

COLLABORATIVE INSTITUTION TRAINING INITIATIVE (CITI) INSTRUCTIONS

CITI is an online training system that can be completed from any computer. Please complete the following steps 1 through 3.

STEP 1A: For those who have an existing CITI account, use Step 1B.

- i. Visit www.citiprogram.org
- ii. Click on the "Register" link at the top of the page.
- iii. Type "Atlanta" in the search box and choose "VA Atlanta (Decatur), GA-508" from the options listed.
- iv. Review the terms of service and check the box stating that you agree to them.
- v. Press the blue "Continue to Step 2" button.
- vi. Fill in your personal information and press the blue "Continue to Step 3" button.
- vii. Create your username and password and press the blue "Continue to Step 4" button.
- viii. List your Country of Residence and press the blue "Continue to Step 5" button.
- ix. Select your CE preferences and press the blue "Continue to Step 6" button.
- x. Fill in the required information on this page and press the blue "Continue to Step 7" button. Note:
 - a. You can use your school, work or personal email address if you do not have a VA email address in the "institutional email address section".
 - b. Please list Research in the department field.
 - c. If you do not have an office phone you can list 404-321-6111
- xi. Read each question going forward very carefully, your answers here will determine which courses are assigned to your account. Answer each question and press next to proceed to the next page.

STEP 1B: Only complete this step if already have an existing CITI account.

- i. Visit www.citiprogram.org
- ii. Log in using your existing username and password
- iii. Click "Affiliate with Another Institution" from the blue menus in the middle of the page
- iv. Type "Atlanta" in the search box and choose "VA Atlanta (Decatur), GA-508" from the options listed and press submit
- v. Fill in the required information on this page and press submit. Note:
 - a. You can use your school, work or personal email address if you do not have a VA email address in the "institutional email address section".
 - b. Please list Research in the department field.
 - c. If you do not have an office phone you can list 404-321-6111
- vi. Read each question going forward very carefully, your answers here will determine which courses are assigned to your account. Answer each question and press next to proceed to the next page.

STEP 2:

You should now back to your main page and have a list of courses assigned to your account. Please make sure the list of courses you have been assigned match the courses you are required to take based on the type of work you will be doing. Required courses are listed on the next page.

Note, if you find that you do not have one of the required courses assigned to your account, press "Add a Course" from your home page and re-answer the registration questions (read carefully!). If it still won't show up, contact the Research Credentialing Coordinator (Tedra.Ricks@va.gov).

STEP 3:

Complete each course and email the Research Credentialing Coordinator, Tedra Ricks (Tedra.Ricks@va.gov), and notify her of the date of completion or attach completion certificates.

REQUIRED COURSE LIST

If you are working with human subjects or PHI you are required to take:

- VA Human Subjects Research Training – the title on your course list will be:
 - Revised Atlanta VAMC Human Research Protections Coursework **or**
 - Group 1: Biomedical Focus **or**
 - Group 2: Social/Behavioral Focus

If working on a VA Central IRB Cooperative Studies Program (CSP) study

- VA Good Clinical Practices (GCP)

If handling biological specimens:

- Atlanta VAMC Research Safety/Biosafety Annual Refresher

If packing specimens for shipping/transport:

- Packaging and Shipping of Class 6.2 Agents

If you are working with animals, you are required to take:

- Atlanta VAMC Research Safety/BioSafety Annual Refresher
- Working with the IACUC
- Species specific trainings (i.e. working with mice, rats, etc.)

If performing survival surgery in mice or rats:

- Post-Procedural Care of Rodents

If working with anesthetic gases:

- Waste Anesthetic Gases Training for Research Staff

If packing specimens for shipping/transport:

- CITI: Packaging and Shipping of Class 6.2 Agents

If you are ONLY working in a basic science research lab (no animals or human subjects) you are required to take:

- Atlanta VAMC Research Safety/BioSafety Annual Refresher

If packing specimens for shipping/transport:

- CITI: Packaging and Shipping of Class 6.2 Agents