



## University Committee on Animal Care

# Policy on Training

The University Committee on Animal Care (UCAC) determined that all faculty, staff, students and volunteers wishing to use animals in research and teaching at ETSU are required (no exceptions) to complete the on-line training course and exam. Additionally, a tour of the animal housing facilities is required before they can use/handle animals. To schedule a tour please contact the Assistant Director of DLAR at 439-8819 or email [hoard@etsu.edu](mailto:hoard@etsu.edu).

Training requirements for visitors wishing to use or handle animals for research and/or teaching at ETSU will be determined individually by the UCAC. Determining factors for training requirements of visitors at ETSU will be previous experience, length of stay and level of involvement in an animal study protocol at ETSU. If the visitor was approved to work with animals by the IACUC at their home institution, supporting documentation should be submitted to the ETSU UCAC.

### About the On-Line Animal Research Training Program

The on-line Animal Research Training Program is presented by the Collaborative Institutional Training Initiative (CITI Program) at the University of Miami. ETSU has adopted it as the required training for all animal users as enforced by the University Committee on Animal Care (UCAC).

All NEW animal users must take the on-line training course and exam, and a refresher course is required every three years. Note: Investigators applying for VA-funded grants using animals must also complete the on-line as part of grant submission process for VA monies.

- Investigators have the responsibility of being aware of the current policies and regulations regarding humane animal care and use. If you have any questions regarding animal use issues, we encourage you to take a refresher course using the on-line training program.

### Instructions for the On-Line Animal Research Training Program

- Go to the [CITI Program website](#)
- If you are a new user, click the "New Users Register Here" link.
- In the drop-down list of participating institutions, select East Tennessee State University.
- Create a username and password.
- Enter your name and email address, then click "Submit".

- Enter your member information, then click "Submit".
- For question 1 under "Select Curriculum", select "Thanks, but I want to take the LabAnimal Training. Please go to question 2." Click "Submit" at the bottom of the page.
- For question 2, select "No".  
For question 3, select "Working with the IACUC Course...". If you are an IACUC member, select "...Essentials for IACUC Members...". You may choose to take other modules that are relevant to your work (and doing so is highly recommended), but "Working with the IACUC" is the only REQUIRED course for animal users ( if you are an IACUC member, "Essentials for IACUC Members" is also strongly recommended). Click "Submit".
- On the next page, click "No".
- The required course is listed as "Investigators, Staff, and Students, Basic Course" under "My Courses" (instead of being listed as "Working with the IACUC"). Click "Enter" to begin.
- There are 26 Chapters, and each chapter and quiz must be completed.
- Log out at the end of each session. You can log out and then log back in as needed.
- Notify the Animal Care and Use Coordinator, Marvin Bowe ( bowem1@etsu.edu ), when you have completed the training and passed the exam. Also, print a copy of the certificate for your records.

Please contact DLAR at 439-6292 if you have any questions regarding the Animal Research Training Program.

**Revised by the University Committee on Animal Care on August 18th, 2005.**

**Revised and approved: November 9, 2021**