

Smithsonian Institution

Instructions for Those Needing Animal Care & Use Training Certification

Investigators submitting a research protocol to the Smithsonian Institutional Animal Care & Use Committee (IACUC) must submit proof of current certification for themselves and all animal care staff on the protocol. In addition, recertification in animal care & use is required after three years, which may be obtained through a CITI online course as described below.

Note: The CITI Program currently offers full support for four browsers: Chrome, Firefox, Internet Explorer, and Safari. For more details, [click here](#).

Effective March 2015, CITI Program's website will block use of any version of Internet Explorer older than version 8. Site users will need to have IE 8 or later, or use a current version of Chrome, Firefox, or Safari.

How to register for the course

To take the CITI courses, visit www.citiprogram.org. If you have previously taken a CITI course enter your username and password (and skip right to Step Seven).

If you are a new user, you can follow the below steps to complete the registration process:

Step One: Select your organization affiliation. In the “search for your organization” box, type in the first few letters and the different institutions will appear as a drop down menu and you can choose. Smithsonian Institution.

Step Two: Enter your First, Last name and email address.

Step Three: Create a username and password.

Step Four: Country of residence.

Step Five: Select if you request to receive CME/CEU credits, select if you need professional certification, and select if you want to complete a course survey.

Step Six: New users are asked to complete the information requested by the Smithsonian. For the question “Role in human subjects research” select one of the Researcher options, or IACUC Member, if you are one. Complete this question even though you are not registering for a Human Subjects course. From the “Which course do you plan to take?” drop-down menu, choose “Laboratory Animal Welfare”. If you need to take additional courses, you will have the option add them shortly, once you have your account set up. Click the “Next” button.

Step Seven: Returning users: from your Main Menu, click “Add a Course or Update Learner Groups.” Continue as in the next paragraph.

New users will be routed to the CITI Course Enrollment Questions. Scroll down to **Question 7** to select your course enrollment under “Lab Animal Research.”

Investigators, Staff and Students Note: All researchers who are submitting protocols to be reviewed and approved by the IACUC **must select “Researchers” in order to take “Working with the IACUC Course” at least once.** Refresher training is required after three years, which may be obtained through any of the available courses.

IACUC Members Note: IACUC Chairs, Members and Coordinators All IACUC members **must select “IACUC Members” in order to take “Essentials for IACUC Members” course at least once upon appointment.** Refresher training is required after three years, which may be obtained through any of these courses, or other training as deemed appropriate by the IACUC.

Refresher Note: The refresher requirement can be fulfilled by taking additional species-specific courses, **or** the “Working with the IACUC” or “Essentials for IACUC Members” can be taken again.

Researchers: Please do not register for the Institutional Official, IACUC Members or IACUC Community Members courses, unless you fill one of those roles.

A. If you have previously completed one of the basic animal care courses, you may select one of these special interest and species-specific courses from the following, depending on your work interest. Any of these may be taken at any time, but your initial training requirement will only be fulfilled by the basic courses for Researchers or IACUC Members above.

- 1) I am involved in studies that have the potential to cause “more than momentary pain and distress” in mice or rats.
- 2) I work with frogs, toads or other amphibians.
- 3) I work with mice.
- 4) I work with rats.
- 5) I work with rabbits.
- 6) I work with dogs.
- 7) I work with non-human primates (NHP).
- 8) I work with cats.
- 9) I work with fish.
- 10) I work with reptiles.
- 11) Wildlife Research

12) Post-Approval Monitoring (PAM)

- B. Click “Submit” to return to the main menu page. The course you selected should be listed under “My Courses.” Click on the title of the course and then on “Complete the Integrity Assurance Statement before beginning the course.”
- C. Proceed through all parts of the training by reading the information and passing the quizzes. If you need to stop the training before completion, your progress will be saved and you can access the CITI website at another time to complete and pass the training.
- D. After you have completed and passed the training, your status will change to “Passed-with the date your training was completed.” You may also click “Print” under “Completion Reports” to print your curriculum completion report and save a PDF for your records.

Take the course: You will be returned to your Main Menu. The course you selected should be listed under “My Courses.” Click on “Not Started - Enter” under the Status section and begin your training. Before you can access the Modules, you must click on “Complete The Integrity Assurance Statement before beginning the course” and AGREE to the Terms of Service. Click “Submit.” You will be returned to the Main Menu, and the first module will be accessible.

Proceed through all parts of the training by reading the information and passing the quizzes. If you need to stop the training before completion, your progress will be saved and you can access the CITI website at another time to complete and pass the training.

After you have completed and passed the training, your status will change to “Passed” with the date your training was completed. You may also click “Print” under “Completion Reports” to print your curriculum completion report for your records. We recommend saving a PDF for future reference.

After you have passed the required Animal Care online training, an email notification will be provided to the Compliance Officer to confirm you have completed the training requirement. Animal Care training must be repeated in three years. You will receive a reminder from OSP a month before the expiration date.