CITI Program

Initial Training

(for those who have not previously been approved to use animals at ETSU)

If you have NOT previously completed CITI training and wish to use laboratory animals for research at ETSU, you must complete the course entitled “Investigators, Staff, and Students”. If you HAVE previously completed CITI training or were “grandfathered in” after completing other training, you are not required to repeat the initial course. Every three years, you must complete a refresher course; please refer to the instructions for “Refresher Training”.
Select "Register"
Select “East Tennessee State University” from the drop down menu.

Click “Continue to Step 2”

Read the terms and click “I agree”
Enter Personal Information, then select “Continue to Step 3”.
Create a username and password, then click “Continue to Step 4”.
Enter “United States” as country of residence, then click “Continue to Step 5”.
Select “No”, unless you have a need for CE credits for a reason other than DLAR training.

Select an option, then click “Continue to Step 6”.
Enter required information, then click “Continue to Step 7”.

Continue to Step 7
Select East Tennessee State University Courses
Select "Investigators, Staff, and Students"
Select “Thanks, but I want to take the LabAnimal Training”

Select “No”
Select “Group 1: Initial Course”

These are supplemental modules and **are not** required for the refresher training. They are available for additional optional education, or may be required in certain other circumstances.

Select “No”
Select “Not at this time”

Select “Not at this time”

Select “Submit”
Click “Finalize registration”
You will be taken to this page, where all courses which have been selected for your review are displayed.

Select the “Investigators, Staff and Students” Course
You must click here to complete the Integrity Assurance before you are able to begin the course.
Read the Terms of Service, click here if you agree, then click “Submit”.

Jennifer Hoard:

CITI Program Terms of Service include the following provisions. Please read them carefully.

**No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

**Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.

**No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

**No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

**My Actions Are Logged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Check the box to accept, then click the Submit button:

☐ I AGREE to the above and the other Terms of Service for accessing CITI Program materials.

Submit
After you have agreed to the Terms, the first Module will be active and can be selected.

Read each module and take the tests to complete the required training. CITI will alert DLAR when you have completed the course, so there is no need to provide a certificate to the DLAR office. If you have any questions, contact Jennie at 9-8819 or hoard@etsu.edu.