



Certification in Infection Prevention and Control

CANDIDATE HANDBOOK

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The Certification Board of Infection Control and Epidemiology, Inc. (CBIC) is a voluntary, autonomous, multidisciplinary board which provides direction for and administers the certification process for infection prevention and control and applied epidemiology. CBIC is independent and separate from any other infection prevention and control-related organization or association. CBIC's certification program is accredited by the National Commission for Certifying Agencies (NCCA). NCCA accreditation signifies that CBIC has met the highest national voluntary standards for private certification. Applied Measurement Professionals, Inc. (AMP), an independent testing agency, provides testing, measurement and processing services to CBIC. CBIC has obtained trademark rights to the CIC® designation.

MISSION STATEMENT

The mission of CBIC is to protect the public through the development, administration, and promotion of an accredited certification in infection prevention and control. CBIC maintains and promotes professional certification of the highest quality through the accomplishment of key objectives.

This handbook contains information about the infection prevention and control certification process developed by CBIC. It is essential that candidates keep it readily available for reference until they have completed the examination. Candidates are responsible for knowing its contents. All previous versions of this handbook are null and void. Expenses incurred in seeking certification may be tax deductible. Please check with a tax advisor. A receipt for tax purposes will be issued upon request.

STATEMENT OF NONDISCRIMINATION

The test is offered to all eligible persons regardless of age, gender, race, religion, national origin or disability.

HOW TO CONTACT CBIC

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555 East Wells Street
Suite 1100
Milwaukee, WI 53202-3823
414/918-9796 Voice
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HOW TO CONTACT AMP

Examination Services
AMP
18000 W. 105th Street
Olathe, KS 66061-7543
913/895-4600 Voice
913/895-4651 Fax
www.goAMP.com info@goAMP.com

CERTIFICATION EXAMINATION FEES

First-Time Certifiers.	\$310
<i>(applicants not yet certified or lapsed certifiers)</i>	
Recertifying Candidates.	\$275
<i>(recertifying within 5-year cycle)</i>	
International Assessment Center Fee.	\$35
<i>(additional)</i>	
Self-achievement Recertification Examination (SARE) Recertifying Candidates.	\$340

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GLOSSARY

ABOUT THE CERTIFICATION EXAMINATION

The infection control certification examination is the only standardized measurement of the basic knowledge, skills and abilities expected of infection prevention and control professionals. The Computer Based Test (CBT) is available in computerized format Monday through Saturday at AMP assessment centers throughout the United States and selected international sites.

The certification examination is an objective, multiple-choice examination consisting of 150 questions, administered in computerized format (135 of these questions are used in computing the score, as discussed later in this handbook). The examination content is based upon a practice analysis conducted to ensure the content is current, practice-related, and representative of the responsibilities of infection control professionals around the world.

CBIC is responsible for determining the examination content outline and the examination specifications, maintaining an item bank of approved examination questions, approving the individual examination for administration, and setting the passing score for successful achievement. Individual eligibility for admission to the examination is based on eligibility and admission criteria set by CBIC. AMP is responsible for the computerized testing sites, examination security, examination administration, and the scoring and statistical analysis of the examination.

In addition, CBIC was a Charter member of the National Organization for Competency Assurance (NOCA) now known as the Institute for Credentialing Excellence (ICE). CBIC is accredited by the National Commission for Certifying Agencies (NCCA). NCCA accreditation signifies the highest standards for establishing that a valid, reliable, and secure certification process has been fulfilled.

OBJECTIVES OF CERTIFICATION/RE-CERTIFICATION

The purpose of the certification and recertification process is to protect the public by:

1. providing standardized measurement of current essential knowledge needed for persons practicing infection prevention and control;
2. encouraging individual growth and study, thereby promoting professionalism among professionals in infection prevention and control; and
3. formally recognizing professionals in infection prevention and control who fulfill the requirements for certification and recertification.

Professionals in infection prevention and control must meet the eligibility requirements and pass the computer-based certification examination to become certified for the first time. Certification in infection prevention and control is valid for five years from the year of successful examination.

Recertification is required in order to maintain the CIC® designation. All currently certified infection prevention and control professionals are eligible for recertification during the year that their current certification is due to expire. Recertification can currently be achieved either by computer-based certification examination or the Self-Achievement Recertification Examination (SARE). Certified

professionals who do not recertify before the current certification period expires will lose their CIC designation as of December 31st of the last year of the current certification period, and are prohibited from using the CIC designation. They must reapply for the computer-based certification examination and successfully pass this examination before they can use the CIC designation again.

ELIGIBILITY REQUIREMENTS FOR INITIAL CERTIFICATION (AND FOR LAPSED CERTIFICANTS)

In order to qualify to sit for your initial (first-time) certification, or if your certification has lapsed and you wish to renew your certification, you must apply to take the computer-based test (CBT). In order to be eligible to take the CBT, you must meet ALL of the following requirements:

1. You are a licensed or certified healthcare professional (including, but not limited to, registered nurse, licensed / registered practical nurse (LPN, RPN), nurse practitioner, physician, medical technologist, respiratory therapist) with current registration/certification in good standing with the appropriate licensing board / certification/ governing body (e.g. state/provincial medical licensure; state/provincial nursing association or board, etc.), OR have a minimum of a baccalaureate degree;

AND

2. You are currently working in healthcare;

AND

3. Infection prevention and control is one of your primary roles / responsibilities in your current position;

AND

4. You have had sufficient experience in infection prevention and control, which must include active roles in:
 - a. Collection, analysis and interpretation of infection prevention outcome data; AND
 - b. Investigation and surveillance of suspected outbreaks of infection; AND
 - c. At least 3 of the following additional activities:
 - Planning, implementation and evaluation of infection prevention and control measures;
 - Education of individuals about infection prevention and control;
 - Development and revision of infection prevention and control policies and procedures;
 - Management of infection prevention and control activities;
 - Consultation on infection prevention and control risk assessment, and prevention and control strategies.

There is no specific time requirement that defines “sufficient experience”; however we emphasize that this certification examination is geared towards the infection preventionist who has had at least two years of full-time experience in infection prevention and control.

YOU MUST INCLUDE ALL OF THE FOLLOWING WITH YOUR COMPLETED AND SIGNED APPLICATION FORM:

1. Proof of current licensure or certification (hard copy of current standing or submission of a webpage or weblink for source verification). For those with baccalaureate degrees, a copy of your diploma /degree is required.
2. Completed verification statement form which must be signed by the applicant's supervisor / director, attesting that the applicant meets all of the requirements above.
3. For self-employed applicants only:
Please provide names of three references (clients) for whom you have provided infection prevention and control consultation in the past 2 years. Clients should be asked by the candidate to complete an attestation form and to forward the completed form directly to the CBIC office (not to the applicant).
4. Payment of the required fees for the examination.

Application forms will be rejected for any candidate who does not provide the required documentation and fees. Payment will not be processed for those who do not meet the criteria.

LAPSED/EXPIRED CERTIFICATION

If certification expires, candidates will be assessed first-time applicant fees. Previously certified candidates are eligible for recertification by submission of application and fees. Documents requested for applicants must be submitted to support degree/license/registration and must include a verification statement from the employer verifying infection control practice experience. Recertifiers who are unsuccessful in passing the examination should refer to the section on Recertification.

SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

In compliance with the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act, special testing accommodations will be considered for individuals with disabilities recognized by the ADA. Request for special accommodations must be made at the time of application. Please complete the forms on pages 16 and 17.

AMP will provide reasonable accommodations for candidates with disabilities. Wheelchair access is available at all established assessment centers. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Candidates requiring special testing accommodations may submit the special needs forms and include them with the completed application and appropriate examination fee at least 45 calendar days prior to the desired examination date. Please inform AMP of the need for special accommodations when scheduling an examination time.

CERTIFICATION BY COMPUTER-BASED EXAMINATION

APPLYING FOR THE EXAMINATION

Applicants Residing in the United States:

To apply online follow these steps.

1. Go to www.cbic.org and select the "Examination Application" link under the Certification, Recertification or My Certification tabs.
 - a. Submit a completed application and appropriate documents.
2. If eligibility is confirmed, you will receive an email from Applied Measurement Professionals (AMP) within seven (7) business days of acceptance with instructions on how to schedule your examination. If eligibility is denied, you will be contacted by CBIC. To apply using the application included in this handbook or downloaded from www.cbic.org, follow these steps.

You must include ALL of the following with your completed application form:

1. Proof of current licensure or certification (hard copy of current standing or submission of a webpage or weblink for source verification). For those with baccalaureate degrees, a copy of your diploma /degree is required.
2. Completed attestation statement form which must be signed by the applicant's supervisor / director, attesting that the applicant meets all of the requirements above.
3. For self-employed applicants only:
Please provide names of three references (clients) for whom you have provided infection prevention and control consultation in the past 2 years. Clients should be asked by the candidate to complete an attestation form and to forward the completed form directly to the CBIC office (not to the applicant).
4. Payment of the required fees for the examination.

Application forms will be rejected for any candidate who does not provide the required documentation and fees. Payment will not be processed for those who do not meet the criteria.

CBIC reserves the right to verify information supplied by the candidate. An application is considered complete only if all requested information is complete and accurate; if the candidate is eligible for the examination; and if fees are submitted. Examination fees for ineligible applications will be refunded minus a \$70 processing fee.

To apply using a paper form follow these steps:

1. Complete the paper application, appropriate documents, and exam fee and mail or fax it with the appropriate fee to the CBIC Office: 555 East Wells St., Suite 1100, Milwaukee, WI 53202
Fax: 414-276-3349.

Applicants Residing outside of the United States (includes Canada):

1. Complete the paper application and mail it with the appropriate fee to the CBIC Office: 555 East Wells St., Suite 1100 Milwaukee, WI 53202.
**Candidates testing at an International Assessment Center will be required to pay an additional \$35 fee.

EXAMINATION FEES

Candidates must submit the appropriate fee(s) with a complete examination application. Payment in U.S. dollars may be made by personal check, cashier's check, money order, or credit card.

A candidate approved to take the examination who 1) does not schedule an examination within the 90-day eligibility period, 2) fails to reschedule an examination within two business days of the scheduled testing session, 3) fails to report for an examination appointment, 4) arrives more than 15 minutes late for an appointment, or 5) fails to present appropriate identification on the day of the examination, will forfeit their examination fee. Such candidates may reapply by submitting a new application and full examination fee. Candidates who must retake the examination must reapply for the examination by submitting a new application and full examination fee.

Candidates who previously have been certified and whose certification has expired, or the certificant was not recertified for any reason, must pay the examination fee of a First-Time Certifier and must meet the current eligibility requirements.

CONFIRMATION OF ELIGIBILITY

Once you submit your examination application, you will receive an automatically generated e-mail informing you of successful submission of your application. Your examination application should not be considered complete until you receive a confirmation notice of eligibility with instructions on how to schedule your examination. A confirmation notice of eligibility is sent by e-mail to the candidate within approximately seven (7) business days of receipt of the application. If a confirmation notice is not received within three weeks of submission, contact CBIC at 414-918-9796.

The confirmation notice will include a web address and toll-free telephone number (US) for AMP, allowing you to schedule your exam.

SCHEDULING THE EXAMINATION

A candidate's eligibility is valid for 90 days; i.e. the examination must be scheduled and taken within this 90 day period. Candidates are permitted one opportunity to reschedule the examination at no additional fee. Any subsequent requests for rescheduling the examination will require payment of an additional fee of \$72. A candidate who fails to schedule an appointment for examination or reschedule it within the 90-day eligibility period must submit a complete application and examination fee to reschedule an examination appointment.

Candidates can schedule their examination by one of two methods:

1. By phone (add the TOLL FREE NO 888/519-9901) (times are in Central Time):
 - 7:00 a.m. to 9:00 p.m. Monday through Thursday
 - 7:00 a.m. to 7:00 p.m. on Friday
 - 8:30 a.m. to 5:00 p.m. on Saturday.
2. Online at www.goAMP.com 24 hours a day, 7 days a week

The candidate must be prepared to confirm a date and location for testing (see below) and to provide her/his Examination Identification Number as a unique identification number.

Examinations in the US are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m. Individuals are scheduled on a first-come, first-served basis. Refer to the chart below.

If the candidate contacts AMP by 3:00pm Central Time on...	Depending upon availability, an examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

Examinations are not scheduled on the following US holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

After a candidate schedules the examination appointment, he/she will be notified by e-mail of the time to report to the Assessment Center (a valid e-mail address is required). If an e-mail address provided was incorrect or the e-mail notification bounces back, a hardcopy notice will also be sent via regular mail. Candidates who arrive at the assessment center later than 15 minutes from the scheduled appointment time will not be admitted. Unscheduled candidates (walk-ins) will not be admitted to the assessment center.

ASSESSMENT CENTER (TESTING) LOCATIONS

Many of the AMP Assessment Centers are located in H&R Block offices. Detailed maps and directions are available on AMP's Web site (www.goAMP.com). Specific address information will be provided when a candidate schedules an examination appointment.

International Assessment Center

Requests may be made for international assessment centers. Reservations for these special sites will require an additional test center fee of \$35. The CIC® Examination will only be offered in computerized format.

International test centers may be arranged for candidates living outside the United States. Candidates may elect to have the CIC® examination administered by computer at an international AMP Assessment Center. For a complete list of international AMP Assessment Centers please visit AMP's Web site (www.goAMP.com). AMP is working toward continued expansion of the Assessment Center Network and CBIC recommends that you continue to check the available list for additional sites.

APPOINTMENT CHANGES

1. A candidate may reschedule ONE appointment, within the 90 days of confirmation of eligibility, for the examination at no charge by calling AMP at 888/519-9901 at least two business days prior to the scheduled examination session. (See table below.)

If the examination is scheduled on...	The candidate must call AMP by 3:00 p.m. Central Time to change his/her reservation by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

A candidate who wishes to reschedule an examination but fails to contact AMP at least two business days prior to the scheduled examination session forfeits the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for examination.

A candidate who cancels his/her examination after confirmation of eligibility forfeits the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for examination.

