1. Complete the NIH training course: Guidelines for ANIMAL USERS. This training must be completed every 3 years (for both supervisors and students, when applicable). <https://oacutraining.od.nih.gov/public_menu.aspx>

*Note: In order to earn a certificate, you must complete each course in a single session, without closing your browser, and without taking longer than a 10-minute break.*

**Required Modules**

* Animal Care and Use Policies
* Occupational Health and Safety
* Animal Health and Well-Being
* Animal Care & Use Procedures

Send your electronic course completion certificate to the IACUC chair and your supervisor for verification.

2. Complete the Hendrix Health Questionnaire and Release forms from the [IACUC webpage](https://www.hendrix.edu/academicaffairs/default.aspx?id=86652). Consult with your supervisor to complete Part B. Completion of Part C requires that you make an appointment with Student Health on campus to discuss and submit your form with the Campus Nurse.

*\*\*You MUST submit proof of tetanus vaccination and have an up to date tetanus shot (within the last 10 years) at this time. If you need an updated shot, please take care of this prior to making an appointment with campus Student Health\*\**

* 1. Once you have your verification and updated tetanus and have completed part B of the **Hendrix Health Questionnaire and Release forms**, read the **Occupational Health and Safety form** from the [IACUC webpage](https://www.hendrix.edu/academicaffairs/default.aspx?id=86652).
	2. Make an appointment with student health to review and discuss both the documents and to submit the **Hendrix Health Questionnaire and Release forms**. *Bring both documents with you to this appointment.*
	3. Leave the completed **Hendrix Health Questionnaire and Release forms** with student health to keep on record.
	4. Complete and sign the last page of the **Occupational Health and Safety Info** document and have Campus Nurse complete and initial the last page during your appointment. Be sure the date of your verified tetanus vaccination is noted on this form. *This is how the IACUC will confirm that you have been approved for animal work by student health.*
	5. Meet with your supervisor to discuss **Occupational Health and Safety Info** document. Have your supervisor initial the last page and then submit this form (your supervisor can do this – either paper copy or scanned and emailed) to the IACUC chair.

**Once you have submitted your Health Questionnaire to student health, and your training certificate and the completed last page of the Occupational Health and Safety form to the IACUC chair you will be approved to work with research animals.**