 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. 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. Refer the [Procedures for Annual Health Review](#) on the [IACUC Training Requirements website](#) for additional information:

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 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.citiprogra.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 IACUC Coordinator at 215-255-7861 or email IACUC@drexel.edu.

ULAR SPECIES-SPECIFIC TRAINING REQUEST FORM

All trainees are required to have an occupational health physical exam and must complete the CITI online animal training modules before handling any animals. Make your occupational health appointment via email: Edna Rojas - er58@drexel.edu as your first step.

Trainee Information:

Name: _____

Title (student, employee, etc): _____

Email Address: _____

Phone Number: _____

Date of (scheduled) occupational health exam: _____

I have completed the CITI on-line training modules: yes no

This person has some experience working with the species listed below in a research setting:

Handling - yes no

Injections - yes no

Principal Investigator (PI/Researcher) Information:

Name: _____

Phone Number: _____

Department _____

Protocol Number(s) to Which Trainee Will Be Added To:

Species to be used [listed in above protocol(s)] _____

Techniques Training Required (check only those which apply to your protocol)

General

Lift & restraint

Barrier housing technique

Breeding techniques

Compound Administration Techniques and Blood Collection

Intramuscular injection (IM)

Intraperitoneal injection (IP)

Intradermal injection (ID)

Subcutaneous injection (SQ)

Intravenous injection (IV)

Gavage

Blood Collection (specify sampling site) _____

Surgical Techniques

Aseptic technique

Instrument selection and preparation

Wound/Incision Closure (specify method, i.e., suture, wound clip, etc) _____

Pre-, Peri-, & Post op Care

Euthanasia (specify primary and secondary methods) _____

To Schedule an Appointment for training, please **SCAN AND EMAIL** this form to:

Emily Reimold esw32@drexel.edu

Drexel University IACUC Addition of Personnel Form

Requirements for adding personnel to an animal research protocol include enrollment and certification in the Occupational Health Program and fulfilling the necessary training requirements. Animal handlers must complete on-line CITI training and receive species specific training. They must also take the Animal Care Occupational Safety training and certification. Information about these programs is available on the IACUC website at: <http://research.drexel.edu/compliance/IACUC/info.aspx>

Principal Investigator: _____

Name of Individual being added: _____

Protocol # (#s) to which person is added: _____

CITI on-line Training – List the Completion date for each module:

1. Aseptic Surgery: _____
2. Investigators, Staff and Students: _____
3. Reducing Pain & Distress in Laboratory Mice and Rats: _____
4. Species: _____ Completion date: _____

ULAR - Date of Species-Specific Training: _____

Occupational Health Certification Date: _____

Who will be supervising and training this individual in specific procedures?

Principal Investigator Signature

Date