Title: Vertebrate Animal Care and Use Training

The intent of this Standard Operating Procedure (SOP) is to establish the training requirements for vertebrate animal care and use at Illinois State University (ISU). This SOP is for use by anyone who oversees the use of, cares for, or uses vertebrate animals for teaching or research at ISU. This SOP is approved by the ISU, Institutional Animal Care and Use Committee (IACUC). Any deviation from an approved SOP must be included in a Protocol or Protocol Modification and approved by the IACUC prior to its implementation.

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1. Introduction

The Guide for the Care and Use of Laboratory Animals (NRC 2011) and the Guide for the Care and Use of Agricultural Animals in Research and Teaching (FASS 2010) require that the ISU IACUC provide adequate training for anyone who oversees the use of, cares for, or uses vertebrate animals for teaching or research at ISU. The Guides also require that the IACUC oversee the effectiveness of the provided training. This SOP sets out to establish the basic requirements for this training program.

2. Overview of Training Requirements

The training program for vertebrate animal users at ISU includes general IACUC animal use training and protocol specific training. General training focuses on animal care and use, research ethics, and regulatory compliance. Depending on the type of research and the status of the individual, training is accomplished via the following:

- On-line through the Collaborative Institutional Training Initiative at the University of Miami (CITI) or ReggieNet
- Annual Face-to-Face training for PIs conducted by IACUC Chair or their designated representative.
- An in-class PowerPoint presentation for certain programs as specified below
- Protocol specific training provided by the Principal Investigator (PI)
- Additional training by the Attending Veterinarian (AV) or Research Ethics and Compliance Office (REC) at the request of the PI

Completed IACUC required courses are valid for five years, after which individuals must either take the appropriate refresher course or retake the basic course to meet training requirements. The IACUC may also require additional training prior to the expiration of the current training.

PIs may request modifications to the required training by submitting an Amendment via Cayuse IACUC. All alteration of training submissions will be reviewed by Designated Member Review (DMR) with option to call for Full Committee Review (FCR).

Supervised Students (Dependent students): For some programs, there are reduced training requirements for “supervised” students, which are defined as any students who will only be handling animals under the direct supervision of the PI, Instructor, or Graduate Assistant. Direct supervision means within an immediate distance, such as within the same room or work area, and available to
respond to the needs of something or someone. Supervised students do not need to be included on the IACUC protocol.

3. Laboratory Animal Users

A. PIs, Staff, and Students Working Unsupervised (Independently) in the Laboratory

PIs, unsupervised Students, and staff must complete the online coursework through CITI as outlined below prior to handling any animals. These individuals must be listed on the original protocol or added via an amendment once training is completed.

In addition to the online coursework PIs, staff and unsupervised students must also review ISU IACUC policies and procedures as indicated on the IACUC website. These will include, but may not be limited to the Occupational Health and Safety: Working with Laboratory, Wild, and Wild Caught Animals SOP, the Departmental Emergency Response Plan (DERP), and other relevant SOPs appropriate to the role of the individual and the activities under the protocol (protocol review, mouse breeding colonies, non-pharmaceutical grade compounds, etc.).

Verification of CITI training must be uploaded to Cayuse IACUC either in the initial study submission or in a consequent amendment submission. Verification that an individual has reviewed appropriate SOPs and the DERP must be maintained by the PI for three years after the expiration of the protocol. These records must also be available for inspection by the IACUC.

Each PI is also expected to provide protocol specific training to students/staff in order to ensure that they are capable of performing the duties they are assigned. This training must be documented by the PI and maintained with other protocol materials for three years after conclusion/expiration of the protocol.

Initial Registration for CITI training:

- Go to [www.citiprogram.org](http://www.citiprogram.org)
- Click on "register" under the "Create an Account" heading
- Begin typing and then select "Illinois State University" in the "Select Your Organization Affiliation" search box
- Enter your name and e-mail address
- Create your own unique username and password, as well as select a security question and answer
- Complete the general questionnaire required by CITI as well as Illinois State University's site-specific information
- You will then be directed to the page where you select specific courses
CITI Course Selection

The course selection page is divided into six questions. Question 6 covers all required and optional CITI coursework for live vertebrate animals. (Questions 1-5 cover areas unrelated to animal research.) Under Question 6, select the checkbox next to all of the required courses.

