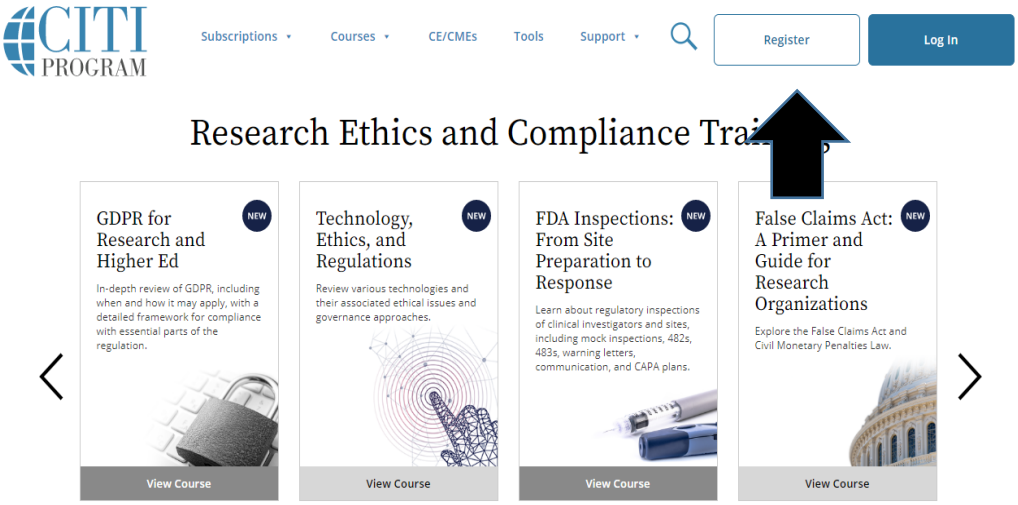
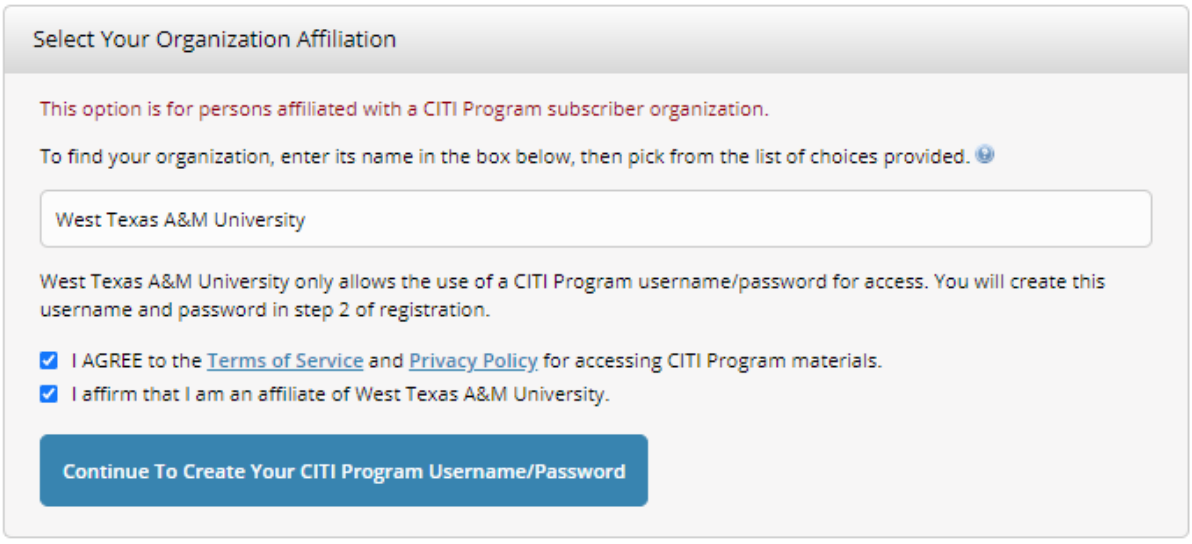
