How to apply for the CIC Examination

1. Begin on the CBIC Home Page: https://www.cbic.org/ .
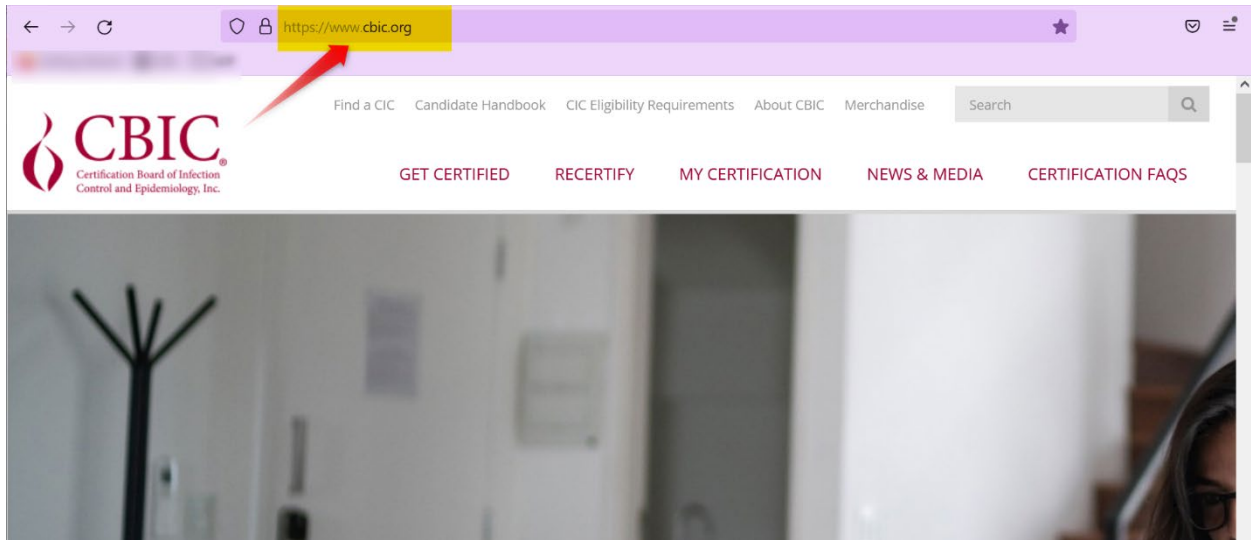
2. Hover your mouse over the "**GET CERTIFIED**" tab, and click the link for **CIC®**.
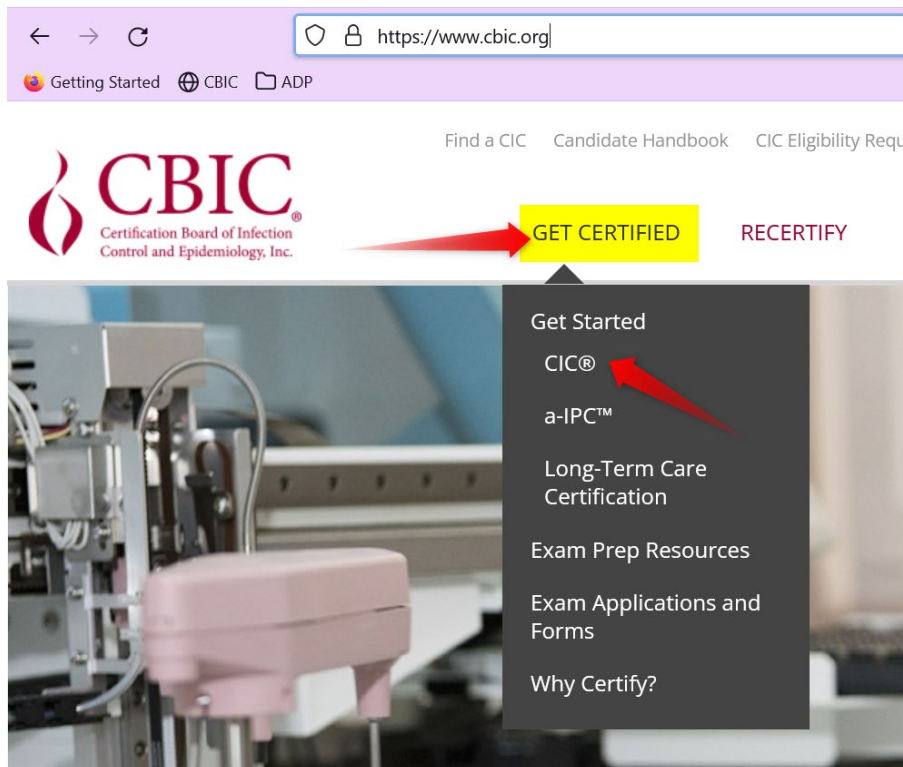
3. Now you'll be on "**About the CIC® Exam**" page. https://www.cbic.org/CBIC/CIC-Certification/About-the-Examination.htm Scroll down to the "**Apply for the CIC**" header.

