Instructions for CITI Training

Investigators, Staff and Students Module

- Go to the [CITI site](#)

enter "East Tennessee State University", click "agree" and "affirm", then click "Create a CITI Program account"

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⊚

East Tennessee State University

East Tennessee State University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of East Tennessee State University.

Create a CITI Program account

—— or ——

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

☐ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.

Provide name and email

create username and password

CITI - Learner Registration - East Tennessee State University

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

DLARetsu

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

••••••••

* Verify Password

••••••••

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

What's your pet's name?   ▼

* Security Answer

mouse

Continue To Step 4

CITI PROGRAM

LOG IN   LOG IN THROUGH MY ORGANIZATION   **REGISTER**

CITI - Learner Registration - East Tennessee State University

Steps: 1 2 3 **4** 5 6 7

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⊚

○ Yes
● No

Continue To Step 5

enter
country
and contact
preference

select "Yes" or "No" for CE

* indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

○ Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.
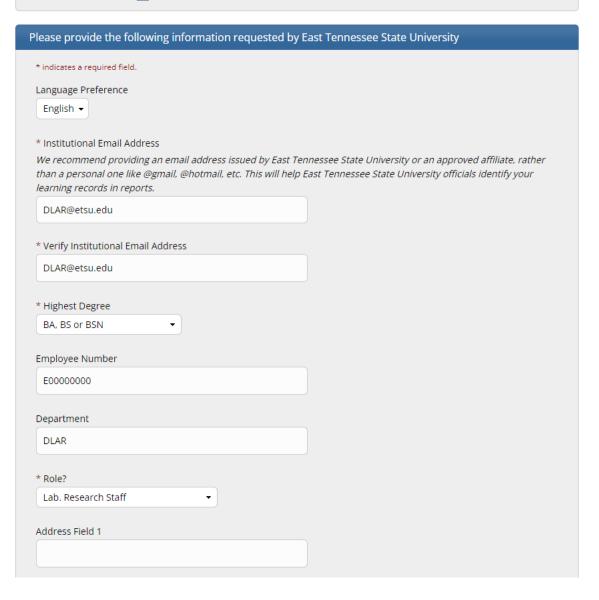
◉ No

If you picked "YES", please check below the one type of credit you would like to earn

○ Athletic Trainers - BOC Category A Hours

○ Dentists - ADA CERP Credits

○ Dietitians - CDR Continuing Professional Education Units

○ MDs, DOs, PAs - AMA PRA Category 1 Credits™

enter required info

Please provide the following information requested by East Tennessee State University

* indicates a required field.

Language Preference

English ▾

* Institutional Email Address

We recommend providing an email address issued by East Tennessee State University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help East Tennessee State University officials identify your learning records in reports.

DLAR@etsu.edu

* Verify Institutional Email Address

DLAR@etsu.edu

* Highest Degree

BA, BS or BSN ▾

Employee Number

E00000000

Department

DLAR

* Role?

Lab. Research Staff ▾

Address Field 1

COVID-19: Back to Campus (2020-2023), Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccine, and Mental Health for Higher Ed and Healthcare

I wish to access the free courses *above* and acknowledge that I have read and understood the statement below:

These courses were developed or reviewed by medical, research, and environmental health and safety professionals. The Back to Campus course was developed in coordination with the Association of American Medical Colleges (AAMC). Some of these materials may be based on resources and guidance documents produced by the U.S. Centers for Disease Control and Prevention, the U.S. Department of Labor's Occupational Health and Safety Administration, and the National Institutes of Health. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. The information in these courses must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy. The information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

NOTE: Access to this course will terminate on 1 March 2023.

COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccines, and Mental Health for Higher Ed and Healthcare.

Choose one answer

○ Yes

◉ No

[Next]

indicate preference for Covid course

select
"Animal care
and use
(ACU) series"

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

* In which of the following course series do you wish to enroll?

Choose all that apply

☐ Conflict of Interest Course: This course is required for anyone involved in the design, conduct, or reporting of research or externally funded scholarly activities.

☐ Human subjects research (HSR) series: These courses are for persons who are involved in the conduct of research involving living individuals, human tissue samples, or with archival data derived from human beings and are required by the ETSU IRBs for everyone involved in human subject research.

☑ Animal care and use (ACU) series: These courses are for persons who are involved in the conduct research that utilizes live, nonhuman, animal subjects (e.g., mice, rats) or tissues derived from live animal subjects.

☐ Responsible Conduct of Research (RCR) series: These courses are for persons who are required (or wish) to complete an overview course in research ethics. This course is also generally required for persons supported by NIH or NSF funds.

☐ Good Clinical Practice and ICH (GCP) series: Clinical investigators and clinical trial staff who are involved in the design, conduct, oversight, or management of clinical trials should complete training in Good Clinical Practice. NIH supported clinical trial investigators must complete this course.

