



CITI Training for IACUC

Texas A&M University
Office of Research Compliance
August 2018

Log In or Register

To access CITI training, go to www.citiprogram.org

The screenshot shows the CITI PROGRAM website. At the top left is the CITI PROGRAM logo. To its right are navigation links: Subscriptions, Courses, Resources, and Support, followed by a search icon. Further right are two buttons: a white 'Register' button and a blue 'Log In' button. Below the navigation is the main heading 'Research Ethics and Compliance Training'. Underneath are four course cards: 'Revised Common Rule' (marked NEW), 'Essentials of Statistical Analysis', 'CRC Foundations & CRC Advanced', and 'Research Study Design' (marked NEW). Each card has a 'View Course' button at the bottom. At the bottom of the page is a blue banner with the text 'Register to take courses developed by experts' and a 'LEARN MORE' button.

Log In: if you have an existing account

OR

Register: if you need to create a new account

New User Registration – Step 1



English ▾

CITI PROGRAM

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

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.

There are 28 more result(s) than shown here. Please be more specific.

Texas|

- East Texas Medical Center
- Prairie View A&M University a member of Texas A&M System
- START - South Texas Accelerated Research Therapeutics, LLC
- Texas A&M Engineering Experiment Station
- Texas A&M Engineering Experiment Station (SSO)
- Texas A&M International University
- Texas A&M University**
- Texas A&M University - Kingsville
- Texas A&M University - San Antonio
- Texas A&M University System Health Science Center
- Texas A&M University-Central Texas
- Texas A&M University-Commerce
- Texas A&M University-Corpus Christi
- Texas Christian University
- Texas Christian University (SSO)
- Texas Health Research & Education Institute
- Texas Heart Institute

Participating Institution: Texas A&M University must be selected as the institution in order to access the correct IACUC training course.

New User Registration – Step 1

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. ⓘ

Texas A&M University

Texas A&M 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 Texas A&M University.

Continue To Create Your CITI Program Username/Password

_____ 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.

Make sure that you agree to the Terms of Service and you affirm that you are an affiliate Texas A&M University. Click **“Continue to Create Your CITI Program Username/Password”**.

New User Registration – Step 2

The screenshot shows the CITI PROGRAM registration interface. At the top, there are navigation links for LOG IN, LOG IN THROUGH MY INSTITUTION, and REGISTER. Below this is a blue header bar with the text "CITI - Learner Registration - Texas A&M University" and a progress indicator showing steps 1 through 7, with step 2 highlighted. The main section is titled "Personal Information" and contains several input fields. The first row has "* First Name" and "* Last Name" fields. The second row has "* Email Address" and "* Verify email address" fields. Below these is a paragraph of text: "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." The third row has "Secondary email address" and "Verify secondary email address" fields. At the bottom left, there is a blue button labeled "Continue To Step 3".

Engl

CITI PROGRAM

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - Texas A&M University

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

Enter your first and last name.

Enter your e-mail address (This should be the same email address that is used in iRIS so that your training will correctly link in iRIS). Click "**Continue to Step 3**".

New User Registration – Step 3

CITI - Learner Registration - Texas A&M 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

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

* Security Answer

Continue To Step 4

Create a Username, Password, Security Question, and Security Answer. Click **“Continue to Step 4”**.

New User Registration – Step 4

CITI - Learner Registration - Texas A&M University

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

* indicates a required field.

* Country of Residence

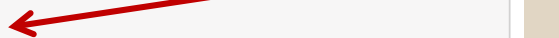
Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

USA

United States

Continue To Step 5

Choose the appropriate answer for each question and click “Continue to Step 5”.



New User Registration – Step 5

CITI - Learner Registration - Texas A&M University

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

* 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

Select "No" as CEUs are not offered for completion of this course.

