

Affiliating an Existing CITI Account with UNC Charlotte & Enrolling in Biosafety Courses


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Affiliate with UNC Charlotte:

1. Go to <http://www.citiprogram.org> and log into your current CITI account.
2. On your My Courses page, select “Add Affiliation.”
3. On the “Affiliate with an Institution” page, type “University of North Carolina at Charlotte” in the textbox. Check the boxes to agree to the terms of service and to confirm your affiliation with UNC Charlotte. Click “Continue.”
4. Provide the information requested on the subsequent page. Click “Next.”

After affiliating with UNC Charlotte, you are ready to add courses to your curriculum.

1. On your main page after logging in, select “View Courses” beside the University of North Carolina at Charlotte.
2. Scroll all the way down, to “Learner Tools for University of North Carolina at Charlotte.” Click “Add a Course” to open the curriculum selection page.
3. Scroll down to Question 8, “Biosafety Program Courses.” Skip Questions 1 – 7; they do not pertain to Biosafety.
4. Under “Biosafety Program Courses,” select the course(s) pertinent to your current or anticipated role/research/work in the Biosafety Program at UNC Charlotte. You may choose from:
 - Principal Investigators BSS
 - Laboratory Personnel BSS
 - Institutional Biosafety Committee (IBC) Members Training
 - NIH Guidelines for Research Involving Recombinant and Synthetic Nucleic Acid Molecules
 - Animal Biosafety
 - Bloodborne Pathogens Training
 - Shipping and Transport of Regulated Biological Materials
 - USDA Permits
 - Select Agents and Dual Use Research of Concern (DURC)

For example, if your research/work/role involves the introduction of infectious microorganisms into animals, select “Animal Biosafety.” If you are working with recombinant or synthetic nucleic acids, select “NIH Guidelines for Research Involving Recombinant and Synthetic Nucleic Acid Molecules.”

5. Select “Submit” to add the selected course(s) to your UNC Charlotte curriculum. Your course list will load, with newly added courses listed under “Courses Ready to Begin.” Please note that you do not have to complete a course in one sitting. Course progress is saved for any given course until you complete it.

Note that all CITI courses require you to take quizzes. To “pass” a course, you must achieve an average score of 80%.

Course completion is tracked by the IBC.

If you need more information, contact the Biosafety Officer at 704-687-1825 or uncc-ibc@charlotte.edu.