Apply for the CIC®

1. Create a login and password.
   - **New Users:** Follow this link to create a login and password: https://secure.cbic.org/imiscbic/cbic/create-account.aspx You will need an active email address to proceed.
   - **Returning Users:** For those who have applied before or already have a login, follow this link to either sign-in to your profile or to reset your login and password: https://secure.cbic.org/imiscbic/cbic/profile/
2. Fill out an application.
   - **Apply** online

4. New users that do not have an existing CBIC account should click the below link to create a new account: https://secure.cbic.org/imiscbic/cbic/create-account.aspx.
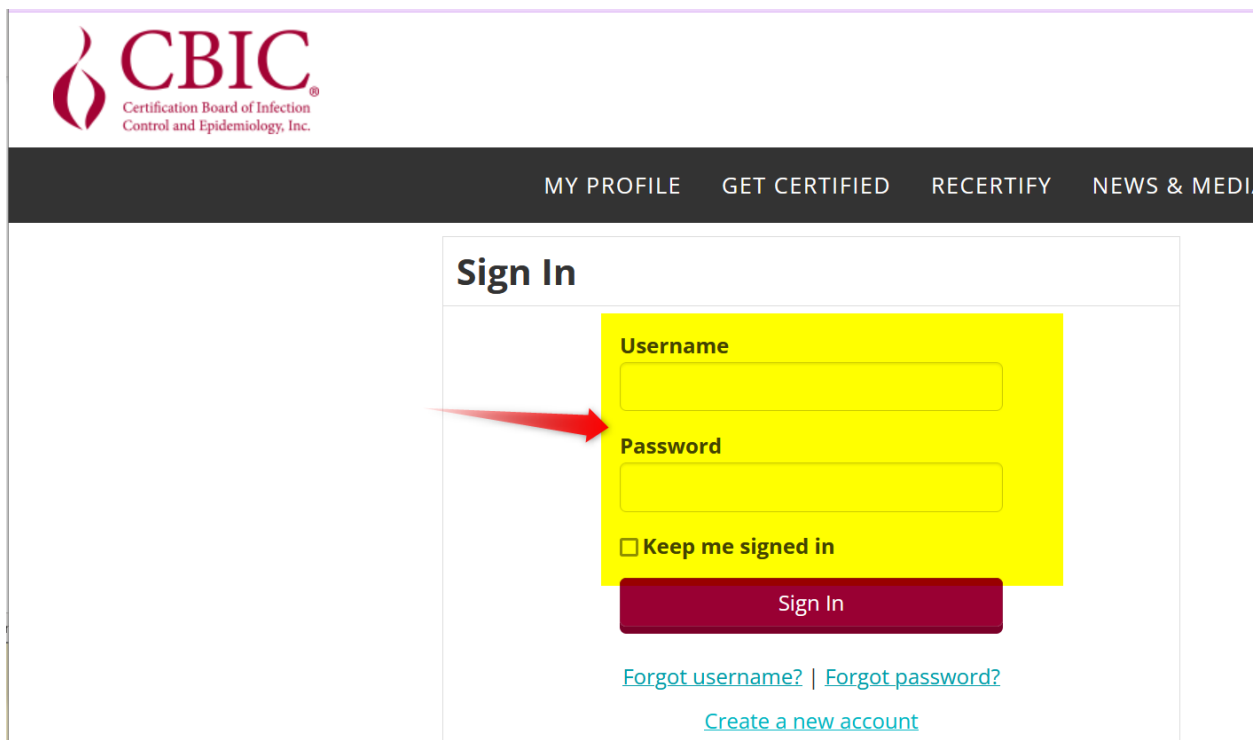
Apply for the CIC®