- If you have not taken CITI training before, select the “Lab Animal Users for PIs, Staff, and Unsupervised Students,” from the first section.
- If you have taken CITI training before, go to the Refresher section (the third section of Question 6) and select the "Lab Animal Users for PIs, Staff, and Unsupervised Students,

- You may also select all applicable “I work with...” species specific courses, as well as “Aseptic Surgery” if applicable. PIs are responsible for communicating to protocol personnel which optional modules are to be completed.

Please note that once you have selected the course, the course name may appear differently on subsequent screens, but the content is still the same. To check if you have enrolled in the appropriate course(s), please contact REC at 309-438-2529 or at REC@ilstu.edu prior to beginning the course. You may exit and re-enter the CITI site as often as needed in order to complete the elected curriculum. Each time you exit your progress will be recorded so that you may continue where you left off the next time you log in.

REC is able to verify the authenticity of CITI Coursework Requirements Reports and may be contacted at 309-438-2529 or at REC@ilstu.edu if you need to verify a reports authenticity. Please note that falsification of CITI training completion reports is a violation of ISU’s Research Integrity Policy, and if discovered, will be responded to accordingly.

B. Supervised (Dependent) Students working in the Laboratory

Students who will only be working with animals under the direct supervision (see definition above) of the PI or approved personnel must complete a brief CITI course prior to handling any animals. Each PI/instructor is responsible for maintaining all records of training and may be asked to present current class lists and documentation of training to the IACUC for review during the semiannual inspection or at any time. These students do not need to be listed on the protocol. No amendment is required.
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Students must complete the online CITI coursework as outlined below.

CITI Initial Registration

- Go to www.citiprogram.org to register for CITI online training.
- Click on "register" under the "Create an Account" heading.
- Begin typing and then select "Illinois State University" in the "Select Your Organization Affiliation" search box.
- Enter your name and e-mail address as directed.
- Create your own unique username and password, as well as select a security question and answer.
- Complete the general questionnaire required by CITI as well as Illinois State University’s site-specific information.

CITI Course Selection

- The course selection page is divided into six questions. Question 6 covers all required and optional CITI coursework for live vertebrate animals. For all non-applicable courses, be sure to either leave the question blank or to select the "none of the above, I am interested in other CITI training courses" option.
- You may now select the checkbox next to the required course "Lab Animal Users for Supervised Students".

If you have any questions as to whether you have enrolled in the appropriate course(s), please contact REC at 309-438-2529 or at REC@ilstu.edu prior to beginning the course. You may exit and re-enter the CITI site as often as needed in order to complete the elected curriculum. Each time you exit your progress will be recorded so that you may continue where you left off the next time you log in.

Once the course has been passed, print a copy of the Coursework Requirements Report to be submitted to the PI. In order to do this, go to the main menu of CITI, find the column entitled, Completion Report and click on Print Report across from the “Lab Animal Users for Supervised Students” course. REC is able to verify the authenticity of CITI Coursework Requirements Reports and may be contacted at 309-438-2529 or at REC@ilstu.edu if you need to verify a reports authenticity. Please note that falsification of CITI training completion reports is a violation of ISU's Research Integrity Policy, and if discovered, will be responded to accordingly.

4. Agricultural Animal Users

   A. PIs working with Agricultural Animals
Prior to starting the ReggieNet training you must read the ISU Farm SOPs covering beef, sheep, swine, and poultry, Farm Health and Safety SOP, and the Non Pharmaceutical Grade Compounds SOP. ReggieNet will be used for the required training. The PI will contact a designated staff member in the Department of Agriculture if they are not currently enrolled in ReggieNet to request to be enrolled. PIs need to complete the module titled: “Agriculture Principal Investigators” which is available at https://reggienet.illinoisstate.edu/xsl-portal. All ReggieNet records are stored electronically and may be accessed by REC at any time as requested by the PI, Instructor, or IACUC.

Each PI is expected to provide protocol specific training to students/staff in order to ensure that they are capable of performing the duties they are assigned. This training must be documented by the PI and maintained with other protocol materials for three years after conclusion/expiration of the protocol.