SELF-ACHIEVEMENT RECERTIFICATION EXAMINATION (SARE)

RECERTIFICATION

To maintain certification, the infection prevention and control professional must recertify during the fifth calendar year of their certification by examination. For example, candidates who take the examination in 2012 must recertify in 2017, 2022, etc. Changes in federal regulations, accrediting standards, healthcare products, and patient care practices occur frequently.

The CBIC Self-Achievement Recertification Examination (SARE) is offered online in a web-based format for those wishing to renew their CIC® credential. The score report is available at the conclusion of the testing session.

ABOUT THE SARE

The SARE is a 150-question, multiple-choice, web-based examination designed to assess the knowledge of professionals in infection prevention and control and epidemiology. SARE questions are not identical to any in the active pool of questions used on the computer-based certification examination, but were developed or redesigned by the CBIC Test Committee specifically for the purposes of the SARE. Like the certification examinations, SARE questions are based on the most current CBIC practice analysis, and the content outline is identical to the other examinations. The questions developed are held to the same standards and analysis as the other examinations. However, the SARE is geared toward the advanced infection prevention and control re-certifier (who is, at minimum, a five-year practitioner), so some questions may be more difficult than those on the certification examination, which is geared toward a two-year practitioner. The purpose/goal of the SARE is to demonstrate continued knowledge mastery in the field of infection prevention and control.

The six objectives for the 2012 SARE are as follows:

1. Identify infectious disease processes
2. Describe the components of an effective surveillance system
3. Discuss the processes used in preventing/controlling the transmission of infectious agents
4. Describe the components required for managing an Infection Control Program
5. Describe the methods used to develop education and research projects
6. Identify Infection Control aspects of employee health

Application Procedure for Recertification by SARE

Candidates recertifying by SARE must complete the SARE application. SAREs must be ordered in the same calendar year the candidate is due for recertification.

The deadline to purchase the SARE is December 1. The web-based SARE must be completed by December 31 of the recertifying year. Candidates should allow themselves ample time to complete the SARE, researching information as needed.

Within two weeks of receipt of a request for the SARE, the candidate will receive a confirmation e-mail with specific instructions on how to login to the SARE. The e-mail will include a unique ID and password that must be used during the login process. Candidates will be able to login and out as many times as necessary, prior to certification expiration, to complete the examination; responses provided during previous log ins will be saved. Candidate results will be provided online and will also be sent to the candidate's e-mail address.

SARE Non-Refund Policy

There is a nonrefundable fee for each SARE purchased.

SARE SCHEDULE

Purchase Deadline	December 1
Completed Deadline	December 31

FOLLOWING THE SARE EXAM

At the completion of the test, you will be asked to rate your achievement of these objectives.

Details of examination questions answered incorrectly will not be provided to the candidate.

If a candidate fails the SARE, they can take the CBT to recertify at any time before their certification expires. The candidate's certification will expire December 31 of the testing year. Candidates may NOT use the SARE for recertification if they did not achieve a passing score on the SARE anytime in the past five years that they were certified.

To be considered for recertification, the SARE must be completed by December 31 of the recertifying year. If candidate fails to complete the SARE by the December 31 deadline, they will be considered expired and will be required to apply for and take the initial examination for certification and pay all necessary fees. To apply online for the SARE, go to www.cbic.org and proceed to the Recertification tab.

For more information regarding the SARE, contact the CBIC Executive Office, 555 East Wells Street, Suite 1100, Milwaukee, WI 53202-3823, by telephone at 414/918-9796, or e-mail to info@cbic.org.

TAKING THE EXAMINATION

The CBT examination will be given by computer at an AMP Assessment Center. Candidates do not need computer experience or typing skills to take the examination. On the day of the examination, report to the Assessment Center no later than the scheduled examination time. Look for signs indicating AMP Assessment Center Check-in. **A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED EXAMINATION TIME WILL NOT BE ADMITTED.**

IDENTIFICATION

To gain admission to the Assessment Center, a candidate must present two forms of identification, one with a current photograph (primary). Both forms of identification must be current and include the candidate's current name and signature. The candidate will be required to sign a roster for verification of identity.

Acceptable forms of photo (primary) identification include:

- Current driver's license with photograph
- Current state identification card with photograph
- Current passport
- Current military identification card with photograph.

Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification; however, may be used as the secondary form of identification if they are current and include name and signature.

CANDIDATES MUST HAVE PROPER IDENTIFICATION TO GAIN ADMISSION TO THE ASSESSMENT CENTER. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of the examination fee.

SECURITY

AMP administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes. The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room. Possession of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.

PERSONAL BELONGINGS

No personal items, valuables, or weapons should be brought to the Assessment Center. Coats must be left outside the testing room. Due to varying temperature conditions within testing centers, it is advisable to dress in layers.

You will be provided with a soft locker to store personal items. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room.

- watches
- hats
- cell phones or personal communication devices
- wallet
- keys

Once you have placed everything into the soft locker, you will be asked to pull your pockets out to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store any personal belongings.

If any personal items are observed in the testing room after the examination is started, the examination will be forfeited.

EXAMINATION RESTRICTIONS

- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing.
- No documents or notes of any kind may be removed from the Assessment Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

MISCONDUCT

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded.

Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular phones, PDAs;
- talk or participate in conversation with other examination candidates;
- give or receive help, or are suspected of doing so;
- leave the Assessment Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings; or
- are observed with notes, books or other aids without it being noted on the roster.

THE EXAM

Practice Examination

After the candidate's identification has been confirmed, he/she will be directed to a testing carrel. He/she will be instructed on-screen to enter his/her Examination ID Number. He/she will be instructed on how to take his/her photograph which will remain on screen throughout the examination session. This photograph will also print on the score report.

Prior to attempting the examination, the candidate will be given the opportunity to practice taking an examination on the computer to familiarize themselves with the testing software. The time used for this practice examination is NOT counted as part of the examination time or score. When the candidate is comfortable with the computer testing process, he/she may quit the practice session and begin the timed examination.

Timed Examination

Following the practice examination, the actual examination will begin. Before beginning, instructions for taking the examination are provided on-screen. The computer monitors the time spent on the examination.

The candidate will have 3 hours to complete the examination. The examination will terminate if testing exceeds the time allowed. Click on the "Time" box in the lower right portion of the screen or select the Time key to monitor testing time. A digital clock indicates the time remaining to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C, or D. The candidate must indicate his/her choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change an answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. The candidate may change his/her answer as many times as he/she wishes during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move the candidate forward through the examination question by question. To review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination. An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by using the mouse and clicking in the blank square to the right of the Time button. Click on the hand icon or select the NEXT key to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon or press the NEXT key.

When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination.

There is no penalty for guessing.

CANDIDATE COMMENTS

During the examination, comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Candidates will not be provided additional time to submit comments. Comments will be reviewed, but individual responses will not be provided. After completing the examination, candidates are asked to complete a short evaluation of their testing experience

FOLLOWING THE EXAMINATION

COPYRIGHTED EXAMINATION QUESTIONS

All examination questions are the copyrighted property of CBIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject the candidate to severe civil and criminal penalties.

