How to Register for and Complete CITI (With Pictures)

Step 1: Go to http://www.citiprogram.org/default.asp?language=english. Click on the "Register" tab in the top right corner.
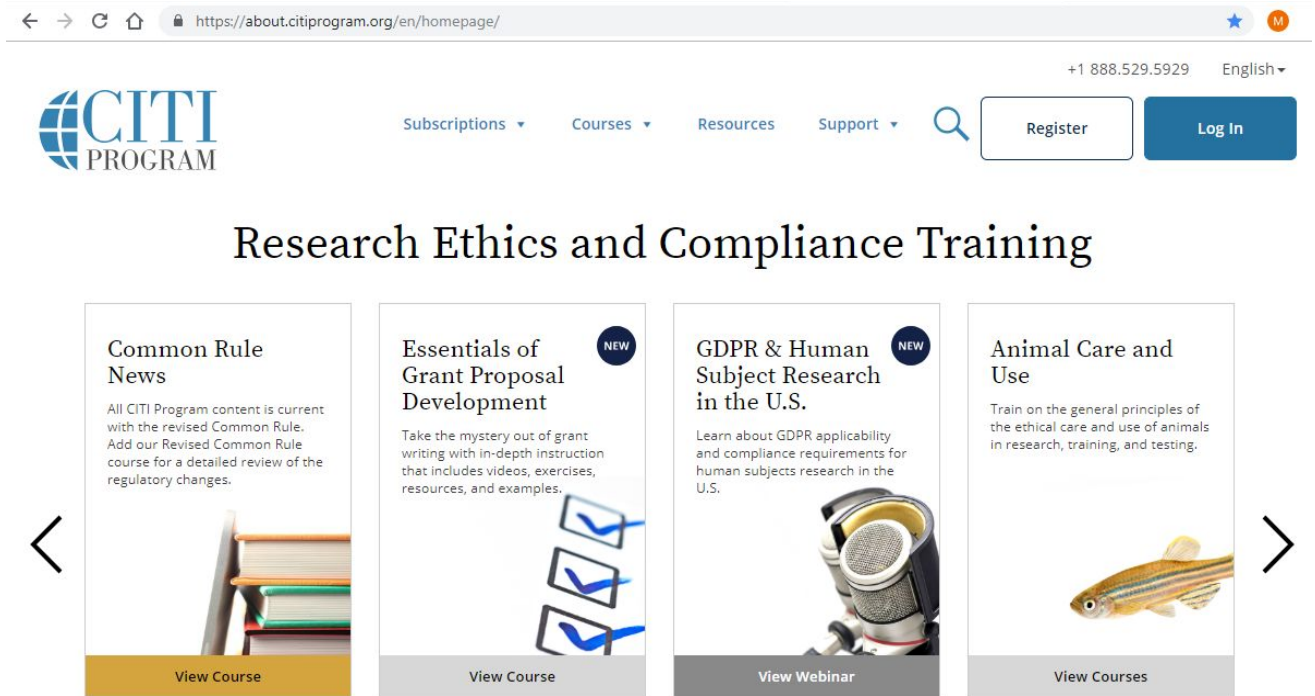
Step 2: Type the name of your institution (Appalachian State University) then press "Enter". Make sure to agree to the terms of service before continuing.

Step 3: Enter name and email address. It is recommended that you enter a secondary email. (CITI will not send you spam.)

Step 4: Create a username and password as well as a security question.

Step 5: Select your country of residence.

English ▾

CITI PROGRAM

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

CITI - Learner Registration - Appalachian 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.

USA

United States

Continue To Step 5

Step 6: Select that you are NOT interested in the option of receiving Continuing Education Credit. (CEC). Then, set your preferences regarding whether CITI may contact you with research surveys or marketing information.

CITI - Learner Registration - Appalachian State 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

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

Step 7: Fill in requested information as well as the course you intend to take (for IACUC, select "Laboratory Animal Welfare"; for IBC, select "Biosafety/Biosecurity"). Keep in mind that this selection will determine the courses available to you. Click "Continue to Step 7" when finished.

Step 8
I.   If you are working with animals (IACUC), select "Animal Care and Use."
II. If you are working with recombinant DNA (IBC), select "Biosafety/Biosecurity"

Step 9a: If you are working with animals (IACUC), select:

    I.   "Working with the IACUC Course." (required)
    II.   If applicable, additional training (ask your PI if additional training is required).
    III.   The species-specific module(s) for the species you will be working with. If not listed, use ASUlearn for your species. (required)

Choose all that apply

☑ "Working with the IACUC Course" is required if you plan to us lab animals in your work.

☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

☐ 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 Rats. Genus: Rattus

☐ I work with Frogs, Toads or other Amphibians

☐ 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

Step 9b: If you are working with recombinant DNA (IBC), select :

    I.   Training for Investigators/NIH Recombinant DNA Guidelines. (required)
    II.   If applicable, additional training (ask your PI if additional training is required).

If you want to take a **Biosafety/Biosecurity** course(s), please make your selection(s) below.

Choose all that apply

☐ Biosafety Officer Initial Training Series

☑ Training for Investigators/NIH Recombinant DNA Guidelines

☐ Institutional Biosafety Committee Member

☐ Basic Introduction to Biosafety

☐ Biosafety Refresher

☐ 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

[Next]

Step 10: Click "Finalize Registration".

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CITI - Learner Registration

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

[**Finalize Registration**]

Step 11: Click on the "View Courses" button next to your Appalachian State University affiliation.

Step 12: Under "Courses Ready to Begin" you should see all courses you are required to take.

You do not need to complete the entire course in one sitting. CITI will record your progress so long as you complete the quiz at the end of a section. When you complete a course, CITI will send you a Completion Report and with a certification that is valid for three years.