B. Staff and Students Working Unsupervised (Independently) with Agricultural Animals

Prior to starting the training you must read the ISU Farm SOPs covering beef, sheep, swine, and poultry, and the Farm Health and Safety SOP. ReggieNet will be used for the required training. The PI or supervisor must provide a list of students including name and ULID to the designated staff member in the Department of Agriculture to be enrolled in ReggieNet. Once enrolled, each person is required complete the “Agricultural Staff and Unsupervised Students (Student Workers, Independent Study)” module at https://reggienet.illinoisstate.edu/xsl-portal. ReggieNet’s records are stored electronically and may be accessed by REC at any time as requested by the PI, Instructor, or IACUC. It is still however the PI or supervisors responsibility to ensure that all students/employees have passed the required modules prior to handling any animals at ISU.

C. Supervised (Dependent) Students working with Agricultural Animals

For students who will only be working with animals under the direct supervision of the PI or approved personnel the Principal Investigator (PI) or instructor must choose either to present the IACUC-approved PowerPoint presentation or require ReggieNet on-line training for their students. This must be consistent within each protocol. Completion of this training is required prior to handling any animals. Each PI/instructor is responsible for maintaining all records of training and may be asked to present them to the IACUC for review at any time.

If the IACUC approved PowerPoint presentation is to be used, the PowerPoint is shown and discussed in its entirety by the PI/instructor and then the form entitled,
“IACUC Verification of Supervised Student Animal User Training” is used to document the completion of the individual's training. There is a link to the approved PowerPoint on REC’s website. If a student is absent from the initial training session a make-up session using the same PowerPoint presentation must be completed and documented accordingly.

If ReggieNet is to be used, the PI/Instructor must provide a list of students including name and ULID to designated staff member in the Department of Agriculture to be enrolled. Once enrolled, each student is required to take the “Agricultural Supervised Students” module which is available at https://reggienet.illinoisstate.edu/xsl-portal. ReggieNet records are stored electronically and may be accessed by REC at any time as requested by the PI, Instructor, or IACUC. It is the PI/instructors responsibility to ensure that all students have passed the module prior to handling any animals at ISU.

5. Field Users

A. PIs, Staff, Unsupervised Students working with Field animals

PIs, unsupervised Students, and staff must complete the online coursework through CITI as outlined below prior to handling any animals. These individuals must be listed on the original protocol or added via an amendment once training is completed.

In addition to the online coursework PIs, staff and unsupervised students must also review ISU IACUC policies and procedures as indicated on the IACUC website. These will include, but may not be limited to the Occupational Health and Safety: Working with Laboratory, Wild, and Wild Caught Animals SOP, the Departmental Emergency Response Plan (DERP), and other relevant SOPs appropriate to the role of the individual and the activities under the protocol (protocol review, mouse breeding colonies, non-pharmaceutical grade compounds, etc.).

Verification of CITI training will be done by uploading the CITI Coursework Requirements Report to Cayuse IACUC either in the initial study submission or in a consequent amendment submission.. Verification that an individual has reviewed appropriate SOPs and the DERP must be maintained by the PI for three years after the expiration of the protocol. These records must also be available for inspection by the IACUC.

Each PI is also expected to provide protocol specific training to students/staff in order to ensure that they are capable of performing the duties they are assigned.
This training must be documented by the PI and maintained with other protocol materials for three years after conclusion/expiration of the protocol.

Initial Registration for CITI training:

- Go to [www.citiprogram.org](http://www.citiprogram.org)
- Click on "register" under the "Create an Account" heading
- Begin typing and then select "Illinois State University" in the "Select Your Organization Affiliation" search box
- Enter your name and e-mail address
- Create your own unique username and password, as well as select a security question and answer
- Complete the general questionnaire required by CITI as well as Illinois State University's site-specific information
- You will then be directed to the page where you select specific courses

CITI Course Selection

The course selection page is divided into six questions. Question 6 covers all required and optional CITI coursework for live vertebrate animals. (Questions 1-5 cover areas unrelated to animal research.) Under Question 6, select the checkbox next to all of the required courses.

- If you have not taken CITI training before, select the "Field Animal Users for PIs, Staff, and Unsupervised Students," from the first section.
- If you have taken CITI training before, go to the Refresher section (the third section of Question 6) and select the "Field Animal Users for PIs, Staff, and Unsupervised Students,
- You may also select all applicable "I work with..." species specific courses, as well as “Aseptic Surgery” if applicable. PIs are responsible for communicating to protocol personnel which optional modules are to be completed.

