

Adding OHSP and Level II Training ("Working with the IACUC") courses to an Existing CITI Account

1. Log in to CITI at www.citiprogram.org
2. Click "View Courses" next to University of Louisville



Welcome, Tegan

[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

7 Courses Completed

0 CE Credits Purchased

10 Months of Membership

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of Louisville

View Courses

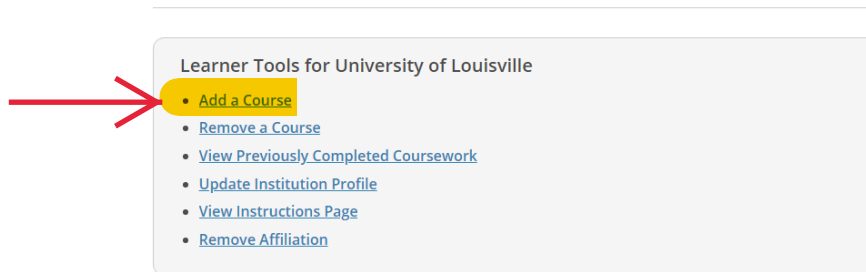
Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

3. Scroll down to the very bottom of the page. Click "Add a Course" under the Learner Tools for University of Louisville.



Learner Tools for University of Louisville

- Add a Course
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

SUPPORT

888.529.5929
8:30 a.m. - 7:30 p.m. ET
Monday - Friday
[Contact Us](#)

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4. Select "I know what I need to take, just show me the full menu of courses" and click "Next."

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* How would you like to register for courses?

Choose one answer

* I know what I need to take, just show me the full menu of courses

Guided Registration

5. Scroll down to "Animal Use – Researchers:" heading and select "Occupational Health and Safety Training for Animal Handlers" and "Working with the IACUC" – this is the Level II Training course.

-
- GCP - SBR Advanced Refresher
- Device Only
- Animal Use - Researchers:**
- Level I
- Occupational Health and Safety Training for Animal Handlers
- Working with the IACUC
- Post-Procedure Care of Mice and Rats in Research: Minimizing Pain and Distress
- Wildlife Research
- Aseptic Surgery
- Post-Approval Monitoring
- Animal Use - IACUC:**
- Essentials for IACUC Members
- IACUC Community Member
-

7. Scroll to the bottom of the page and click "Next."

8. You will be redirected to your courses page and the newly added course will be listed under the Courses Ready to Begin. Simply click “Start Now” to begin the course.

Note: You may have other courses listed in this section that were added by other UofL Departments (e.g., “HIPAA Privacy”). Be sure to select the correct IACUC course.

Courses Ready to Begin [Learner Tools](#)

University of Louisville [Not Earned](#)

Research governed by Export Controls
Stage 1

0 / 1 modules completed [Start Now](#)

University of Louisville [Not Eligible](#)

Working with the IACUC
Stage 1 - Basic Course

0 / 1 modules completed [Start Now](#)

9. When you finish reading each module, you will see a link to a quiz (if there is a quiz for the section) or an option to continue to the next section at the bottom of the page. You will need to take all of the quizzes offered to complete the course.

- Leonard, Ellis P. 1968. *Fundamentals of Small Animal Surgery*. Philadelphia, PA: W.B. Saunders.
- McCredie, John A., and Gerald P. Burns, eds. 1986. *Basic Surgery*. New York: MacMillan Publishing Company.
- National Research Council. 2011. *Guide for the Care and Use of Laboratory Animals, Eighth Edition*. Washington, DC: National Academies Press.
- U.S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS). 2017. "[Animal Welfare Act](#)." Accessed February 23, 2018.

Original Release: August 2008

Last Updated: March 2018

This module has a quiz.

[Return to Gradebook](#) [Take the Quiz](#)

10. When you finish a quiz, you can scroll to the bottom of the page where you will have the option to “Return to Gradebook” or “Review Module/Retake Quiz” (if you do not score at least 80%). Once you’ve successfully passed the quiz, click “Return to Gradebook.”

i You scored 0% on the quiz.

