

Required CITI Training for Faculty, Staff, and Students Who Use Animals in Research, Testing, and Training

In the CITI training website, the required training consists of:

- **“Biomedical Responsible Conduct of Research”**
- **“PIs and Faculty Researchers”**
 - **Plus the electives specific to your research interests**

Each training course has several modules. At the end of each module, you will need to complete a two- to five-question quiz. The courses must be passed with a grade of 80% or higher.

CITI website Instructions:

Go to <https://www.citiprogram.org/>. Create an account through the “Register” link.

Step One:

- ➔ Under “Select Your Organizational Affiliation,” begin typing “Tennessee Technological University” and select it when it comes up
- ➔ Check “I AGREE to terms...” and “I affirm that I am an affiliate...”
- ➔ Click on “Create a CITI Program account”

Step Two:

- ➔ Provide name and email address (TTU faculty members, staff, or students must use their TNTECH.edu email address)

Step Three:

- ➔ Select a username, password, and security question

Step Four:

- ➔ Select country of residence and answer the question about being contacted by CITI

Step Five:

- ➔ Select “No”
- ➔ Click “Submit”

Step Six:

- ➔ Provide the required information
- ➔ Under “Role in Research,” select the one that best describes your role

Step Seven:

- ➔ Under Question 1, select “Not at this time.”
- ➔ Under Question 2, select “Biomedical Responsible Conduct of Research”
- ➔ Under Question 3, select “Not at this time”
- ➔ Under Question 4, select the option that best applies to you, including the elective(s) relevant to your use of animals
- ➔ Under Question 5, select “I am not required to complete the IPS course at this time”
- ➔ Skip Question 6
- ➔ Click “Submit” to finalize registration
- ➔ You’re now ready to complete the required training courses. All your required courses should appear on the “Courses” page.

Once you have completed the training, download and save the certificates of completion.