Please note that once you have selected the course, the course name may appear differently on subsequent screens, but the content is still the same. To check if you have enrolled in the appropriate course(s), please contact REC at 309-438-2529 or at REC@ilstu.edu prior to beginning the course. You may exit and re-enter the CITI site as often as needed in order to complete the elected curriculum. Each time you exit your progress will be recorded so that you may continue where you left off the next time you log in.

REC is able to verify the authenticity of CITI Coursework Requirements Reports and may be contacted at 309-438-2529 or at REC@ilstu.edu if you need to verify
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a reports authenticity. Please note that falsification of CITI training completion reports is a violation of ISU's Research Integrity Policy, and if discovered, will be responded to accordingly.

B. **Supervised (Dependent) Students working with Field animals**

Students who will only be working with animals under the direct supervision (see definition above) of the PI or approved personnel must complete a brief CITI course prior to handling any animals. Each PI/instructor is responsible for maintaining all records of training and may be asked to present current class lists and documentation of training to the IACUC for review during the semiannual inspection or at any time. These students do not need to be listed on the protocol. No amendment is required.

Students must complete the online CITI coursework as outlined below.

**CITI Initial Registration**

- Go to www.citiprogram.org to register for CITI online training.
- Click on "register" under the "Create an Account" heading.
- Begin typing and then select "Illinois State University" in the "Select Your Organization Affiliation" search box.
- Enter your name and e-mail address as directed.
- Create your own unique username and password, as well as select a security question and answer.
- Complete the general questionnaire required by CITI as well as Illinois State University's site-specific information.

**CITI Course Selection**

- The course selection page is divided into six questions. Question 6 covers all required and optional CITI coursework for live vertebrate animals. For all non-applicable courses, be sure to either leave the question blank or to select the "none of the above, I am interested in other CITI training courses" option.
- You may now select the checkbox next to the required course "Field Animal Users for Supervised Students".

If you have any questions as to whether you have enrolled in the appropriate course(s), please contact REC at 309-438-2529 or at REC@ilstu.edu prior to beginning the course. You may exit and re-enter the CITI site as often as needed.
in order to complete the elected curriculum. Each time you exit your progress will be recorded so that you may continue where you left off the next time you log in.

Once the course has been passed, print a copy of the Coursework Requirements Report to be submitted to the PI. In order to do this, go to the main menu of CITI, find the column entitled, Completion Report and click on Print Report across from the “Field Animal Users for Supervised Students” course. REC is able to verify the authenticity of CITI Coursework Requirements Reports and may be contacted at 309-438-2529 or at REC@ilstu.edu if you need to verify a report's authenticity. Please note that falsification of CITI training completion reports is a violation of ISU's Research Integrity Policy, and if discovered, will be responded to accordingly.

C. Illinois Summer Research Academy Students

Illinois Summer Research Academy Students must complete the online coursework through CITI as outlined below prior to handling any animals. Each PI/instructor is responsible for maintaining all records of training and may be asked to present current class lists and documentation of training to the IACUC for review during the semiannual inspection or at any time. These students do not need to be listed on the protocol. No amendment is required.

CITI Initial Registration

- Go to www.citiprogram.org to register for CITI online training.
- Click on "register" under the "Create an Account" heading.
- Begin typing and then select "Illinois State University" in the "Select Your Organization Affiliation" search box.
- Enter your name and e-mail address as directed.
- Create your own unique username and password, as well as select a security question and answer.
- Complete the general questionnaire required by CITI as well as Illinois State University’s site-specific information.

CITI Course Selection

- The course selection page is divided into six questions. Question 6 covers all required and optional CITI coursework for live vertebrate animals. For all non-applicable courses, be sure to either leave the question blank or to select the "none of the above, I am interested in other CITI training courses" option.
• Under the second section in Question 6, select the checkbox next to "Working with the IACUC for Illinois Summer Research Academy Students". This is the only required course.

If you have any questions as to whether you have enrolled in the appropriate course(s), please contact REC at 309-438-2529 or at REC@ilstu.edu prior to beginning the course. You may exit and re-enter the CITI site as often as needed in order to complete the elected curriculum. Each time you exit your progress will be recorded so that you may continue where you left off the next time you log in.