SCORE REPORT

An instant score report will indicate a "pass" or "fail." Additional detail is provided in the form of raw scores by major content category. A raw score is the number of questions answered correctly. Pass/fail status is determined by the raw score. Even though the examination consists of 150 questions, the candidate's score is based on 135 questions. Fifteen questions are "pretest" questions. The methodology used to set the minimum passing score is the Angoff method, applied during the performance of a Passing Point Study by a panel of experts in the field. The experts evaluated each question on the examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required to pass this examination portion. Your ability to pass the examination depends on the knowledge and skill you display, not on the performance of other candidates. Passing scores may vary slightly for each version of the examination. To ensure fairness to all candidates, a process of statistical equating is used. This involves selecting an appropriate mix of individual questions for each version of the examination that meet the content distribution requirements of the examination content blueprint. Because each question has been pretested, a difficulty level can be assigned. The process then considers the difficulty level of each question selected for each version of the examination, attempting to match the difficulty level of each version as closely as possible. To assure fairness, slight variations in difficulty level are addressed by adjusting the passing score up or down, depending on the overall difficulty level statistics for the group of scored questions that appear on a particular version of the examination. Details of examination questions answered incorrectly will not be provided to the candidate. This practice is in accordance with best practices in the field of professional accrediting.

AMP will mail score reports within 3-5 business days for candidates who test at an International Assessment Center. Scores are reported in written form only, in person or by U.S. mail. Scores are not reported over the telephone, by electronic mail or by facsimile.

CANDIDATES WHO PASS THE EXAMINATION

Candidates who pass the CBIC examination are allowed to use the designation “CIC” after their name. CBIC reserves the right to recognize publicly any candidate who has successfully completed a CBIC certification examination, thereby earning the certification credential. Official certificates will be mailed 4-6 weeks upon completion of the exam. [Replacement certificates can be purchased by sending a written request or download a form to complete from the Web site (www.cbic.org), and the required \$15 fee to the CBIC Executive Office.]

Recognition will be awarded so as not to embarrass any candidate who is unsuccessful in an attempt to achieve certification. Annually, a listing of successful candidates will be published and a listing of certified infection prevention and control professionals is maintained on the CBIC website (www.cbic.org). Information on the current certification status of an individual will be provided in writing upon request.

CANDIDATES WHO DO NOT PASS THE EXAMINATION

Candidates who do not pass the CBT examination or the SARE, or whose 90-day eligibility has expired must submit a new application fee and be determined eligible. Please review the eligibility requirements on our website before submitting a new application and fee. An individual may take the CBIC examination a maximum of four times per year or once every 90 days. Candidates can NOT use the SARE for recertification if they did not achieve a passing score on the SARE anytime in the past five years that they were certified.

SCORES CANCELLED BY CBIC OR AMP

CBIC and AMP are responsible for the integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. CBIC and AMP are committed to rectifying such discrepancies as expeditiously as possible. CBIC may void examination results if, upon investigation, violation of its regulations is discovered.

DUPLICATE SCORE REPORT

Candidates may purchase additional copies of their score reports at a cost of \$25 per copy. Requests must be submitted to CBIC within 12 months after the examination. Duplicate score reports will be mailed within five business days after receipt of the request. Please contact CBIC for more information

REQUESTS FOR HANDSCORING

Because the computer instantly records the response provided by the candidate, handscoring is not relevant.

REVOCAION OF CERTIFICATION

Certified professionals or persons wrongfully using the “CIC” designation are subject to disciplinary action as defined in CBIC’s Judicial and Ethics Policy and Procedures for the following types of actions: falsification of an application, violation of examination procedures or misrepresentation of the certification status. A copy of the Judicial and Ethics Policy and Procedures can be obtained by writing:

CBIC Executive Office
555 East Wells Street
Suite 1100
Milwaukee, WI 53202-3823
info@cbic.org
www.cbic.org

EXAMINATION APPLICATION

INITIAL CERTIFICATION AND LAPSED CERTIFICANTS

PRINT NAME		
Last:	First:	MI:
Designation(s):		Current Title:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth: Mo: ____ Day: ____ Yr: ____		
HOME MAILING ADDRESS		
Street/P.O. Box:		City:
State/Province:	Country:	Zip/Postal Code:
Daytime Telephone No.:	Evening Telephone No.:	Fax No.:
()	()	()
BUSINESS ADDRESS		
Organization Name:		
Street/P.O. Box:		City:
State/Province:	Country:	Zip/Postal Code:
Business Telephone No.:	Business Fax No.:	E-mail: (required)
()	()	
Preferred Address: <input type="checkbox"/> Home <input type="checkbox"/> Business		Have you previously taken the CBIC examination? <input type="checkbox"/> Yes, and passed <input type="checkbox"/> Yes, and did not pass <input type="checkbox"/> No If yes, on what date was the examination last taken: _____
Certification for which the candidate is eligible: <input type="checkbox"/> initial certification <input type="checkbox"/> lapsed certification		
<p>In order to qualify to sit for your initial (first time) certification, or if your certification has lapsed and you wish to renew your certification, you must apply to take the computer based test (CBT). In order to be eligible to take the CBT, you must meet ALL of the following requirements:</p> <p><input type="checkbox"/> You are a licensed or certified healthcare professional (including, but not limited to, registered nurse, licensed / registered practical nurse [LPN, RPN], nurse practitioner, physician, medical technologist, respiratory therapist) with current registration in good standing with the appropriate licensing board / certification / governing body (e.g. state/provincial medical licensure; state/provincial nursing association or board, etc.), OR have a minimum of a baccalaureate degree;</p> <p>AND</p> <p><input type="checkbox"/> You are currently working in healthcare;</p> <p>AND</p> <p><input type="checkbox"/> Infection prevention and control is one of your primary roles / responsibilities in your current position;</p> <p>AND</p> <p><input type="checkbox"/> You have had sufficient experience in infection prevention and control, which must include active roles in:</p> <ol style="list-style-type: none"> a. Collection, analysis and interpretation of infection prevention outcome data; AND b. Investigation and surveillance of suspected outbreaks of infection; AND c. At least 3 of the following additional activities: <ul style="list-style-type: none"> • Planning, implementation and evaluation of infection prevention and control measures; • Education of individuals about infection prevention and control; • Development and revision of infection prevention and control policies and procedures; 		
<ul style="list-style-type: none"> • Management of infection prevention and control activities; • Consultation on infection prevention and control risk assessment, and prevention and control strategies. <p>There is no specific time requirement for that defines “sufficient experience.” We emphasize that this certification examination is geared towards the infection preventionist who has had at least two years full-time experience in infection prevention and control.</p> <p>You must include ALL of the following with your completed and signed application form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proof of current licensure or certification (hard copy of current standing or submission of a webpage or URL for source verification). For those with baccalaureate degrees, a copy of your diploma /degree is required. <input type="checkbox"/> Completed verification statement form (found online under the Candidate Handbook tab) which must be signed by the applicant’s supervisor / director, attesting that the applicant meets all of the requirements above. <input type="checkbox"/> For self-employed applicants only: Please provide names of three references (clients) and three client attestation statements for whom you have provided infection prevention and control consultation in the past 2 years. Clients should be asked by the candidate to complete an attestation form (found online under the Candidate Handbook tab) and to forward the completed form directly to the CBIC Office (not to the applicant). <input type="checkbox"/> Payment of the required fees for the examination. <p>Application forms will be rejected for any candidate who does not provide the required documentation and fees. Payment will not be processed for those who do not meet the criteria.</p>		

