**Instructions for Collaborative Institutional Training Initiative (CITI) Training: Biosafety Training**

1. The training is found at [www.citiprogram.org](file:///\\WFC.uwoad.it.uwosh.edu\Shared\Grants%20&%20Faculty%20Development\IBC%20Administration\IBC\Training\CITI%20Biosafety%20Training\Training%20Instructions\www.citiprogram.org). University of Wisconsin Oshkosh is an affiliated organization with a paid subscription.
2. To create an account for a first time user, take the following steps:
   1. Select: Register.
   2. Select your Organization Affiliation: University of Wisconsin Oshkosh and agree to the terms of service.
   3. Select: Continue to Create your CITI Program Username/Password and complete the account creation process.
   4. Once you create your CITI account, you will be asked some questions about your role in the laboratory which will determine which courses to complete. You can access additional instructions in your ‘Learner Tools’ section.
3. If you have an existing account, select Log In from the CITI Homepage and enter your username and password. (Note UW Oshkosh does not have the single sign-on Log In Through my Institution feature).
4. To determine what CITI Program biosafety courses are required, please review the table below:

| **Subject Area** | **Training Requirement(s)** | **Details** |
| --- | --- | --- |
| BSS: OSHA Bloodborne Pathogens | Required when research or teaching activities involve working with human blood or other potentially infectious materials. | Renewal: Annual refresher required. |
| BSS: Animal Biosafety | Required when research involves biohazardous material use and animals. | Renewal: No renewal/refresher required. The initial training is only required. There is no expiration for this training. |
| BSS: Initial Biosafety Awareness Training | All faculty, staff, research personnel, or students working with biohazardous materials. | Renewal: Not needed. Only initial training is required. There is no expiration. |
| BSS: Recombinant DNA and NIH Guidelines | All faculty, staff, research personnel, or students working with recombinant DNA or synthetics nucleic acids. | Renewal: Refresher due every 3 years. |
| BSS: IBC Member Training | Required for Institutional Biosafety Committee members; includes biosafety awareness & recombination DNA training. | Renewal: Refresher due every 3 years. |
| BSS: Shipping and Transport of Regulated Biological Materials | Required for faculty or staff that will be shipping regulated materials. | Renewal: Refresher required every 2 years |

1. When selecting your curriculum you will be asked: What type of course would you like to review? Select Biosafety (IBC).

|  |
| --- |
| What type of course/modules would you like to complete? (Choose all that apply)  **Choose all that apply:** |
| Human Subjects Research (IRB)    Animal Care and Use (IACUC)    Biosafety (IBC)    Financial Conflict of Interest (FCOI)    Responsible Conduct in Research (RCR)    FR3 Minicourse |

1. Select the Biosafety Courses in which you wish to complete and hit the next button to have the course added to your learner menu (see screenshot below). Under Active courses, you will see Courses Ready to Begin. Select Start Now. Complete the Assurance Statement to start the course. If you are unable to complete all required modules for a course in one sitting, the progress will be saved as you complete each module so you can go back at a later time to finish the course.

|  |
| --- |
| **Biosafety (Course Options):**  Choose all that apply |
| BSS: Initial Biosafety Awareness Training (all faculty, staff, research personnel, or students working with biohazardous materials)    BSS: Recombinant DNA and NIH Guidelines (all faculty, staff, research personnel, or students working with recombinant DNA or synthetic nucleic acids)    BSS: IBC Member Training (required for Institutional Biosafety Committee members; includes biosafety awareness & recombinant DNA training)    BSS: OSHA Bloodborne Pathogens (required when research or teaching activities involve working with human blood or other potentially infectious materials)    BSS: Shipping and Transport of Regulated Biological Materials (required for faculty or staff that will be shipping regulated materials)    BSS: Animal Biosafety (required when research involves biohazardous material use and animals) |
|  |