



## Step-by-Step Instructions for Animal Research CITI Training

### Welcome to the CITI Program

The University of Denver (DU) Institutional Animal Care and Use Committee (IACUC) requires all individuals involved in research with animals to maintain current Laboratory Animal Welfare training. The Collaborative Institutional Training Initiative (CITI) Program has been customized specifically for DU researchers.

### To Register:

1. From the homepage, click the REGISTER button on the upper right portion of the screen



2. Choose a participating organization from the search box. Please select **'University of Denver'**, read and agree to the Terms of Service


**CITI - Learner Registration**

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

You must make a selection below.

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Select Your Organization Affiliation

Search for organization: Enter full or partial name 

Can't find your institution? It may use Single Sign On. Check here.

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

**Continue To Step 2**

### QUICK LINKS

[www.citiprogram.org](http://www.citiprogram.org)

[www.support.citiprogram.org](http://www.support.citiprogram.org)

### CONTACT

**Office of Research  
Integrity & Education**  
Administrative Office Building  
2601 E. Colorado Ave.  
Denver, CO 80208  
303-871-2121

**CITI Support**  
888-529-5929

3. Enter your First and Last name along with your email address. Please enter your name as you would like it to appear on your Completion Report received at the end of the course

You can use any email address to register but we recommend you use your DU email address.

CITI - Learner Registration - university of denver

Steps : 1 2 3 4 5 6 7

Personal Information

\* indicates a required field.

\* First Name  \* Last Name

\* Email Address  \* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address  Verify secondary email address

Continue To Step 3

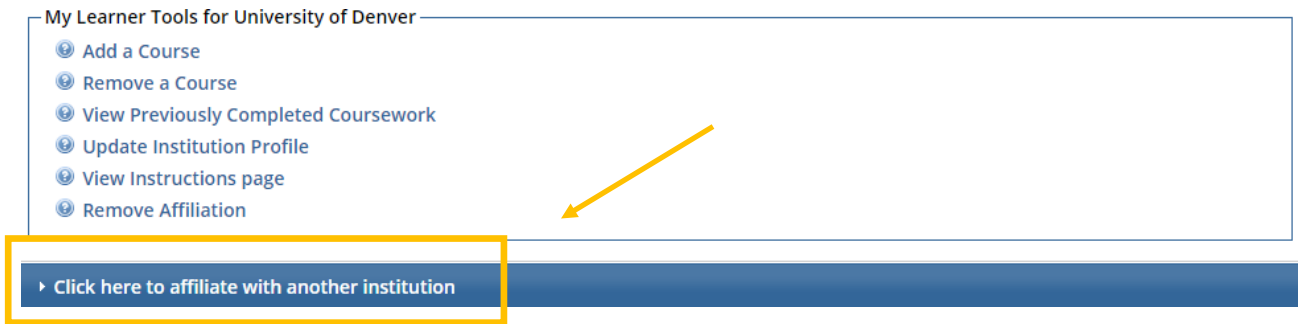
4. Continue to the next step. Please choose a username and password for your account. Please follow the on screen instructions. Passwords are case sensitive

During this step, you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password

5. Complete the remaining steps to complete new user registration

### Existing CITI User? Affiliate with the University of Denver

1. Log in using your established username and password
2. From the Main Menu on your profile, scroll to the bottom of the page and click on the “click here to affiliate with another institution” button. **DO NOT SELECT THE ‘SINGLE SIGN ON’ OPTION**
3. Type and choose the University of Denver in the search box and click Continue at the bottom of the page
4. Answer the member information accordingly. **DO NOT SELECT ‘INDEPENDENT LEARNER REGISTRATION’ OR FEES WILL BE REQUIRED**



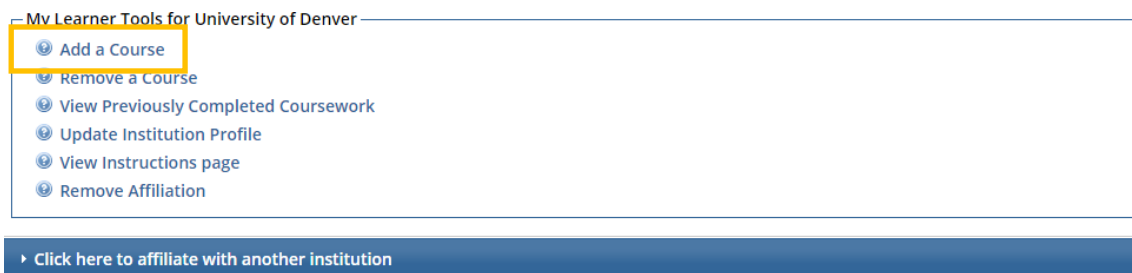
## Transferring Course Credit from Another Institution

If you would like to receive credit for modules previously taken, there are several requirements that must be met.