☐ Webinars

Next

Select "Group 1: Initial Course", then indicate if you would like to complete supplemental modules (not required)

* Please make your selection below to receive the correct required course in Animal Care:

Choose all that apply

☑ Group 1: Initial Course

☐ Group 2 Refresher Course - **only choose if you have previously completed the Initial Course**

If you would like to complete supplemental modules, choose from the following courses:

☑
No, not at this time.

If you would like to complete supplemental modules, choose from the following courses:

☐ Essentials for IACUC Members

☐ IACUC Community Member

☐ Post-Procedure Care of Mice and Rats in Research- Minimizing Pain and Distress

☐ Wildlife Research

☐ Post-Approval Monitoring (PAM)

☐ Institutional Official: Animal Care and Use

☐ IACUC Chair (UCAC Chair and Vice-Chair)

☐
IACUC Member Refresher Case Studies

CITI PROGRAM

CITI - Learner Registration

Welcome to the CITI Program. Your registration with **East Tennessee State University** is complete.

click "Finalize Registration"→

Finalize Registration

New to the CITI Program? Read the getting started guide or watch the getting started video.

Need Help? Support Center

✓ Your registration has been completed successfully.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to **add an affiliation**. If you are no longer associated with a listed institution, you may want to **remove an affiliation**.

East Tennessee State University | **View Courses**

click "View Courses"

Would you like to affiliate with another Institution? | **Add Affiliation**

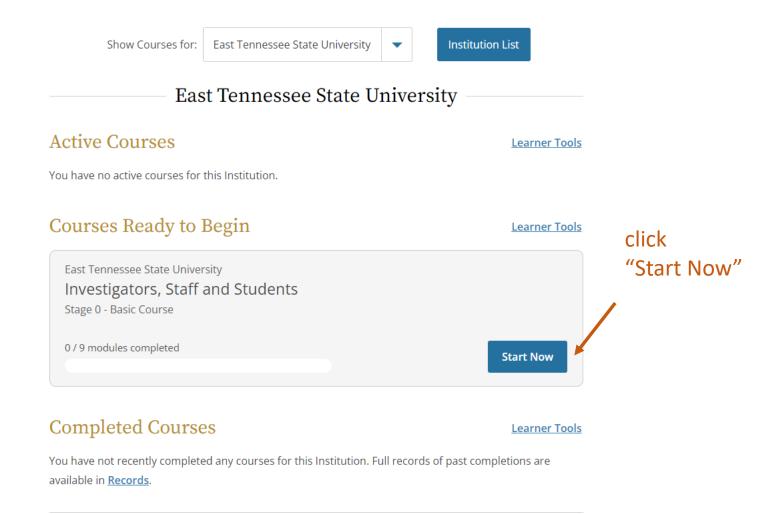Would you like to remove an existing affiliation? | **Remove Affiliation**

Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

Register as an Independent Learner

Show Courses for: East Tennessee State University ▾   **Institution List**

East Tennessee State University

Active Courses

You have no active courses for this Institution.

Courses Ready to Begin

East Tennessee State University
Investigators, Staff and Students
Stage 0 - Basic Course

0 / 9 modules completed

Start Now

click "Start Now"

Completed Courses

You have not recently completed any courses for this Institution. Full records of past completions are available in **Records**.

Assurance Statement

Investigators, Staff and Students - Basic Course

CITI Program's **Terms of Service** and **Privacy and Cookie Policy** include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact **CITI Program Support** if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

click "I agree"   ✔ I AGREE to the above, the **Terms of Service**, and the **Privacy and Cookie Policy**, in order to access CITI Program materials.

Cancel   **Submit**

You have unfinished required or elective modules remaining.

Elective Modules

Complete all 9 elective modules

Modules	Completed	Score	
Working with the IACUC: Introduction (ID 17660)	Incomplete	-	**Start**
About the IACUC (ID 17661)	Incomplete	-	**Start**
Federal Laws, Policies, and Guidelines (ID 17662)	Incomplete	-	**Start**
Planning Research and Completing the Protocol Form (ID 17663)	Incomplete	-	**Start**
Procedures: Surgery, Antibody Production, and Blood Collection (ID 17664)	Incomplete	-	**Start**
Personnel and Their Welfare (ID 17665)	Incomplete	-	**Start**
Special Animal Welfare Considerations (ID 17666)	Incomplete	-	**Start**
Making Changes to an Approved Animal Use Protocol (ID 17667)	Incomplete	-	**Start**

start a module

Working with the IACUC: Introduction

East Tennessee State University - Investigators, Staff and Students

Available module formats:

Choose Audio-Visual 🛈   **Choose Classic** 🛈

Recommended browsers for Audio-Visual:
Current versions of Google Chrome, Firefox, Microsoft Edge, or Safari

🛈 There is no quiz for "Working with the IACUC: Introduction".

The next elective module is "**About the IACUC**".

| Return to Gradebook | Next Module |

select your preferred format and complete each module

DLAR will be notified by CITI when you have completed the required course; you do not need to forward the completion report.

If you encounter any problems with the CITI training, email Jennie Hoard at hoard@etsu.edu