New User Registration – Step 5

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

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists – APA Credits
- Nurses – ANCC CNE
- Other Participants – Certificates of Participation
- Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ

- Yes
- No
- Not sure. Ask me later

* Can CITI Program contact you at a later date with marketing information? ⓘ

- Yes
- No

Continue To Step 6

Choose an answer and
click the button
“Continue to Step 6”.

New User Registration – Step 6

CIT - Learner Registration - Texas A&M University

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by Texas A&M University

* indicates a required field.

Language Preference

* Institutional Email Address

* Gender

* Highest Degree

Employee Number

Department

* What Is Your Role In Research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

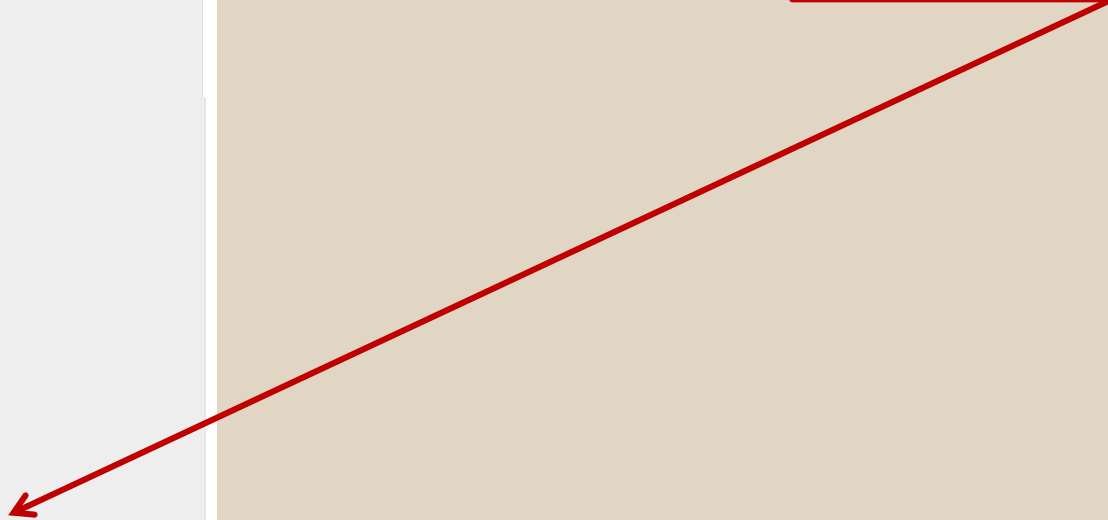
Country

* Office Phone

Home Phone

[Continue To Step 7](#)

Fill out the required information in this section and click on the button labeled “Continue to Step 7”



New User Registration – Step 7

CITI - Learner Registration - Texas A&M University

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

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

Click [here](#) to review the Texas A&M University instructions page.


Question 1

Course In The Protection of Human Subjects

- Question 1: Will enroll you in the Basic Course
- **Question 2: Is for Lab Animal Welfare ONLY**

Select the group appropriate to your research activities.

Choose all that apply

- IRB Reference Resource: All CITI modules are available for ongoing use and reference when you join this Learner Group. If you are required to complete the CITI modules as a prerequisite for conducting human subjects research, you should enroll in a Learner Group listed above and complete all requirements. If you enroll in this group you will be required to complete ALL CITI modules. You may change your Learner Group status to "IRB Reference Resource" later to access review any of the CITI modules.
 - Group 1: Biomedical Research Investigators and Key Personnel
 - Group 2: Social and Behavioral Research Investigators and Key Personnel
 - Group 3: IRB Members
 - Institutional/Signatory Official: Human Subject Research
 - I am interested in the CITI Lab Animal Welfare Course. 
- Please go to **Question 2** to select the appropriate response.

Be sure to select the box marked "I am interested in the CITI Lab Animal Welfare Course".

Be sure to select the course box marked "Working with the IACUC".

New User Registration – Step 7

Question 2

The CITI Lab Animal Welfare Course

Do you conduct or supervise studies that use laboratory animals?

