

## How to add a course on CITI

Stage 1. Log into your account. Click on the blue bar labeled “Appalachian State University Courses.”



English Text size: A A Hannah Freundlich ID: 4594803 | Log Out | Help

**CITI PROGRAM** Collaborative Institutional Training Initiative Search Knowledge Base

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Main Menu

- ▶ Appalachian State University Courses
- ▶ Click here to affiliate with another institution
- ▶ Affiliate as an Independent Learner

Stage 2. Scroll down to the “My Learner Tools for Appalachian State University.” Select the “Add a Course” option.



Working With Zebrafish (Danio rerio) in Research Settings	Passed 01/15/2015	View/Print Share	Post-course evaluation
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My Learner Tools for Appalachian State University

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

▶ Click here to affiliate with another institution

▶ Affiliate as an Independent Learner

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## How to add a course on CITI

Stage 3. In order to enroll in any course, you **must answer question 1**, Human subject Research, regardless what module you plan to take. Please see the screen shots to guide you.

**You must answer Question 6.** If you aren't taking an RCR course select "Not at this time".

Select Curriculum - Appalachian State University

\* 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 Appalachian State University Instructions page.

**\* Question 1**

For Laboratory Animal Welfare training, skip to question 5

### Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members. **←for IRB members**
- I have completed the Basic Course. Please go to Question 2. **←for Human Subjects Refresher**
- Not at this time. **←for any course other than Human Subjects**

## IRB Stage 3.

Answer Question 2 with either Biomedical OR Social & Behavioral Investigators. The Refresher course does not take as long as other options, it takes approximately 2 hours to complete.

**\* Question 2**

If you have completed the Basic Course portion, please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Refresher Course for that group.

Choose one answer

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- I have not completed the Basic Course. Please go to Question 1.

## How to add a course on CITI

### IACUC Stage 3.

If you are taking animal research courses, the “Working with the IACUC Course” is the required training. Your PI may also require you to add species specific training. If your species is not listed, you will need to take the AsULearn course, and should email IACUC with your name, the name of the person who asked you to complete the training (your PI) and which course you need (what species will you be working with).

### Question 5

#### Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you must complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- "Working with the IACUC Course" is the required Basic Course if you plan to use lab animals in your work.
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

Choose the appropriate species specific electives depending on your work or interests.

- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".
- Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on **aseptic surgery** is a must.

#### Species Specific Modules

- I work with Mice. Family: Muridae Cricetidae
- I work with Frogs, Toads or other Amphibians
- I work with Rats. Genus: Rattus
- I work with Hamsters. Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- I work with Rabbits, Family: Leporidae
- I work with Zebrafish. Family: Danio rerio

### RCR Stage 3.

If you are taking Responsible Conduct of Research (RCR), select the module that best fits the area of your research.

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### IBC Stage 3.

If you are working with rDNA you must take the "Training for Investigators/NIH Recombinant DNA Guidelines". Additional AsULearn quizzes may be needed.

#### Question 7

### Biosafety/Biosecurity

Please select the course/s that you need to complete.

Choose all that apply

- Biosafety Officer Initial Training Series
- Training for Investigators/NIH Recombinant DNA Guidelines
- Institutional Biosafety Committee Member Course
- Basic Introduction to Biosafety
- Biosafety Refresher Course
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- OSHA Personal Protective Equipment Training

Stage 3 Final. After you have selected all relevant courses, scroll to the bottom of the page and choose "Submit." You will be taken to the main menu page, and will see the courses you added in your "Appalachian State University Courses."