[Return to Gradebook](#)

Once you've successfully passed the quiz, click this button.

- [Review Module / Retake Quiz](#) **i**
- [Leave feedback for this Module](#)
- [View Courses](#)

If you do not pass the quiz, this option will appear. You will need to retake the quiz and score at least 80%.

11. The gradebook will show you all of the modules in the course. Ensure that you have completed all of the modules and scored at least 80% for every quiz to complete Level II Training.

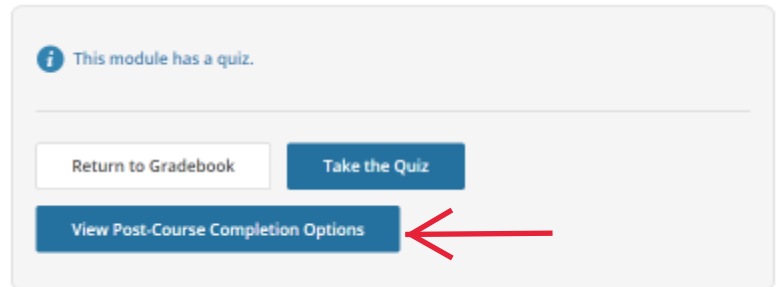
Required Modules

Modules	Completed	Score	
About the IACUC (ID 17661)	02-Apr-2019	100%	Review
Biomedical Research at the University of Louisville (ID 19356)	09-Dec-2018	100%	Review
Federal Laws, Policies, and Guidelines (ID 17662)	09-Dec-2018	100%	Review
Making Changes to an Approved Animal Use Protocol (ID 17667)	09-Dec-2018	100%	Review
Personnel and Their Welfare (ID 17665)	09-Dec-2018	100%	Review
Planning Research and Completing the Protocol Form (ID 17663)	09-Dec-2018	100%	Review
Procedures: Surgery, Antibody Production, and Blood Collection (ID 17664)	09-Dec-2018	100%	Review
Reporting Animal Use Concerns (ID 17668)	09-Dec-2018	100%	Review
Special Animal Welfare Considerations (ID 17666)	09-Dec-2018	100%	Review
Working with the IACUC: Introduction (ID 17660) (There is no quiz for this one)	28-Mar-2019	-	Review

Accessing Course Records

Training records automatically update in iRIS within 1-2 days of course completion. If you need to demonstrate completion of a course faster than that, you can access your records through CITI and email your completion certificate to the IACUC Office.

When you finish the last module in the course, you will have an option to “View Post-Course Completion Options.” Through this link, you can access your records, provide course feedback, and purchase additional courses.



You can also access your records by clicking "Records" at the top of the page. Records is displayed at the top of every page while you are logged in. A list of all of your completed courses will be provided. Click "View-Print-Share" under "Completion Record" for "Working with the IACUC" and/or "Occupational Health and Safety Training for Animal Handlers."

University of Louisville Records (ID 410)

Working with the IACUC (ID 21892)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	28160828	80%	98%	06-Nov-2018	09-Dec-2018	08-Dec-2021	View	View-Print-Share

Essentials for IACUC Members (ID 21893)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	28252429	80%	95%	30-May-2018	09-Dec-2018	08-Dec-2021	View	View-Print-Share

Reducing Pain and Distress in Laboratory Mice and Rats (ID 21894)

Click “Copy Link” under Completion Certificate. Copy the link provided and paste it into an email to iacuc@louisville.edu.

A screenshot of the "Working with the IACUC" completion page. At the top, there is a table with columns: Name, Stage, Completed Date, Expiration Date, Record ID. The row shows: Tegan Tulloch, 1 - Basic Course, 09-Dec-2018, 08-Dec-2021, 28160828. Below the table, there are two sections: "Completion Report" and "Completion Certificate". Each section has a "View / Print" button and a "Copy Link" button. A red arrow points to the "Copy Link" button in the "Completion Certificate" section.