



INSTRUCTIONS FOR ONLINE COURSES FOR NEW LAB PERSONNEL

UNIVERSITY OF ALBERTA LABORATORY INTRODUCTION:

You will need your CCID to log in to the University of Alberta Health and Safety and Environment (HSE) web page to take the lab training courses. Upon arrival, you will need to obtain a University Onecard to gain access to our unit. If you already have a Onecard, please email Sharon Sokolik, MCVD Lab Tech (ssokolik@ualberta.ca) clear pictures of the front and back of your card to authorize entrance into the system.

MANDATORY ONLINE LAB TRAINING COURSES:

Go to - <https://www.ualberta.ca/environment-health-safety/training>

On the right side of the page, you will see the different courses listed under the Popular Courses subheading or on the centre of the page; you will see the heading- Find a Course

1. Click On or Type In: WHMIS Course - this is the 1st course you need to take.
 - a. Once you are on there, Enter your CCID and password, Log In.
2. Lab and Chemical Safety - 2nd course
3. Concepts in Biosafety - 3rd course

** When each course is completed, please click on the certificate to obtain a copy of the certificate for your own records. Email the certificates to Sharon (ssokolik@ualberta.ca) as she will need copies for our lab files.*

4. In the lab, Sharon will introduce you to lab orientation, lab safety/sop training, lab specific check sheet, proper lab attire, PPE requirement check sheet and spill kit location.

Specific- only if required: ANIMAL ETHICS TRAINING FOR ANIMAL HANDLING:

When you have completed the lab courses, Sharon will register you for the Animal Ethics Part 1 online course. You will then receive an email from the Ethics Office to register for this course.

Part 2 – Animal Handling Courses (fill out HSLAS or SRTC forms)

Specific- only if required: HUMAN ETHICS TRAINING FOR CLINICAL RESEARCH:

1. Health Information Act Training Course (FREE)

Go to – University of Alberta; [Quality Management in Clinical Research \(QMCR\)](#)

Click on the link: <https://eclass.srv.ualberta.ca/enrol/index.php?id=53383>

2. Collaborative Institutional Training Initiative (CITI) Program

Go to - <https://about.citiprogram.org/en/homepage/>

Sign up for an account.

To ensure your training is tracked as part of the University's institutional compliance requirements, please register on the CITI Program website via *Organization Affiliation* and choose "University of Alberta" prior to selecting the course(s).

Take the following free courses:

- Canada GCP Stage 3
 - Clinical Research Coordinator (CRC) Stage 1 - Basic Course
 - Conflicts of Interest - Stage 1 - Basic Course
 - Responsible Conduct of Research (RCR) - Life Science - Study Coordinators - Stage 1 - RCR
 - Begin Division 5 Training
 - Responsible Conduct of Research
 - The Biomedical Research Ethics Tutorial
 - Social and Behavioral Research Course
 - Transportation of Dangerous Goods TDG/IATA Course
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3. Tri-Council of Canada:

Go to https://ethics.gc.ca/eng/tcps2-eptc2_2022_launch-lancement.html

Click on: [TCPS 2: CORE-2022](#)

Right side of page Log In to Create an Account

Take CORE-2022 Course.