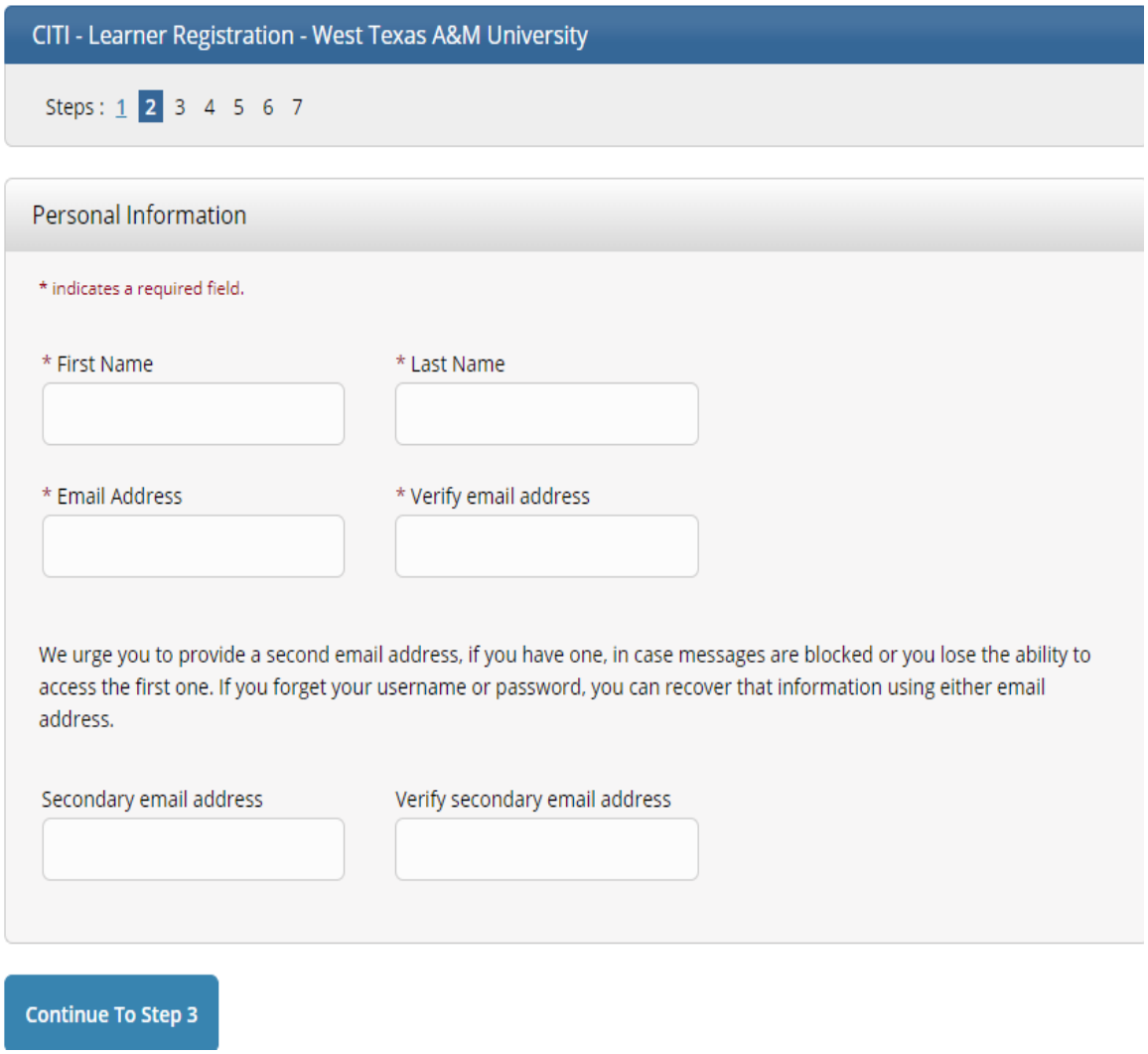
1. At www.citiprogram.org, click the Register button.