1. To transfer course credit between institutions, you will need to be affiliated with both institutions (your previous institution and the University of Denver). Follow the “Click here to affiliate with another institution” link on your Main Menu.
2. Once affiliated with both institutions, enroll in the courses that need to be transferred under both institutions. To do this, “Add a Course” under the University of Denver Courses. You will need to enroll in the same stage of the course for a proper transfer to occur (e.g., Basic/Refresher).
3. Once you are enrolled in the courses, any modules and courses that are shared between the institutions will automatically transfer the credits.

## Working with the IACUC Course

1. On your Main Menu, select “Add a Course” under **My Learner Tools for University of Denver**



2. Select Laboratory Animal Welfare and any other appropriate options (e.g., Responsible Conduct of Research, Conflict of Interest, Laboratory Safety)

Note: If your project is federally funded, select (RCR) and (COI) (e.g., NIH, NSF)

Please note: As of October 2018, the Office of Research Integrity & Education updated the curriculums to provide a more efficient and streamline approach to fulfilling the training requirement. The modules you have previously completed will remain in your training profile. However, the module name may have changed, or it may appear differently or may no longer be required. Please select the appropriate curriculum from the menu below to ensure you are taking the current required courses.

If there are any problems, questions, or concerns, please contact the Office of Research Integrity and Education at (303) 871-2121.

[Choose all that apply](#)

- Human Subjects Research (Social Behavioral Educational Research or Biomedical Research)
- Responsible Conduct of Research (Federally Funded Projects ONLY)
- Conflict of Interest
- Laboratory Safety
- Laboratory Animal Welfare**
- Biosafety
- Export Compliance
- Health Information Privacy and Security

Next

Start Over

3. After you have selected the appropriate course group, click next. The following screen shows the available Laboratory Animal Welfare courses to complete.

## Laboratory Animal Welfare

As required by federal regulations and DU IACUC policy, "Working with the IACUC" training must be completed by all investigators who will be involved in laboratory animal research before IACUC approval will be granted. DU training must be completed and renewed every four (4) years to be valid.

Please note: Effective October 2018, all research personnel working in a laboratory must complete the Laboratory Safety training program ANNUALLY.

After completing the "Working with the IACUC" course, select the appropriate supplemental modules that are a part of your research (i.e., mice, rats, fish, etc.)

If you have any questions, concerns, or problems, please contact us at [iacuc@du.edu](mailto:iacuc@du.edu).

[Choose all that apply](#)

- Working with the IACUC Course - Basic & Refresher Course (All Research Personnel)
- IACUC Members
- IACUC Community Members
- Laboratory Safety Program (All Research Personnel must complete training ANNUALLY)
- I work with blood and other potentially infectious material (i.e., OPIM). (Must be completed ANNUALLY if selected)
- My study may involve more than momentary pain and distress in mice or rats.

Next

Start Over

4. Select the appropriate training required for your project. The next screen will show the available species specific modules for your project to select (e.g., I work with Fish, I work with Mice, etc.).

Please select the appropriate species-specific module(s):  
Choose all that apply

- I work with Mice. Family: Muridae Cricetidae
- I work with rats. Genus: Rattus
- I work with Amphibians
- I work with Fish
- I work with Zebrafish (Danio rerio)
- N/A

Next Start Over

5. Please note, all IACUC researchers must complete 'Working with the IACUC' and a species-specific module depending on the animal population being used. You must achieve an average score of 80% on all quizzes to pass.

## Required Modules

Below is a list of the required modules in the 'Working with the IACUC' course. Complete all 11 of the modules by clicking on the title. Training is complete when course status states, **Passed**.

Home > Course Working With the IACUC

**Working With the IACUC - Basic Course**

To pass this course you must:

- Complete all 11 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

You have unfinished required or elective modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

Your Current Score  
**0%**

Required Modules		
	Date Completed	Score
Risk Management: Personal Protective Equipment (ID: 13458)	Incomplete	0/0 (0%)
Animal Biosafety (ID: 13654)	Incomplete	0/0 (0%)
Working with the IACUC: Introduction (ID: 17660)	Incomplete	0/0 (0%)
About the IACUC (ID: 17661)	Incomplete	0/0 (0%)
Federal Laws, Policies, and Guidelines (ID: 17662)	Incomplete	0/0 (0%)
Planning Research and Completing the Protocol Form (ID: 17663)	Incomplete	0/0 (0%)
Procedures: Surgery, Antibody Production, and Blood Collection (ID: 17664)	Incomplete	0/0 (0%)
Personnel and Their Welfare (ID: 17665)	Incomplete	0/0 (0%)
Special Animal Welfare Considerations (ID: 17666)	Incomplete	0/0 (0%)
Making Changes to an Approved Animal Use Protocol (ID: 17667)	Incomplete	0/0 (0%)
Reporting Animal Use Concerns (ID: 17668)	Incomplete	0/0 (0%)

## Completion Report

Print and Save an electronic copy of your Completion Report for your records. You can then upload this document into your IRBNet profile using the Track Training feature in IRBNet.



Passed  
03-Jul-2015

View-Print-Share

Post-course evaluation

My Learner Tools for University of Denver

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

*For any questions or concerns regarding training, please contact the IACUC Research Compliance Administrator at 303-871-6947 or through IACUC@du.edu*