**Instructional Protocols – Student Training**

Per EIU IACUC Policy, students who handle animals only to meet the requirements of a course, without receiving research credit, will receive relevant training from the instructor of the course. There are two required components of the training: 1) training in the care, treatment, and use of animals, and 2) training in occupational health and safety. Proof of completion of training must be documented.

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| **Training in the Care, Treatment, and Use of Animals** |

Prior to the beginning of animal use activities in the course, all students will receive training by ***any one*** of the following three options (check one):

[ ]  1) Students may complete the course “Working with the IACUC” at the on-line training site “CITI Program – Course and Exam” found on the [IACUC Training](http://www.eiu.edu/~grants/COMP_IACUC_Training.php) webpage of the Office of Research and Sponsored Programs (ORSP) website.

**Documentation of training will consist of the certificate generated by the training program.** **The instructor is responsible for collecting the certificates from the class and submitting them to ORSP.**

[ ]  2) Students may read a document titled “Use of Animals in Course: What You Need to Know” found on the [IACUC Training](http://www.eiu.edu/~grants/COMP_IACUC_Training.php) webpage of the ORSP website. This information may also be printed out and incorporated into a course syllabus or lab manual. The document may be modified and tailored to fit the needs of the course at the discretion of the instructor. The course syllabus should explicitly mention the training as part of course requirements, and questions about the material should be included on at least one quiz or exam.

**Documentation of this training option will consist of the instructor submitting to ORSP (1) a course syllabus and (2) a copy of the training document, if modified.**

[ ]  3) Students may be trained by a method of the instructor’s choice, provided the essentials of proper handling of animals are conveyed (according to the *Guide for the Use and Care of Laboratory Animals*).

**Documentation of this training option will consist of the instructor submitting to ORSP (1) a course syllabus and (2) a written description of the training.**

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| **Training in Occupational Health and Safety** |

In addition to the training above, training in occupational health and safety is required.

Students should be trained by reading the document “Health and Safety for Students Handling Animals” on the [IACUC Training](http://www.eiu.edu/~grants/COMP_IACUC_Training.php) webpage. These instructions may also be printed out and incorporated into a course syllabus or lab manual, and may be modified and tailored to fit the needs of the course at the discretion of the instructor. In either case, the course syllabus should explicitly mention the training as part of course requirements. **The instructor is responsible for submitting a copy of the course syllabus to ORSP.**

At the instructor’s discretion, students may be required to sign a copy of the form “Certification of Receipt and Understanding of Occupational Health for Students”, found on the last page of the Health and Safety document. The instructor may keep this signed form as evidence that training has occurred, but submission of the signed form to ORSP is not required.