Year Started in Infection Prevention and Control: _____	<p>If payment is made by check or money order, submit it with this application. Make CHECK or MONEY ORDER payable in U.S. dollars drawn from a U.S. bank to "CBIC".</p> <p>If payment is made by credit card, provide the following: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover</p> <p>I agree to pay above amount according to card issuer agreement.**</p> <p>Credit Card No.: _____</p> <p>Exp. Date: _____</p> <p>Signature: _____</p> <p><i>* A charge of \$20 will apply to checks returned for insufficient funds. ** If rebilling of a credit card charge is necessary, a \$25 processing fee will be charged.</i></p>
<p>SPECIAL CONSIDERATIONS Because of functional limitations imposed by a disability, special arrangements will be necessary for the candidate to complete the certification examination.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please complete and submit the "Request for Special Accommodations" and "Documentation of Disability" forms located online under the Candidate Handbook tab with your exam application and fees at least 45 calendar days prior to the desired examination date. Please inform AMP of the need for special accommodations when scheduling an examination time.</p>	<p>Please return this application and appropriate documents and fees to:</p> <p style="text-align: center;"> Examination Services CBIC 555 E. Wells St. Suite 1100 Milwaukee, WI 53202 F: 414/276.3349 </p>
<p>Assessment Center Location:</p> <p><input type="checkbox"/> United States Assessment Center</p> <p><input type="checkbox"/> International Assessment Center</p>	
<p>Please indicate examination and fee:</p> <p><input type="checkbox"/> Recertifying Candidates by CBT <i>(recertifying within five-year cycle)</i>\$275</p> <p><input type="checkbox"/> International Assessment Center <i>(include an additional)</i>\$35</p>	

PRACTICE SETTING:

(Please choose at least one of the following:)

- Ambulatory Care
- Acute Care/Hospital
- Behavioral Health
- EMS/Public Health

- Home Care
- Long-Term Care
- Veteran Affairs
- Self-Employed/Consultant
- Other: _____

Year Started in Infection Prevention and Control: _____

Fee: \$340 – Recertification

Method of Payment: Check payable to CBIC* VISA** MasterCard** American Express** Discover**

Account Number: _____

Expiration Date: _____

Cardholder's Name (please print): _____

Signature: _____

** A charge of \$20 will apply to checks returned for insufficient funds.*

*** If rebilling of a credit card charge is necessary, a \$25 processing fee will be charged.*

Please return this form with payment to:

Examination Services

CBIC

555 East Wells Street

Suite 1100

Milwaukee, WI 53202-3823

Fax: 414/276-3349

Within two weeks of receipt of an order for the SARE, the candidate will receive a confirmation e-mail with specific instructions on how to logon to the SARE. The e-mail will include a unique ID and password that must be used during the login process. Candidates will be able to login and out as many times as necessary, within the established testing window, to complete the examination; responses provided during previous logins will be saved. Candidate results will be provided online and will also be sent to the candidate's e-mail address. The SARE must be completed by December 31. Access to the web-based SARE will be denied after December 31.

ATTESTATION STATEMENT

TO BE FILLED OUT BY EMPLOYER OR SUPERVISOR

Please complete this form, checking relevant boxes in each section of the form. Return the original signed form to the applicant, who will submit it with a full application. If you have questions, please contact our office at (414) 918-9796.

STATEMENT FROM SUPERVISOR:

In order to be eligible to take the initial CIC® examination, the candidate must meet one of these practice statements.

I verify that the following statement is accurate: (Check box for applicable statement).

- The applicant named below has primary responsibility for the infection prevention and control program for their employing organization.
- The department in which the applicant is employed is assigned responsibility for the infection prevention and control program in the organization.

I verify that the applicant's practice includes the elements below. Check applicable boxes for the required practice elements. Practice must include all of the following infection control elements to be eligible:

- Collection, analysis and interpretation of infection prevention outcome data
- Investigation and surveillance of suspected outbreaks of infection
- At least three of the following infection control elements in these areas to be eligible:
 - Planning, implementation, and evaluation of infection prevention and control measures
 - Education of individuals about infection prevention and control
 - Development and revision of infection prevention and control policies and procedures
 - Management of infection prevention and control policies and procedures
 - Consultation on infection prevention and control risk assessment and prevention and control strategies

Applicant's Name: _____

Employer/Supervisor's Name (please print): _____

Employer/Supervisor's Title: _____ Daytime phone (____): _____

Employer/Supervisor's Email: _____

Organization: _____

Mailing Address: _____

Employer/Supervisor's Signature: _____ Date: _____

CLIENT ATTESTATION STATEMENT

In order to be eligible to take the initial certification examination in infection prevention and control (CIC examination), a self-employed candidate (i.e. independent consultant) must have the following information provided by at least three clients.

Please complete this form, checking relevant boxes in each section of the form. Return the original signed form to the CBIC Executive Office, who will add it to the candidate's application. If you have questions, please contact the CBIC Executive Office at (414) 918-9796.

STATEMENT FROM CLIENT

I verify that the following statement is accurate (Check all that are applicable):

The applicant named below has provided infection prevention and control services to:

- my office
- organization
- company
- other: _____

I VERIFY THAT THE APPLICANT'S SERVICES INCLUDED ALL OF THE INDICATED ELEMENTS I HAVE MARKED BELOW IN A SATISFACTORY AND ACCEPTABLE MANNER:

- Collection, analysis and interpretation of infection prevention outcome data; AND
- Investigation and surveillance of suspected outbreaks of infection; AND
- At least three** of the following infection control elements:
 - Planning, implementation, and evaluation of infection prevention and control measures
 - Education of individuals about infection prevention and control
 - Development and revision of infection prevention and control policies and procedures
 - Management of infection prevention and control policies and procedures
 - Consultation on infection prevention and control risk assessment and prevention and control strategies
 - Other – please explain:

Applicant's Name: _____

Client Name (please print): _____

Client Title: _____ Daytime phone: (_____) _____

Client Email: _____

Client Organization: _____

Client Mailing Address: _____

Client Signature: _____ Date: _____

Please complete this form, checking relevant boxes in each section of the form. Return the original signed form to the CBIC Executive Office, who will add it to the candidate's application. If you have questions, please contact the CBIC Executive Office at (414) 918-9796.

CBIC EXECUTIVE OFFICE

Attn: Examination Services

555 E. Wells Street, Suite 1100 • Milwaukee, WI 53202

Phone: 414.918.9796 • Fax: 414.276.3349 • Email: info@cbic.org • www.cbic.org

REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

Please complete this form and the "Documentation of Disability-Related Needs" form so the accommodation for testing can be processed efficiently. The information provided and any documentation regarding the candidate's disability and need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without the candidate's express written consent. Candidates who have existing documentation of the same or similar accommodation(s) provided for them in another examination situation, may submit such documentation instead of completing and submitting the "Documentation of Disability-Related Needs form.