Once the course has been passed, a copy of the Coursework Requirements Report is required to be printed. In order to do this go to the main menu of CITI, find the column entitled “Completion Report” and click on Print Report across from the "Working with the IACUC for Illinois Summer Research Academy Students" course. REC is able to verify the authenticity of CITI Coursework Requirements Reports and may be contacted at 309-438-2529 or at REC@ilstu.edu if you need to verify a report's authenticity.

Please note that falsification of CITI training completion reports is a violation of ISU's Research Integrity Policy, and if discovered, will be responded to accordingly.

6. Canine Behavior Program

A. Principal Investigators and Staff working with Canines

Principal Investigators and staff must complete the online coursework through CITI as outlined below prior to handling any animals. These individuals must be listed on the original protocol or added via an amendment once training is completed.

In addition to the online course work PIs and staff must also review ISU IACUC policies and procedures as indicated on the IACUC website. These will include, but may not be limited to the Occupational Health and Safety: Working with Laboratory, Wild, and Wild Caught Animals SOP, the Departmental Emergency Response Plan (DERP), and other relevant SOPs appropriate to the role of the individual and the activities under the protocol (protocol review, non-pharmaceutical grade compounds, etc.).

Verification of CITI training will be done uploading the CITI Coursework Requirements Report to Cayuse IACUC either in the initial study submission or in a consequent amendment submission. Verification that an individual has reviewed appropriate SOPs and the DERP and has completed protocol specific
Training must be maintained by the PI for three years after the expiration of the protocol. These records must also be available for inspection by the IACUC.

Each PI is also expected to provide protocol specific training to staff in order to ensure that they are capable of performing the duties they are assigned. This training must be documented by the PI and maintained with other protocol materials for three years after conclusion/expiration of the protocol.

CITI Initial Registration

- Go to www.citiprogram.org to register for CITI online training.
- Click on "register" under the "Create an Account" heading.
- Begin typing and then select "Illinois State University" in the "Select Your Organization Affiliation" search box.
- Enter your name and e-mail address as directed.
- Create your own unique username and password, as well as select a security question and answer.
- Complete the general questionnaire required by CITI as well as Illinois State University’s site-specific information.

CITI Course Selection

The course selection page is divided into six questions. Question 6 covers all required and optional CITI coursework for live vertebrate animals. (Questions 1-5 cover areas unrelated to animal research.) Under Question 6, select the checkbox next to all of the required courses.

- If you have not taken CITI training before, select the “Canine Behavior Program for PIs and Staff,” from the first section.

- If you have taken CITI training before, go to the Refresher section (the third section of Question 6) and select the “Canine Behavior Program for PIs and Staff.”

- You may also select all applicable “I work with…” species specific courses. PIs are responsible for communicating to protocol personnel which optional modules are to be completed.

Please note that once you have selected the course, the course name may appear differently on subsequent screens, but the content is still the same. If you have any questions as to whether you have enrolled in the appropriate course(s), please contact REC at 309-438-2529 or at REC@ilstu.edu prior to beginning the
course. You may exit and re-enter the CITI site as often as needed in order to complete the elected curriculum. Each time you exit your progress will be recorded so that you may continue where you left off the next time you log in.

Once you have passed the course, a copy of the Coursework Requirements Report is required to be printed. Proceed to the main menu of CITI, find the column entitled, Completion Report and click on Print Report across from the “Canine Behavior Program PI’s and Staff” course. The Coursework Requirements Report contains a unique reference number as well as an expiration date that provides proof of training completion. REC is able to verify the authenticity of CITI Coursework Requirements Reports and may be contacted at 309-438-2529 or at REC@ilstu.edu if you need to verify a reports authenticity.

Please note that falsification of CITI training completion reports is a violation of ISU’s Research Integrity Policy, and if discovered, will be responded to accordingly.

B. Unsupervised (independent) students working with Canines

For students who will be working with canines, unsupervised from PI or Instructor, the PI will present the IACUC approved PowerPoint presentation for training. Prior to starting the training you must read the Occupational Health and Safety: Working with Laboratory, Wild, and Wild Caught Animals SOP and the Departmental Emergency Response Plan.

