

# **CITI Course Instructions for Animal Care and Use Certification**

All principal investigators engaged in research with vertebrate animals must obtain certification by completing an on-line training course. The course is administered by the Collaborative Institutional Training Initiative (CITI) through the University of Miami. Completion of the CITI course quizzes with an overall score of 80 percent is required for certification. This certification is valid for three years and is required for IACUC approval of a research project. Please use the instructions below to access the course site which is best viewed with Microsoft Internet Explorer version 5.0 or later *or* Firefox version 1.5 or later.

## **Step-by-Step Instructions to Begin Your On-line Training**

- 1) Go to <http://www.citiprogram.org/>.
- 2) New users should click on “**REGISTER HERE.**”
- 3) Highlight **LOYOLA UNIVERSITY CHICAGO** found in the Participating Institutions drop down box then click the **SUBMIT** button.
- 4) Select a user name and password (you will need these to re-enter the site).
- 5) Enter your name and E-mail address then click the **SUBMIT** button.
- 6) Complete the Member Information page then click the **SUBMIT** button.
- 7) Review the information on the CITI Course Enrollment Procedure page and click on **CONTINUE TO QUESTION 1 AT THIS TIME.**
- 8) Answer the CITI Course Enrollment Questions then click the **CONTINUE** button.
- 9) Where it asks, “Do you need to take training for more than one institution?” select **NO.**
- 10) On the Learner’s Menu page, click on the **GRADE BOOK** link for the *Working with the IACUC Curriculum*.
- 11) On the Working with the IACUC Grade Book page, click on the **TAKE THE NEXT REQUIRED MODULE** link and follow the prompts.
- 12) To complete unfinished modules return to the CITI website, enter your Username and Password and on the Learner’s Menu page click on the **GRADE BOOK** link for the *Working with the IACUC Curriculum*; then click on the incomplete module to resume training.
- 13) After all modules are complete, download the course completion report. When you submit the report, a copy will automatically be sent to the Office of Research Services (ORS) which will notify the IACUC that you’ve passed the course. It takes 5-7 business days after you complete the course for ORS to receive your score; you will be notified once it is received and an official completion certificate will be mailed to you.

### **About the Course:**

Although you have to take the modules in sequence, you do not have to complete them at one time. It is preferable to do several at one sitting and then return to complete the unfinished modules. The software will keep track of the quizzes you have completed so that when you re-enter the site you will know where to begin. The passing score on each module is 80 percent; if you do not pass the first time, you can retake it until you get a passing grade. For further information about the course or Loyola’s requirements, call ORS at (773) 508-2985. If you experience problems with the program software, call CITI Support at (305) 243-7970 for assistance.