

CITI TRAINING REQUIREMENTS FOR FACULTY/STUDENTS/STAFF APPLYING TO IACUC

All required CITI Training must be completed before an IACUC protocol submission can be reviewed. All principal investigators (PIs) will be required to submit their current CITI certificates via email to the IACUC chair following IACUC protocol submission. All PIs are responsible for ensuring that all other investigators (co-PIs, students, and/or staff) have completed all required CITI training prior to the onset of data collection for any approved IACUC protocol.

Please be aware that each course has multiple modules that must be completed in order to pass the course.

For instructions on how to create a CITI account and select courses, please follow the instructions below (please note, if you already have created a CITI account, please log-in and start at #10 below)

1. Go to citiprogram.org and click on Register under Create an account.
2. Enter West Chester University into the Affiliation text box (choose WCU when it appears as you type)
3. Select Continue to Step 2
4. Follow on-screen instructions for step 2-4
5. For step 5, regarding CEU credits, please select No
6. For step 6, you only need to enter the information with an asterisk
7. For step #7, please select the following courses:
 - Under Question #1 (Human Subject Research Courses), choose the **“Research with data or laboratory specimens – ONLY; No direct contact with human subjects”** option (required for all).
 - Under Question #2 (IRB Administration), choose **“Not at this time”** (not required).
 - Under Question #3 (Responsible Conduct of Research), choose the **“Biomedical Responsible Conduct of Research”** option (required for all).
 - Under Question #4 (Conflicts of Interest), choose **“Yes”** (required for all).
 - Under Question #5 (Laboratory Animal Research), select the following options:
 - All investigators must select the **“Working with the IACUC”** course (required for all).
 - If your protocol includes aseptic surgery, please select the **“Aseptic Surgery”** course option (required as applicable).
 - All investigators must select the **“Minimizing Pain and Distress”** course option (required for all).
 - All investigators must select the animal model course option associated with their protocol (applicable course is required for all).
 - Under Question #6 (Export Controls), choose the appropriate option for your protocol (required as applicable).
 - Under Question #7 (Good Clinical Practice), choose **“Not at this time”** (not required).
 - Under Question #8 (Public Health Research), choose the appropriate option for your protocol (required as applicable)..
 - Under Question #9 (COVID-19 Back to Campus), choose **“No”** (course is expired, not required).
8. After all courses have been chosen, click complete registration, and then click finalize registration.
9. To begin the training, please select "Biomedical Research- Basic/Refresher" from your course list.
10. If you do not see "Biomedical Research-Basic/Refresher" on your course list, please select "add a course or update learner groups" and under Human Subject Research Courses, choose the Biomedical Research training module.
11. Following successful completion, you will need to email all completed certificates to the IACUC chair following your IACUC protocol submission.
12. If you have any questions regarding which trainings to register for, please contact the IACUC chair (Dr. Kristen Breit, KBreit@wcupa.edu, 610-436-3523).