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2. Fill out an application.
   - **Apply** online

5. Once your account has been created, return to About the CIC Exam page and click the "**Apply online**" link: https://secure.cbic.org/imiscbic/cbic/application.

Apply for the CIC®

1. Create a login and password.
   - **New Users:** Follow this link to create a login and password: https://secure.cbic.org/imiscbic/cbic/create-account.aspx You will need an active email address to proceed.
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2. Fill out an application.
   - **Apply** online ◄

6. Enter your Username and Password and click "**Sign In**" to sign into your CBIC account.

CBIC.
Certification Board of Infection
Control and Epidemiology, Inc.

MY PROFILE   GET CERTIFIED   RECERTIFY   NEWS & MEDIA

Sign In

Username

Password

☐ Keep me signed in

Sign In

Forgot username? | Forgot password?

Create a new account

7. Once logged in, click the "**Start My Application**" button.

Genesis Uricochea

CBIC ID   131632

▼

CIC Certification Application

Eligibility Guidelines

Congratulations! You are eligible to order CIC exam. Questions regarding eligibility guidelines should be direct to info@cbic.org

Start My Application

8. The next screen will list your name and preferred mailing address. Please confirm your information, if needing to update information, please click on the pencils on the top right corner to edit your information. Once you have verified your information click "**Continue**".

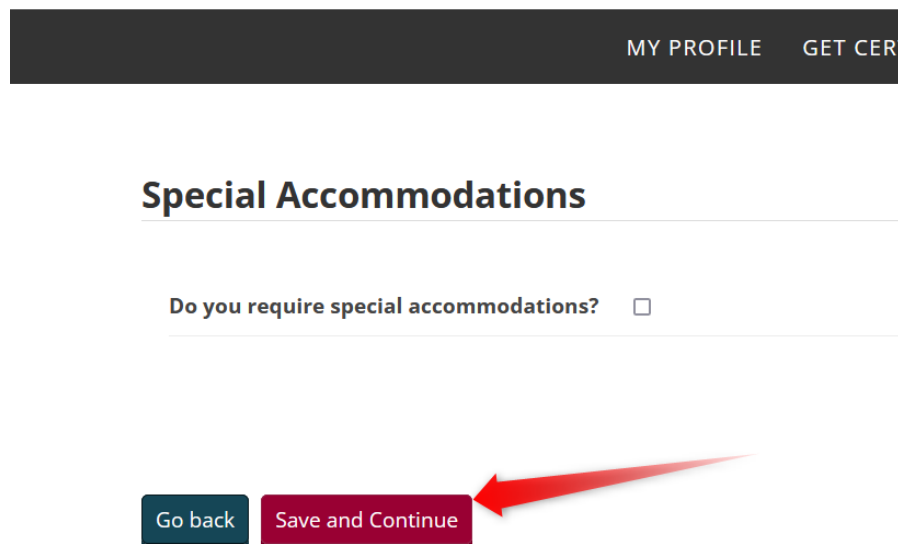9. The next screen will ask if you require special accommodations for your examination. If you do not require accommodations under ADA (Americans with Disabilities Act), do not check this box. Click "**Save and Continue**".