- If YES, then you must complete the Basic course and the appropriate species-specific modules.
- If you are an IACUC member or IACUC administrator, you should complete the "Essentials for IACUC Members" course.
- Choose the appropriate species-specific courses according to your work and interests.

Choose all that apply

IACUC Member: If you are an IACUC member or an IACUC coordinator/administrator, you are required to complete the "*Essentials for IACUC Members*" course now.

Working with the IACUC: The "*Working with the IACUC Course*" is required if you plan to use laboratory animals in your work or plan to supervise such work. ←

You are required to complete the "Working with the IACUC". You may choose to select additional species-specific courses below depending on your work or interests.

- Aseptic Surgery
- Frogs, toads or other amphibians.
- Mice
- Rats
- Hamster
- Gerbils
- Guinea Pigs
- Rabbits
- Cats
- Dogs
- Swine
- Non-Human Primates

Be sure to select the course box marked "Working with the IACUC**".**

New User Registration – Step 7

Question 9

Good Clinical Practice (GCP)

Please make your selection if you would like to enroll in a GCP course:

Choose one answer

- GCP – Social and Behavioral Research Best Practices for Clinical Research
- GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus) - This GCP course should be completed by investigators working with test articles that fit the definition of a drug. (Although, it has device in the title, it mostly talks about drugs)
- GCP for Clinical Investigations of Devices - This GCP course should be chosen by investigators working with test articles that fit the definition of a device.
- Not at this time

[Complete Registration](#)

Answer questions 3-9 as needed and click the box marked “**Complete Registration**”

New User Registration – Finalize Registration



Eng

CITI PROGRAM

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Welcome to the CITI Program. Your registration with Texas A&M University is complete.

Finalize Registration

Need Help? Support Center

Click **“Finalize Registration”**.



CITI Course Selection

The screenshot shows the CITI (Collaborative Institutional Training Initiative) website interface. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative". On the right side of the header, the user's name "Stacy Stoops" and ID "ID 7405449" are displayed, along with links for "Log Out" and "Help". Below the header is a navigation bar with links for "Main Menu / My Courses", "My Profiles", "My Records", "My CEUs", and "Contact Us". A search icon is also present. The main content area shows a message: "Your registration has been completed successfully." Below this, there is a dropdown menu labeled "Texas A&M University Courses". Underneath, there is a table with columns for "Course", "Status", "Completion Record", and "Survey". The first row in the table is "Working with the IACUC", with a status of "Not Started" and a completion record of "Not Earned". Below the table, there is a section titled "My Learner Tools for Texas A&M University" with several options: "Add a Course", "Remove a Course", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". At the bottom, there are two more options: "Affiliate With Another Institution" and "Affiliate as an Independent Learner".

Course	Status	Completion Record	Survey
Working with the IACUC	Not Started	Not Earned	

Once logged into CITI, select the drop down labeled “Texas A&M University Courses” and then click on the course entitled “Working with the IACUC”

Working With the IACUC – Basic Course

Working with the IACUC - IACUC Basic Course

To pass this course you must:

- Complete all 17 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or change the overall score, BUT completed CE certified modules will count toward CME credits (AMA PRA, Psychology credits, nursing credits as applicable).