Requested Examination Site: _____

Printed Name: _____

Address: _____

Daytime Telephone: _____ Email: _____

I request special accommodations for the administration of the CBIC examination on (date): _____

Please provide (check all that apply):

- Reader
- Extended testing time (normally 1.5 additional hours)
- Reduced distraction environment

Please specify if other special accommodations are needed: _____

Comments: _____

I give my permission for my diagnosing professional to discuss with AMP staff my records and history as they relate to the requested accommodation.

Signed: _____ Date: _____

Return this form with the examination application to:

EXAMINATION SERVICES

CBIC

555 East Wells St., Suite 1100

Milwaukee, WI 53202

Fax: 414.276.3349

If you have questions, call 414.918-9796.



DOCUMENTATION OF DISABILITY-RELATED NEEDS

Candidates who have a learning disability, a psychological disability, or other disability that requires an accommodation in testing, please have this section completed by an appropriate professional (education professional, doctor, psychologist, psychiatrist) to certify that the candidate's disabling condition requires the requested test accommodation. Candidates who have existing documentation of the same or similar accommodation provided for them in another examination situation, may submit such documentation instead of completing this form.

I have known _____ since ____ / ____ / ____
Candidate's Name Date

in my capacity as a _____
Professional Title

The applicant discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability described below, he/she should be accommodated by providing the special arrangements listed below.

Description of disability: _____

Special arrangements required: _____

Printed Name: _____

Title: _____

Address: _____

Telephone: _____ Email: _____

Signed: _____ Date: _____

License # (if applicable): _____

Return this form with the examination application to:

EXAMINATION SERVICES

CBIC

555 East Wells St., Suite 1100, Milwaukee, WI 53202

Fax: 414.276.3349

If you have questions, call 414.918-9796.



555 East Wells Street, Suite 1100
Milwaukee, WI 53202
Phone: 414.918.9796
Fax: 414.276.3349
E-mail: info@cbic.org
Web site: www.cbic.org

REPLACEMENT CERTIFICATE ORDER FORM

Name: _____

Certification#: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

E-mail: _____ Daytime Phone: _____

I would like to order:

- 1 replacement certificate \$15
- 2 replacement certificates \$30
- _____ of replacement certificates \$ _____ (#of cert ordered x \$15)

Total Due: \$ _____

Please complete this form and include payment with submission. You may fax the completed form to (414) 276-3349 along with a credit card payment or you may pay by check made payable to CBIC and mail the information to:

CBIC
555. East Wells Street, Suite 1100
Milwaukee, WI 53202-3823

PAYMENT METHOD:

- Personal Check MasterCard Visa American Express

Name of Cardholder: _____

Signature of Cardholder: _____

CC #: _____ Exp. Date: _____

Total Amount authorized to be charged to card: \$ _____

It takes commitment to become Certified in Infection Control

Show your professional achievement with the official CIC[®] insignia.



CIC[®] Travel Mug

This 16 oz travel mug is made from durable stainless-steel and features a nice slide-open lid to keep your beverages warm and keep you dry.

Price: \$6.00

CIC[®] Business Card Case

Use this slick metal business card case to keep your business cards safe and easy to find. The engraved CIC[®] logo will remind everyone of your dedication to infection prevention and control.

Price: \$8.50



CIC[®] Lapel Pin

Show off your certification with this 24K gold lapel pin. Our most popular item, this pin is the best way to tell the world that you have earned your CIC[®].

Price: \$35.00

CIC[®] Portfolio

From the expandable inside pocket, to the small, easy to read calculator, to the full-sized 8.5"x11" pad of paper, this zippered portfolio provides everything you need to work on the go.

Price: \$22.00



Order Form

Name: _____

Address: _____

City, State/Province, Zip/Postal Code: _____

Daytime phone: (_____) _____

Enter quantity and total price, then add \$3.00 to arrive at total order amount.

QUANTITY	PRODUCT	PRICE	TOTAL
_____	CIC [®] Travel Mug	x \$6.00 each	= \$_____
_____	CIC [®] Business Card Case	x \$8.50 each	= \$_____
_____	CIC [®] Pin (2 cm 24K gold-filled)	x \$35.00 each	= \$_____
_____	CIC [®] Portfolio	x \$22.00 each	= \$_____
	Add Shipping & Handling		\$3.00
	Total:		\$_____

Additional shipping charges may apply to orders outside the US. Please contact CBIC for more information.

Check the appropriate box for method of payment:

Master Card Discover VISA AMEX

Card Number: _____ Expiration Date: _____

Cardholder's Name (please print): _____

Check (enclosed) Please note: A charge of \$20 will apply to checks returned for insufficient funds.

Please mail payment to:

CBIC Executive Office

555 East Wells Street

Suite 1100

Milwaukee, WI 53202

Phone: 414.918.9796

Fax: 414.276.3349

E-mail: info@cbic.org

Website: www.cbic.org



The only study material sponsored by CBIC is the online Practice Examination available through the CBIC website at www.cbic.oeg. The online Practice Examination is a 70-question web-based test. The online Practice Examination allows purchasers to familiarize themselves with the testing software and provides scores and feedback by major content area.

The expanded examination content outline included is best used for course and curriculum preparation and to judge the relevance of topics to the content of the examination; it is not necessarily a useful study tool.

A list of suggested study and reference materials is included in this section.



2012 Examination Content Outline

The current infection control certification examination is based on a content outline developed from a practice analysis completed in 2010. The content outline is presented here in its entirety. The number of examination questions on the examination from each content area is provided by each major (1 - 6) content heading. In addition to the 135 items (questions) used to compute candidates' scores, all examination forms will include 15 unscored pretest items, interspersed throughout the examination. All items are also classified by the cognitive level that is expected of the candidates. Among the 135 scored items, approximately 25 percent require recall of information, 60 percent require application of knowledge, and 15 percent require analysis of a situation.

1. Identification of Infectious Disease Processes (18)

- A. Differentiate among colonization, infection, and contamination
- B. Identify occurrences, reservoirs, incubation periods, periods of communicability, modes of transmission, signs and symptoms, and susceptibility associated with the disease process
- C. Interpret results of diagnostic/laboratory reports
- D. Recognize limitations and advantages of types of tests used to diagnose infectious processes
- E. Recognize epidemiologically significant organisms for immediate review and investigation
- F. Differentiate among prophylactic, empiric, and therapeutic uses of antimicrobials
- G. Identify indications for environmental microbiologic monitoring

2. Surveillance and Epidemiologic Investigation (38)

- A. Design of Surveillance Systems
 1. Develop a surveillance plan based on the population served, services provided, and regulatory or other requirements
 2. Evaluate periodically the effectiveness of the surveillance plan and modify as necessary
 3. Identify appropriate critical/significant lab results and implement a notification system
 4. Determine data needed to calculate specific rates
 5. Integrate surveillance activities within health care settings (e.g., ambulatory, home health, long term care, acute care)
 6. Establish mechanisms for identifying those with communicable diseases requiring follow-up and/or isolation

