IACUC CITI Training Requirements for Faculty, Staff, Students

Once you have created your profile account with CITI and affiliated with Kennesaw State University [KSU], before beginning any training, please ensure that you have enrolled in the proper course. The following information will assist you in making that determination. If you are still unsure after reviewing the information below, please contact Kristine Nowak, Director of Research Compliance, at knowak@kennesaw.edu or 470-578-4941.

1. Go to https://about.citiprogram.org/en/homepage/ to login or register a profile at the CITI training program website. If you have a login, skip to item 21.

   Click on the Register button on the top right of the page if you are new to the program.

2. Enter “Kennesaw State University” in the “Select Your Organization Affiliation” search box

3. Click the box to “Agree to the Terms of Service”

4. Click “Continue to Step 2”

5. Enter your information in the appropriate boxes above, using your official KSU email address as the primary email. You can include a personal email as the secondary option.

6. Click “Continue to Step 3”

7. Follow the on-screen instructions to create a Username and Password. For security purposes do NOT use your KSU NetID and password on this website.

8. Select a security question and answer

9. Click “Continue to Step 4”

10. Please enter your Country of Residence

11. Click “Continue to Step 5”

12. KSU’s Office of Research does not require that you maintain CE Credits; however, if you choose “Yes” as your answer you will have the ability to request and personally pay for those credits later if you decide you need them. Choosing “Yes” does not obligate you in any way; it only makes them accessible to you.

13. You may choose to allow CITI Program to contact you to participate in a research survey, but a “Yes” answer is not required by KSU

14. Click “Continue to Step 6”

15. Fill in the required answers to “Institutional email address”, “Gender” and “Highest degree”

   FYI – These fields are a template of CITI, so please do NOT put an Employee number as KSU does not require it

16. Select the role that best describes you under “Role in Human Subjects Research”

17. Enter your phone number in the appropriate box. If you are a student researcher, you may enter your home/cell phone in the “Office Phone” required box

18. Click the drop-down box for “Which course do you plan to take?” and select the Laboratory Animal Welfare course. You can add/delete courses as needed after you have created your profile

19. Click “Continue to Step 7”

20. Choose the correct Animal Research courses that relate to your research under Questions 5-7 as shown below
If you already have a CITI account:

21. After logging in to CITI, navigate to “Courses” along the top menu
22. Scroll to the bottom of the page
23. Within the “Learner Tools” box, click “Add a Course”
24. You will be taken to the questionnaire; you can scroll down to Question 5 and choose the correct Animal Research courses in Questions 5-7 that relate to your research

Select Curriculum - Kennesaw State University

Question 5

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE [IACUC] MEMBERS
If you are not a member of the IACUC, then skip to Question 6

Choose one answer
  o IACUC Chairs, Members and Coordinators
    If you are a member of KSU's Institutional Animal Care and Use Committee [IACUC], then you need to maintain a current CITI certification in the IACUC Members Basic Course as well as the Working with the IACUC Basic Course [under Question 7] during your term of service.
  o IACUC Community Member (if applicable)
  o IACUC Member Refresher Case Studies

Question 6

Are you working with LABORATORY ANIMALS?

  o Yes: move on to Question 7
  o No: skip to Question 8

Question 7

LABORATORY ANIMAL RESEARCH
Choose the appropriate species specific courses according to your research interests.

Choose all that apply
  □ REQUIRED: Working with the IACUC Basic Course AND
  Species Specific Modules (select appropriate species used in your research)
    □ I work with Cattle in Agricultural Research Settings
    □ I work with Frogs, Toads, or other Amphibians
    □ I work with Fish in Research
    □ I work with Mice
    □ I work with Rats
    □ I work with Hamsters
    □ I work with Gerbils
    □ I work with Guinea Pigs
    □ I work with Rabbits
    □ I work with Cats
    □ I work with Dogs
    □ I work with Swine
    □ I work with Non-Human Primates (NHP)
    □ I work with Sheep & Goats
    □ I work with Wildlife Research
    □ Working With Animals In Biomedical Research - Refresher Course
    □ If you conduct studies that have the potential to cause “more than momentary pain and distress” in mice or rats, you must also complete the module Minimizing Pain and Distress
If you conduct major survival surgery or non-survival surgeries in non-rodent species, you must also complete the module **Aseptic Surgery**

Once all required modules are completed successfully, you will be shown a "View course completion history and print completion certificates" link. There is also an option to “View/Print” or “Share” your Completion Record of each course at the Main Menu once it has been completed. We recommend that you save and print the certificate for your records.