Your Current Score: **0%**

You have unfinished required or elective modules remaining

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

Required Modules	Date Completed	Score
Introduction (ID: 15357)	Incomplete	0/0 (0%)
Working With The IACUC (ID: 15358)	Incomplete	0/0 (0%)
Federal Mandates (ID: 15359)	Incomplete	0/0 (0%)
The Veterinary Consultation (ID: 15360)	Incomplete	0/0 (0%)
Getting Started (ID: 15361)	Incomplete	0/0 (0%)
USDA Pain/Distress Categories (ID: 15362)	Incomplete	0/0 (0%)
Endpoint Criteria (ID: 15363)	Incomplete	0/0 (0%)
Alternatives (ID: 15364)	Incomplete	0/0 (0%)
Avoiding Unnecessary Duplication (ID: 15365)	Incomplete	0/0 (0%)
Surgery (ID: 15366)	Incomplete	0/0 (0%)
Euthanasia (ID: 15367)	Incomplete	0/0 (0%)
Collecting Blood Samples (ID: 15368)	Incomplete	0/0 (0%)
Personnel Training and Experience (ID: 15369)	Incomplete	0/0 (0%)
Occupational Health and Safety (ID: 15370)	Incomplete	0/0 (0%)
Making Changes After Initial Approval (ID: 15371)	Incomplete	0/0 (0%)
Reporting Mistreatment or non-Compliance (ID: 15372)	Incomplete	0/0 (0%)
Final Comments (ID: 15373)	Incomplete	0/0 (0%)

Supplemental Modules

Note: You must complete all **17** required modules in this course and achieve an average score of **80%** on all quizzes.

Click here to complete the **Integrity Assurance Statement** before beginning the course.

Assurance Statement

Assurance Statement

Hello Stacy Stoops:

CITI Program's [Terms of Service](#) and [Privacy 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.

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

I AGREE to the above, the [Terms of Service](#), and the [Privacy Policy](#), in order to access CITI Program materials.

Submit

Click “**AGREE**”
on the **Assurance
Statement** and then
click the **Submit**
button

Working With the IACUC – Basic Course



Required Modules		
	Date Completed	Score
Introduction (ID: 15357)	Incomplete	0/0 (0%)
Working With The IACUC (ID: 15358)	Incomplete	0/0 (0%)
Federal Mandates (ID: 15359)	Incomplete	0/0 (0%)
The Veterinary Consultation (ID: 15360)	Incomplete	0/0 (0%)
Getting Started (ID: 15361)	Incomplete	0/0 (0%)
USDA Pain/Distress Categories (ID: 15362)	Incomplete	0/0 (0%)
Endpoint Criteria (ID: 15363)	Incomplete	0/0 (0%)
Alternatives (ID: 15364)	Incomplete	0/0 (0%)
Avoiding Unnecessary Duplication (ID: 15365)	Incomplete	0/0 (0%)
Surgery (ID: 15366)	Incomplete	0/0 (0%)
Euthanasia (ID: 15367)	Incomplete	0/0 (0%)
Collecting Blood Samples (ID: 15368)	Incomplete	0/0 (0%)
Personnel Training and Experience (ID: 15369)	Incomplete	0/0 (0%)
Occupational Health and Safety (ID: 15370)	Incomplete	0/0 (0%)
Making Changes After Initial Approval (ID: 15371)	Incomplete	0/0 (0%)
Reporting Mistreatment or non-Compliance (ID: 15372)	Incomplete	0/0 (0%)
Final Comments (ID: 15373)	Incomplete	0/0 (0%)

Supplemental Modules

Complete each module (in order) by clicking on the **module name**.

Note: Most of the modules will have a quiz that you must complete prior to moving to the next module. Again, you must complete the course with an average of **80%** to pass.



Course Completed

The screenshot shows the CITI PROGRAM interface. The header includes the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative'. On the right, the user's name 'Stacy Stoops' and ID '7405449' are displayed, along with links for 'Log Out' and 'Help'. A navigation bar contains links for 'Main Menu / My Courses', 'My Profiles', 'My Records', 'My CEUs', and 'Contact Us', along with a search icon. The main content area shows a notification: 'Congratulations! You have now completed the 'Working with the IACUC - IACUC Basic Course' course'. Below this, a section titled 'Post-Course Completion Options' lists four actions: 'Access your Completion Records', 'Independent Learner Courses', 'Post-Course Evaluation', and 'Return to Main Menu'. A red arrow points from the notification text to the explanatory text box on the right.

Once you have passed the course, you will receive an email that you have passed the course. Please email this to **Stacy Stoops** (sstoops@bio.tamu.edu)