B. Collection and Compilation of Surveillance Data

1. Use standardized definitions for the identification of outcomes and processes
2. Use a systematic approach to record surveillance data
3. Determine numerators, denominators, and constants for calculations of rates for outcomes and processes
4. Organize and manage data in preparation for analysis
5. Determine the incidence or prevalence of infections
6. Calculate specific infection rates (e.g., provider-specific, unit-specific, device-specific, procedure-specific)
7. Calculate risk stratified rates
8. Incorporate post-discharge surveillance findings into calculation of rates

C. Interpretation of Surveillance Data

1. Generate, analyze, and validate surveillance data
2. Use basic statistical techniques to describe data (e.g., mean, standard deviation, rates, ratios, proportions)
3. Recognize statistical significance of surveillance data
4. Monitor and interpret antibiotic resistance patterns
5. Recognize the need for an epidemiologic study to investigate a problem (e.g., case control, cohort studies)
6. Compare surveillance results to published data or other benchmarks
7. Prepare and report findings of surveillance or epidemiologic investigation to customers, using analyzed data, tables, graphs, or charts, as appropriate
8. Develop and implement corrective action plans based on surveillance findings

D. Outbreak Investigation

1. Verify existence of outbreak
2. Collaborate with appropriate persons to establish the case definition, period of investigation, and case-finding methods
3. Define the problem using time, place, person, and risk factors
4. Formulate hypothesis on source and mode of transmission
5. Implement and evaluate control measures, including ongoing surveillance
6. Prepare and disseminate reports

3. **Preventing/Controlling the Transmission of Infectious Agents (39)**
 - A. Develop and review infection prevention and control policies and procedures
 - B. Collaborate with public health agencies in planning community responses to biological agents (e.g., anthrax, influenza)
 - C. Identify and implement infection prevention and control strategies related to:
 1. Hand hygiene
 2. Cleaning, disinfection, and sterilization
 3. Specific direct and indirect care settings (e.g., patient care units, operating room, ambulatory care center, respiratory therapy)
 4. Infection risks associated with therapeutic and diagnostic procedures and devices (e.g., dialysis, angiography, bronchoscopy, endoscopy, intravascular devices, urinary drainage catheter)
 5. Recall of potentially contaminated equipment and supplies
 6. Initiation and discontinuation of isolation/barrier precautions when indicated
 7. Patient placement, transfer, and discharge
 8. Environmental hazards
 9. Use of patient care products and medical equipment
 10. Immunization programs for patients
 11. Construction and renovation in patient care settings
 12. The influx of patients with communicable diseases (e.g., bioterrorism, emerging infectious diseases)
4. **Employee/Occupational Health (10)**
 - A. Review and/or develop screening and immunization programs
 - B. Provide counseling, follow up, work restriction recommendations related to communicable diseases or following exposures
 - C. Assist with analysis and trending of occupational exposure incidents and information exchange between Occupational Health and Infection Prevention and Control departments
 - D. Assess risk of occupational exposure to infectious diseases (e.g., TB, bloodborne pathogens)
5. **Management and Communication (Leadership) (16)**
 - A. Planning
 1. Conduct an infection risk assessment of the organization
 2. Develop, evaluate, and revise a mission and vision statement, goals, measurable objectives, and action plans for the Infection Prevention and Control Program
 3. Recommend specific equipment, personnel, and resources for the Infection Prevention and Control Program
 4. Participate in cost benefit assessments, efficacy studies, and product evaluations
 5. Recommend changes in practice based on clinical outcomes and financial implications
 - B. Communication and Feedback
 1. Provide infection prevention and control findings, recommendations, annual reports, and policies and procedures to appropriate individuals, committees, departments, and units
 2. Communicate with internal and external customers (e.g., related to Infection Prevention and Control issues of continuity of care, reporting communicable diseases)
 3. Collaborate with Risk Management/Quality Management in the identification and review of adverse and sentinel events
 4. Evaluate accreditation/regulatory issues and facilitate compliance
 - C. Quality/Performance Improvement and Patient Safety
 1. Participate in quality/performance improvement and patient safety activities related to infection prevention and control
 2. Demonstrate quality/performance improvement projects through the use of graphic tools (e.g., “fishbone” diagram, Pareto charts, flow charts)
6. **Education and Research (14)**
 - A. Education
 1. Assess needs, develop goals and measurable objectives, and prepare lesson plans for educational offerings
 2. Apply principles of adult learning to educational strategies and delivery of educational sessions
 3. Prepare, present, or coordinate educational workshops, lectures, discussion, or one-on-one instruction on a variety of Infection Prevention and Control topics
 4. Evaluate the effectiveness of education and learner outcomes (e.g., behavior modification, compliance rate)
 5. Instruct patients, families, and other visitors about methods to prevent and control infections
 - B. Research
 1. Apply critical reading skills to evaluate research findings
 2. Incorporate research findings into practice through education and consultation

CBIC REFERENCES

References have been categorized as primary and secondary sources for content information. Nearly all questions are based on material in the primary references. Secondary references may be useful to help clarify more detailed issues in specific practice settings or content areas such as microbiology.

Primary References:

- APIC Text of Infection Control and Epidemiology, 3rd ed., Volume I (Essential Elements) and Volume II (Scientific and Practice Elements), APIC, Washington, DC, 2009, including on-line version 2010.
- Heymann, David L., ed. Control of Communicable Diseases Manual, 19th ed., Washington, DC: American Public Health Association; 2008.
- Brooks, Kathy. Ready Reference to Microbes, APIC; 2007.

Secondary References:

- Current Recommendations of the Advisory Committee on Immunization Practices (ACIP).
- Current guidelines, standards, and recommendations from CDC, APIC/CHICA-Canada, SHEA, and Public Health Agency of Canada.
- Pickering, Larry K, ed. Red Book, 28th ed., Elk Grove Village, IL: American Academy of Pediatrics; 2009.

Please note: In the CIC exam, the term “standard precautions” is equivalent to the Canadian term “routine practices.”

CBIC PRACTICE EXAMINATION

The Certification Board of Infection Control and Epidemiology (CBIC) Practice Examination is a 70-item online practice examination that proportionally matches the content, cognitive levels, and difficulty of the CBIC certification examination.

Although the content coverage is not as broad (this practice exam is only 70 questions, whereas the CBIC certification examination contains 150 items), it is still intended to reflect the content areas included in the computer-based test. The Practice Examination was developed by the CBIC Test Committee to help you prepare for the certification examination. It is an excellent tool for applicants to become comfortable with the computer-based testing format and may help in assessing their readiness to take the CIC® examination.

Please note: passing this practice examination does not guarantee passing the CIC exam.

For more information and for purchasing the CBIC Practice Examination visit the following website: www.cbic.org/onlinepracticeexam.asp.

SAMPLE EXAMINATION QUESTIONS

The following sample questions are illustrative of the format found in the examination, but do not necessarily represent the level of difficulty.

1. In an outbreak of probable foodborne illness, patients developed symptoms two to four hours after eating turkey salad. The MOST likely causative organism is
A. Salmonella enteritidis.
B. Staphylococcus aureus.
C. Vibrio parahaemolyticus.
D. Clostridium perfringens.

