

# Long-Term Care Certification in Infection Prevention (LTC-CIP) Overview



## LTC-CIP Eligibility Guidelines

1. Completed post-secondary education in a health-related field including but not limited to medicine, nursing, laboratory technology, public health, or biology. Post-secondary includes public or private universities, colleges, community colleges, etc.
2. Responsibility for the infection prevention and control programs/activities in a long-term care setting.

## LTC-CIP Exam Process

### STEP 1

Review the LTC-CIP eligibility guidelines.

### STEP 2

Submit your application and application fee.

### STEP 3

Wait 7-10 business days for the CBIC office to review your application.

### STEP 4

Receive follow up communication from CBIC office. If you are accepted, you'll receive an email from CBIC with next steps. If you are not accepted, you'll receive a full refund.

### STEP 5

Schedule and take your exam within your 90-day eligibility period.

### STEP 6

If successful, your certification is valid for the next five years. Recertification must be completed every five years in order to maintain your certification.

## Candidate Testing Experience

The examination is offered five to seven days a week at Prometric testing centers worldwide. Candidates may also take the examination at home via Prometric's live remote proctoring option, Pro Proctor.

## Scheduling Information

A candidate's eligibility is valid for 90 days after receiving email confirmation from CBIC. The examination must be scheduled and taken within this 90-day period. A candidate who fails to schedule an exam appointment within the 90-day eligibility period forfeits his/her examination fees and must submit a new completed application and the appropriate examination fee in order to be eligible to sit for the examination again. To schedule an appointment online or to view Prometric's contact information, visit <https://www.prometric.com/test-takers/search/cbic>.



## Exam Day Information

On the day of your appointment, you must present a valid, government-issued form of ID that contains your signature\* and a recognizable photograph. This document must be in Latin characters. In addition, the first and last name displayed on your ID must match the name you used to register and confirm your examination appointment. If the name on your ID does not match your exam confirmation, please contact CBIC at [info@cbic.org](mailto:info@cbic.org) prior to your testing date.

Valid forms of identification include:

- Driver's License
- Military ID
- Passport
- National Identification Card

\*If the identification presented on exam day does not contain a signature but meets all other CBIC identification requirements, you must provide a secondary form of identification on exam day. The signature on your secondary identification must match exactly with the first and last name on your primary identification and with the names that you provided when you registered. The secondary identification must contain: Signature (in Latin characters)

## Rescheduling Information

Rescheduling fees, paid through Prometric, are as follows:

- Rescheduling 30 days or more in advance — No Charge
- Rescheduling between 5 and 29 days in advance — \$30 Fee
- No rescheduling or cancellations are allowed within 5 days of your appointment; examination fees will be forfeited. Examination fees will also be forfeited if a candidate fails to appear for a scheduled test.

## CBIC Contact Information

Website [www.cbic.org](http://www.cbic.org)  
Email [info@cbic.org](mailto:info@cbic.org)  
Phone 202-454-2625