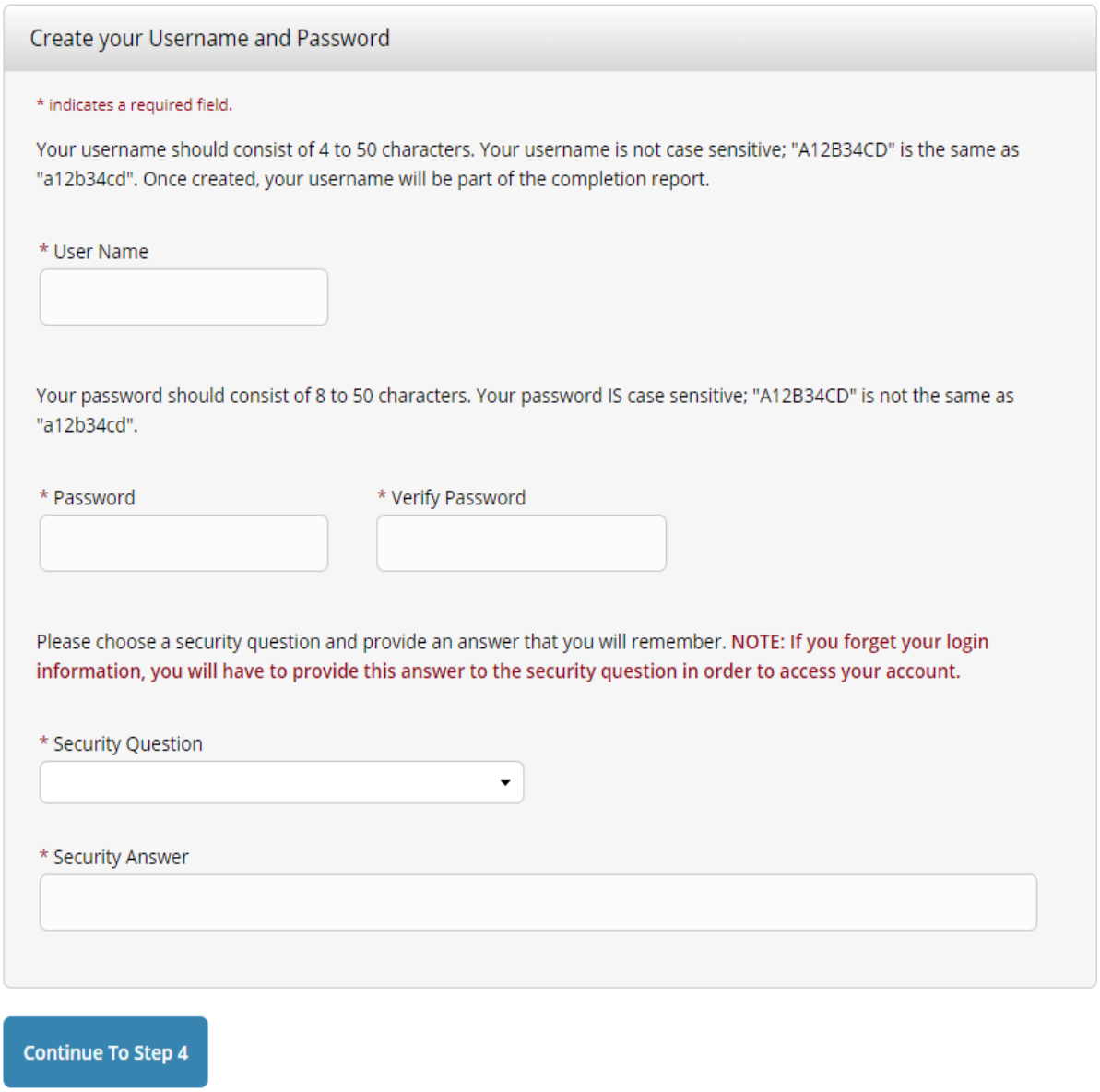
2. In the space for "Select Your Organization Affiliation," begin typing West Texas A&M University. It will auto-populate. Click that choice. Check the "agree" box and the "affirm" box, then continue. **DO NOT** register as an independent learner.