NOTE: Candidates who have a learning disability, a psychological disability, or other disability that requires an accommodation in testing should check this box and upload both the Documentation of Disability Form and the Request for Special Exam Accommodations Form before clicking "**Save and Continue**".

Special Accommodations

Do you require special accommodations? ☑

Documentation of Disability Form

Upload

Browse... No file selected.

Request for Special Examination Accommodations Application

Upload

Browse... No file selected.

Go back   Save and Continue

10. Next, confirm the rest of your demographic information and click "**Save and Continue**".

Professional Information

*Job Title	Certification Coordinato
*Primary Language	English ⌄
*Highest degree earned	Diploma ⌄
*Year started in IC	2015 ⌄

*Practice Setting
- ☐ Check all
- ☐ Acute Care/Hospital
- ☐ Ambulatory Care
- ☑ Behavioral Health
- ☐ EMS/Public Health
- ☐ Home Care
- ☐ Long Term Care
- ☐ Other practice setting
- ☐ Self-Employed/Consultant
- ☐ Veterans Affairs

Practice Setting Other

- ☐ Preventive Medicine
- ☐ Psychiatry
- ☐ Radiology
- ☐ Surgery
- ☐ Thoracic and Cardiac Surgery
- ☐ Vascular Surgery

Practice area - other

Other Profession

*Please include your name as you would like it printed on your certificate.

Genesis Uricochea

New certificants will be contacted by the Award Group upon successful completion of your examination.
Note: CBIC will only print CIC©, LTC-CIP, or a-IPC after your name. We do not include other credentials.

Go back   Save and Continue

11. Select your preferences and check the "I have read and AGREE with the policies and information contained in the Candidate Handbook and click "**Save and Continue**".

Policy and Preferences

I do not allow CBIC permission to publish my certifying information on the Find a certified professional directory	☐ Exclude from Online Directory

Professional Organizations

If you are not a member of APIC or IPAC Canada and would like more information, please indicate below:

I would like more information about:	☑ APIC
	☐ IPAC Canada

How did you hear about us?

How did you hear about us?	☐ Check all
	☐ APIC
	☐ CBIC Advertisements
	☐ CBIC Exhibit Booth
	☑ CBIC Social Media
	☐ IPAC
	☐ Other professional organization
	☐ Recommended by colleague/manager
	☐ Recommended by education program/college
	☐ Required by employer
	☐ Search Engine (Google, Yahoo, etc.)

Candidates are responsible for reviewing the policies and information contained in the Candidate Handbook prior to applying for and becoming certified and/or recertified. I have read and AGREE with the policies and information contained in the Candidate Handbook.	☑

Go back   Save and Continue

12. Click **Pay now**, it will direct you to the payment details.

Genesis Uricochea

ID	131632
Type	Prospect

❌ Application fees are not paid - [$ Pay now]

You must meet all the requirements above to submit your application for review

My Application Status

App Type	Form Id	Status	Submit Date
There are no records.			

13. On the next screen, enter in your payment details and click "**Submit Order**".

Payment Details

● Pay Now ░░░░░

Payment amount ░░░░

Payment method [American Express ⌄]

*Card number [   ]

*Name on card [Jessica Dangles]

*Expiration date [01 ⌄] [2022 ⌄]

CSC [   ]

Card address   1400 Crystal Dr
Ste 900
Arlington, VA 22202-4153
UNITED STATES
Choose another address

[Submit Order]

14. On the next screen, click the "**Submit My Application for Review**" button.

Jessica Dangles

ID   129491

Type   Staff

☑ Application fees are paid

[Submit My Application for Review]

My Application Status

App Type	Form Id	Status	Submit Date
There are no records.			

15. Now you will see a green bar that states, "**Application was successfully submitted!**". Your application has been submitted and you should receive a follow up communication from our office within 7-10 business days.

Jessica Dangles

ID	129491
Type	Staff

☑ Application fees are paid

Application was successfully submitted!