The PowerPoint is shown and discussed in its entirety by the PI/instructor and then the form entitled, “IACUC Verification of Canine Behavior Program Unsupervised Student Animal User Training” is used to document the completion of the individuals training. There is a link to the approved PowerPoint on REC’s website. If a student is absent from the initial training session a make-up session using the same PowerPoint presentation must be completed and documented accordingly. An amendment to add any unsupervised students not listed on the original protocol(s), along with the documentation sheet verifying the training of each of these students, must be submitted by the PI through Cayuse IACUC and approved by the IACUC prior to the students working with dogs.

Each PI is expected to provide protocol specific training to students in order to ensure that they are capable of performing the duties they are assigned. This training must be documented by the PI and maintained with other protocol materials for three years after conclusion/expiration of the protocol.

7. IACUC Members
New IACUC Member must complete an initial in person orientation on ISU policies and procedures. IACUC Members must complete the online coursework through CITI and review all SOPs.

A. CITI Initial Registration

- Go to www.citiprogram.org to register for CITI online training.
- Click on "register" under the "Create an Account" heading.
- Begin typing and then select "Illinois State University" in the "Select Your Organization Affiliation" search box.
- Enter your name and e-mail address as directed.
- Create your own unique username and password, as well as select a security question and answer.
- Complete the general questionnaire required by CITI as well as Illinois State University's site-specific information.

CITI Course Selection

- The course selection page is divided into six questions. Question 6 covers all required and optional CITI coursework for live vertebrate animals. For all non-applicable courses, be sure to either leave the question blank or to select the "none of the above, I am interested in other CITI training courses" option.
- You may now select the checkbox next to "IACUC Members" and proceed.

Please note that once you have selected the course, the course name may appear differently on subsequent screens, but the content is still the same. If you have any questions as to whether you have enrolled in the appropriate course(s), please contact REC at 309-438-2529 or at REC@ilstu.edu prior to beginning the course. You may exit and re-enter the CITI site as often as needed in order to complete the elected curriculum. Each time you exit your progress will be recorded so that you may continue where you left off the next time you log in.

Once all courses have been passed, a copy of the Coursework Requirements Report may be printed for your records. In order to do this go to the main menu of CITI, find the column entitled Completion Report and click on Print Report across from each. The Coursework Requirements Report contains a unique reference number as well as an expiration date that provides proof of training completion. REC is able to verify the authenticity of CITI Coursework Requirements Reports and may
be contacted at 309-438-2529 or at REC@ilstu.edu if you need to verify a reports authenticity.

Please note that falsification of CITI training completion reports is a violation of ISU's Research Integrity Policy, and if discovered, will be responded to accordingly.

8. Institutional Official

The Institutional Official is encouraged to complete the online coursework through CITI as outlined below prior to performing their duties.

A. CITI Initial Registration

- Go to www.citiprogram.org to register for CITI online training.
- Click on "register" under the "Create an Account" heading.
- Begin typing and then select "Illinois State University" in the "Select Your Organization Affiliation" search box.
- Enter your name and e-mail address as directed.
- Create your own unique username and password, as well as select a security question and answer.
- Complete the general questionnaire required by CITI as well as Illinois State University's site-specific information.

Course Selection

- The course selection page is divided into six questions. Question 6 covers all required and optional CITI coursework for live vertebrate animals. For all non-applicable courses, be sure to either leave the question blank or to select the "none of the above, I am interested in other CITI training courses" option.

- You may now select the checkbox next to the suggested course “Institutional Official “as well as any other available courses.

If you have any questions as to whether you have enrolled in the appropriate course(s), please contact REC at 309-438-2529 or at REC@ilstu.edu prior to beginning the course. You may exit and re-enter the CITI site as often as needed in order to complete the elected curriculum. Each time you exit your progress will be recorded so that you may continue where you left off the next time you log in.
Once all courses have been passed, a copy of the Coursework Requirements Report may be printed for your records. In order to do this go to the main menu of CITI, find the column entitled, Completion Report and click on Print Report across from each. The Coursework Requirements Report contains a unique reference number as well as an expiration date that provides proof of training completion. REC is able to verify the authenticity of CITI Coursework Requirements Reports and may be contacted at 309-438-2529 or at REC@ilstu.edu if you need to verify a report’s authenticity.

Please note that falsification of CITI training completion reports is a violation of ISU’s Research Integrity Policy, and if discovered, will be responded to accordingly.