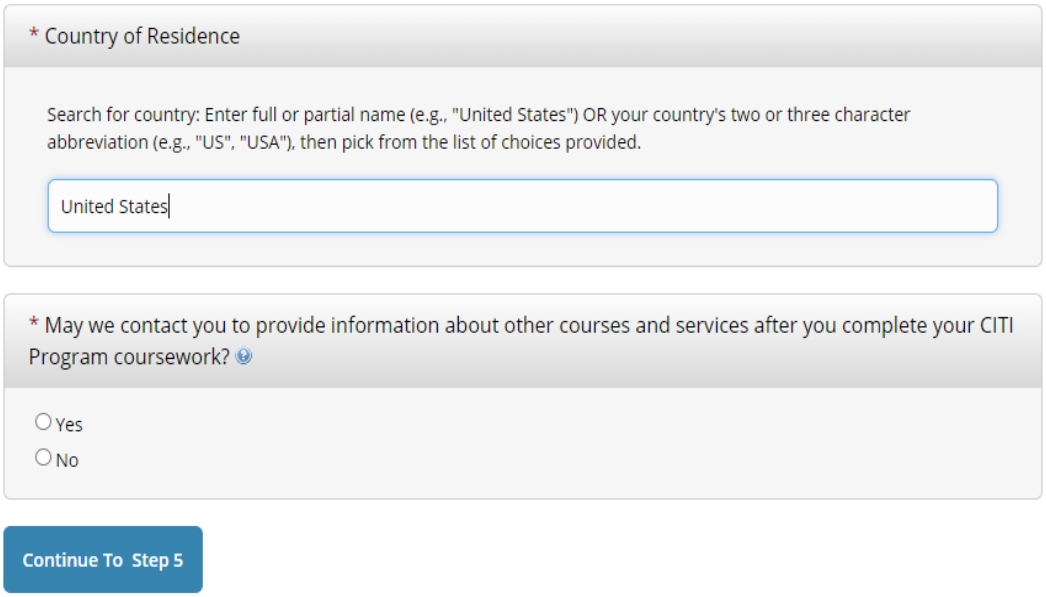
3. Fill out the required information and click Continue to Step 3. A secondary email address is not required.



