1) Send a registration for training request to: IACUC.Training@uc.edu. In the body of the email request, list the following details:
   - training participant’s full name
   - whether initial orientation training or retraining
   - preferred date and location of training (see below listed schedule)
   - name of the Principal Investigator (PI) of the lab you are working in

2) After the IACUC Office has received the training request email:
   - a registration confirmation email will be sent to the participant containing the following details related to the training:
     - instructions for accessing and completing required online training modules
     - information relating to the time, date and location of the training
     - instruction to bring the Addition of Personnel form to the session
     - information related to receiving a preliminary look at the Occupational Health and Safety Program questionnaire - what information is being requested

   A registration confirmation will be sent by email to the participant within 48 hours of receipt of the training request.

3) Addition of Personnel Form:
   New researchers need to bring a completed Addition of Personnel form to the training session. In most instances this will expedite the time it takes to add the individual to the PI’s protocol. Those individuals attending as retraining are not required to submit an Addition of Personnel form (they are already listed on a protocol) unless they are being simultaneously added to new or different protocol(s).