4. Create your username and password, then choose a security question. Continue to step 4.



5. Begin typing "United States," and it will auto-populate. Click on the correct country. Provide an answer to the question at the bottom. Continue to Step 5.



6. Indicate whether you would like to earn Continuing Education Credit. (This is your choice and is not free.) Continue to Step 6.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

○ Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

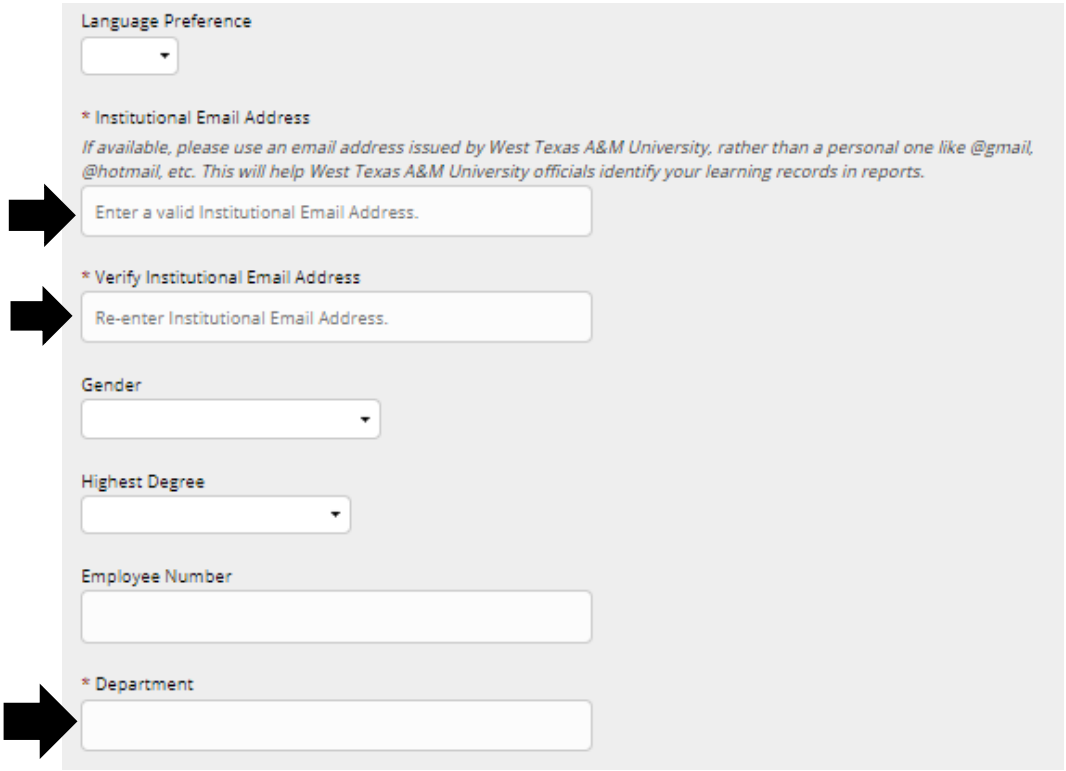
○ No

If you picked "YES", please check below the one type of credit you would like to earn

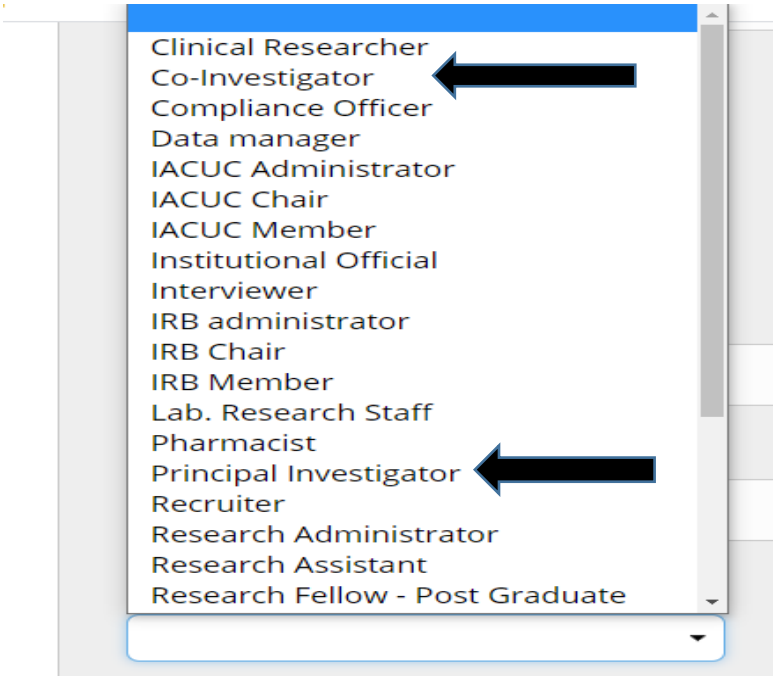
○ MDs, DOs, PAs - AMA PRA Category 1 Credits TM
○ Psychologists – APA Credits
○ Nurses – ANCC CNE
○ Other Participants – Certificates of Participation
○ Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

Continue To Step 6

8. Provide all required information. If you do not have an Institutional email address, any email address will do.

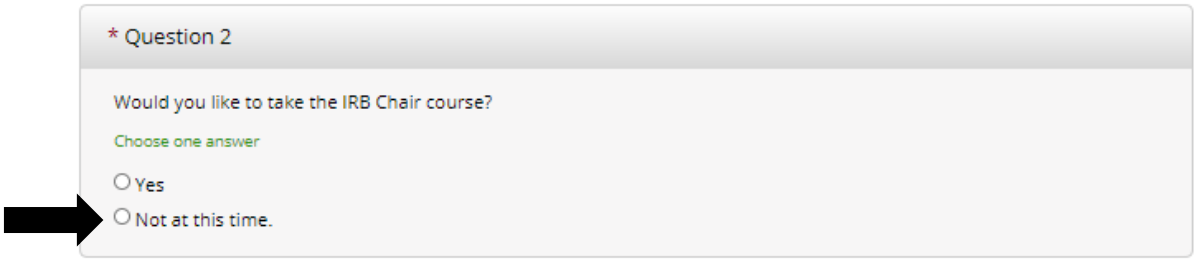


8a. Concerning your role in research, choose PI or CI, as necessary. When the form is complete, continue to step 7.



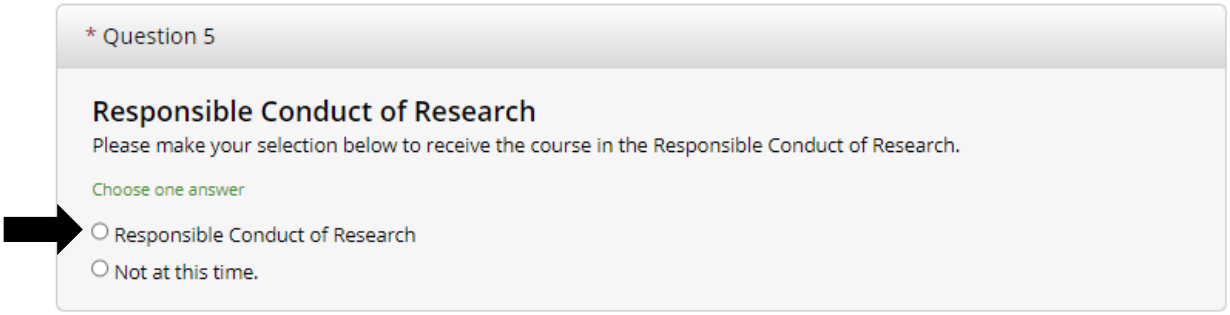
9. On Question 1, for research involving animals, you need not answer.

9a. On Question 2, answer, “Not at this time.”

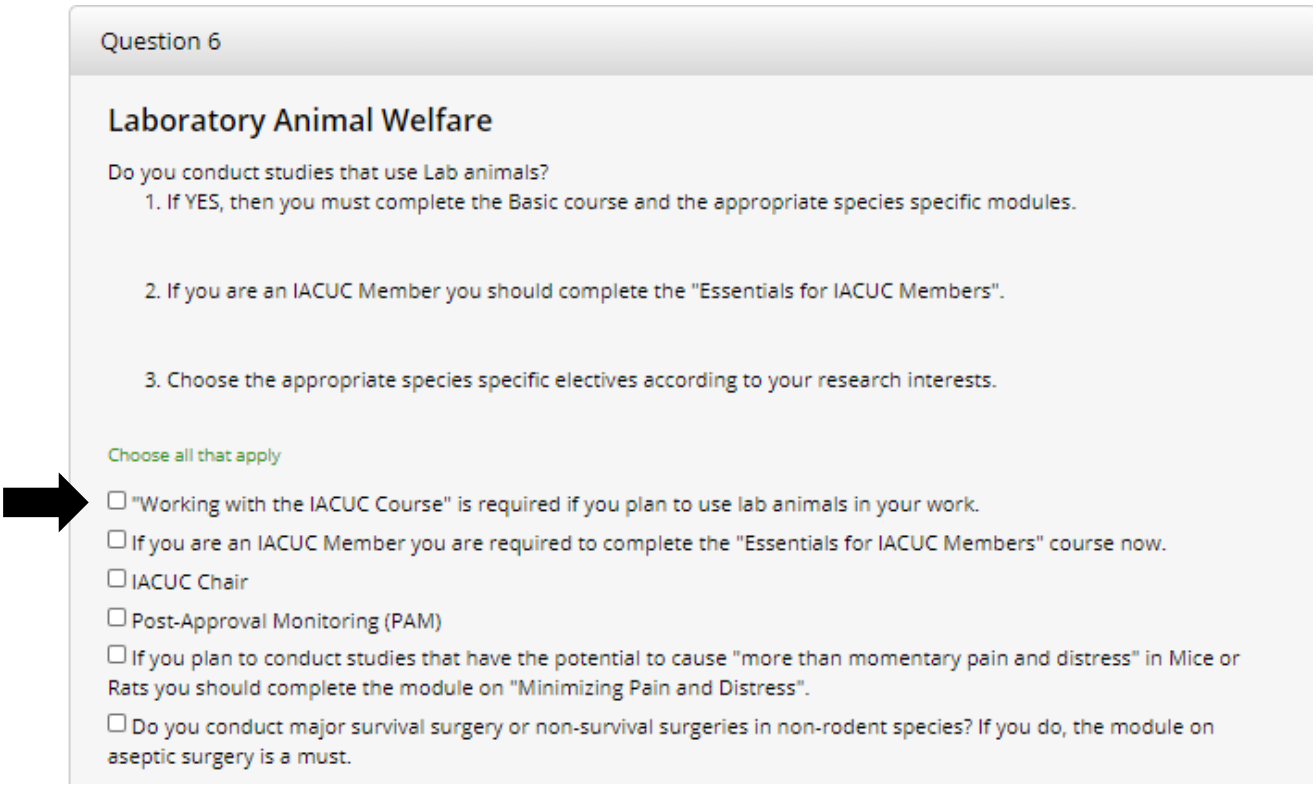


9b. On Questions 3 and 4, you need not answer for research involving animals.

9c. On Question 5, choose the Responsible Conduct of Research. You will choose this regardless of the research you are doing.



9d. On Question 6, Part 1, you will choose, “Working with the IACUC Course” for research involving animals. Note: If you are involved in Wildlife Research, this is not necessary.



Question 6

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.

2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".

3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- ☐ "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- ☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
- ☐ IACUC Chair
- ☐ Post-Approval Monitoring (PAM)
- ☐ If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".
- ☐ Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on aseptic surgery is a must.

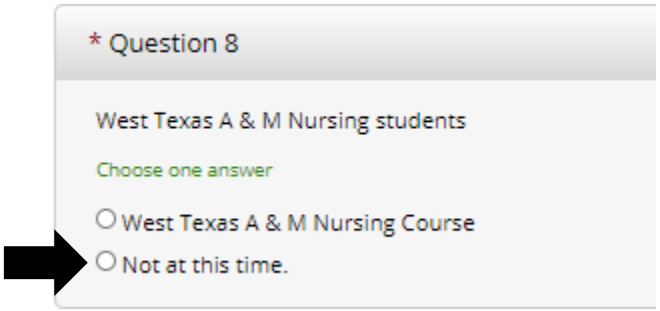
9e1. On Question 6, Part 2, choose the relevant species you will research. If you are doing Wildlife Research, choose, "I work with Wildlife Research" at the bottom.

Species Specific Modules

- ☐ I work with Mice. Family: Muridae Cricetidae
- ☐ I work with Frogs, Toads or other Amphibians
- ☐ I work with Rats. Genus: Rattus
- ☐ I work with Hamsters. Family: Muridae
- ☐ I work with Gerbils
- ☐ I work with Guinea Pigs
- ☐ I work with Dogs
- ☐ I work with Cats
- ☐ Working with Fish
- ☐ I work with Zebrafish: Danio rerio
- ☐ I work with Rabbits, Family: Leporidae
- ☐ I work with Swine
- ☐ I work with Non-Human Primates (NHP)
- ☐ I work with Cattle
- ☐ I work with Horses
- ☐ I work with Reptiles
- ☐ I work with Wildlife Research
- ☐ Working With Animals In Biomedical Research - Refresher Course

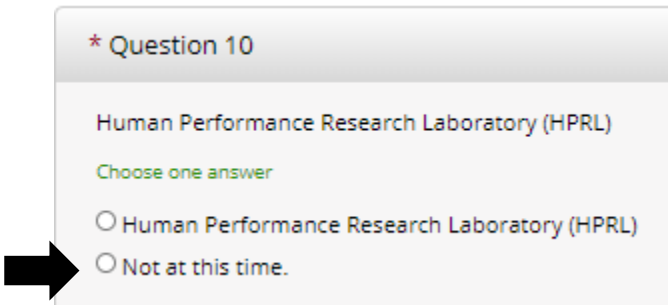
9f. Question 7 may be left blank.

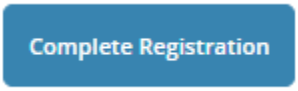
9g. On Question 8, answer, “Not at this time.”



9h. Question 9 may be left blank.

9i. On Question 10, answer, “Not at this time.”



9j. All other questions may be left blank.

10. Click on “Complete Registration,” and complete the courses you signed up for. AR-EHS will be notified the following business day after completion.