2. The presence of which of the following antibodies to hepatitis A virus confirms the diagnosis of acute hepatitis A?
A. IgG
B. IgM
C. IgE
D. IgD
3. In investigating an epidemic, cases should be categorized according to
A. time, place, and person.
B. agent, host, and environment.
C. agent, host, and date of onset.
D. time, person, and date of onset.
4. The lengths of stay for patients with nosocomial infections are 12, 12, 12, 13, 15, 15, 16, 20, and 30 days. What is the median length of stay?
A. 12 days
B. 15 days
C. 16 days
D. 25 days
5. The risk of nosocomial urinary tract infections in spinal cord injury patients is BEST reduced by
A. prophylactic antibiotics.
B. bladder instillation of antiseptic.
C. intermittent catheterization.
D. placement of all patients with urinary catheters in the same area.
6. Which of the following precautions MUST be taken when using respiratory ventilators?
A. Use gloves while assembling equipment.
B. Use only disposable equipment.
C. Use only sterile fluids in reservoirs.
D. Discard unused portions of medication daily.
7. A student demonstrates appropriate tracheostomy suctioning technique to an instructor. This is an example of
A. cognitive learning.
B. psychomotor learning.
C. affective learning.
D. theoretical learning.
8. Which of the following societal problems increases the risk of tuberculosis spread?
I. increasing homeless population
II. overcrowding in prisons
III. increasing teenage tobacco use
IV. PPD skin test reactions from BCG vaccination in immigrants
A. I and II only
B. III and IV only
C. I, II, and III only
D. I, II, III, and IV

ANSWERS

1. B
2. B
3. A
4. B
5. C
6. C
7. B
8. A

GLOSSARY OF TERMS RELATED TO CBIC AND CERTIFICATION

APIC – Association for Professionals in Infection Control and Epidemiology, Inc is a not-for-profit membership organization which exists under laws of the Commonwealth of Massachusetts and is the sole Member of CBIC.

CBIC – Certification Board of Infection Control and Epidemiology, Inc – a voluntary autonomous multidisciplinary board that provides direction for and administers the certification process for professionals in infection prevention and control and applied epidemiology. CBIC is independent and separate from any other infection control – related organization or association. CBIC is an affiliate of APIC.

Mission Statement – The mission of CBIC is to protect the public by raising the standard of the infection prevention and control profession through the development, administration, and promotion of an accredited certification process.

CBIC Board of Directors – composed of no less than fourteen but no more than fifteen (15) Directors representing various practice areas and includes a mix of nurses, medical technologists or microbiologists and at least one physician

CHICA – Canada – Community and Hospital Infection Control Association – Canada – CBIC by-laws state that at least one (1) Director shall practice infection control in Canada.

Public Member – CBIC by-laws state that at least one (1) Director shall at all times be a public consumer, aka a Consumer Director.

EDI – Executive Director Incorporated – CBIC’s association management firm based in Milwaukee, Wisconsin.

Certification – Certification is the process through which an organization (CBIC) grants recognition to an individual who has met established criteria and passes a test also referred to as an exam.

Maintenance or Recertification – previously certified IP who takes a test 5 years after initial certification and every subsequent 5 years to maintain their certification.

EXAMS/TESTS

CBT – Computer Based Test is a three hour proctored exam provided at designated locations. It is test taken first time a qualified individual sits for certification and can also be an option taken for re-certification.

SARE – Self-Achievement Recertification Exam is an open book computer based exam that can be taken for re-certification. Candidate has 60 days to complete once purchased. Can be purchased starting January 1 of year current certification lapses but no later than December.

CBIC online Practice Exam – The only study material sponsored by CBIC is available through the CBIC Web site at www.cbic.org. The online Practice Examination is a 70-question web-based test that follows the current content outline.

CIC – Certified in Infection Control – a registered trademark credential used by Infection Preventionists who have successfully passed a CBT or SARE. It cannot be used by an IP who fails to recertify by end of year certification lapses.

NCCA – National Commission for Certifying Agencies – a committee of the National Competency Assessment Organization who has credentialed CBIC. CBIC abides by their standards.

Candidate Handbook – This handbook contains information about the infection prevention and control certification process developed by CBIC. It is essential that candidates keep it readily available for reference until they have completed the examination. Candidates are responsible for knowing its contents. All previous versions of this handbook are null and void.

Resources/References – References in the Candidate Handbook have been categorized as primary and secondary sources for content information. Nearly all questions are based on chapters in the primary references, but secondary references may be useful to help clarify more detailed issues in specific practice settings or content areas such as microbiology.

Content Outline – The current infection control certification exams are based on a content outline developed from a practice analysis completed in 2009.

Practice Analysis – A survey conducted by CBIC approximately every 5 years to assess the current practice of infection prevention and ensure that the certification examination focuses on current Infection Prevention practice.

CBIC Test Committee – composed of board members and non board members who meet two to three times a year to create new exams and update older exams to be in compliance with current Content Outline

Subject Matter Experts (SME) – Test Committee members are selected due to their expertise with the subjects addressed in the exams.

Test Item – Questions developed by the Test Committee that elicit responses which can be scored separately and related to the skills the test is measuring as a whole

AMP – Applied Measurement Professionals, Inc – The testing company used by CBIC. Representatives participate in all Test Committee Meetings including a

Psychometrician – “an individual who normally holds a doctoral degree in measurement or a discipline of psychology (such as educational or industrial/organizational psychology) who can understand, apply, and describe the science and technology of mental measurement” and a Senior Test Development Specialist – an individual with expertise in assuring questions are in proper format.

Passing Score – When the initial form of an examination is developed following a job analysis, a criterion referenced passing point study is conducted. Such a study ensures that passing the examination depends on the amount of knowledge displayed, and does not depend on the other candidates taking the examination. In the passing point study, content experts (e.g., the Test Committee) develop a definition of an individual who should barely be able to pass the examination, sometimes called a minimally competent practitioner or a borderline expert. Following considerable discussion, training, and practice, the content experts provide a judgment about the difficulty of each item on an examination form for the borderline candidate. The aggregation of these judgments provides an estimate of the number of correct answers that would likely be provided by the borderline candidate, and therefore, an estimate of the most appropriate passing point for the examination. Since examination forms may vary slightly in difficulty, it may not be appropriate to require exactly the same number of correct answers to pass. As noted previously, to ensure comparability of the passing point and to make sure that the score required passing continues to represent the same amount of knowledge identified in the passing point study, a statistical pre-equating process is used to help build future examination forms.

Extensions – A candidate may reschedule ONE appointment for the examination at no charge by calling AMP at 888/519-9901 at least two business days prior to the scheduled examination session. A candidate who wishes to reschedule an examination but fails to contact AMP at least two business days prior to the scheduled examination session forfeits the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for taking the examination. Unplanned situations such as a death in the family, a serious illness of the applicant or someone in their immediate family, a call to jury duty, etc. will be evaluated as an extenuating circumstance. Requests for extension must be submitted in writing to the EDI office and in some situations documentation may be requested.

Refunds – are not provided when a candidate who cancels his/her examination after confirmation of eligibility. The application and all fees paid to take the examination are forfeited. A complete application and examination fee are required to reapply for examination. Candidates who feel they have an extenuating situation must submit a written explanation to the EDI office for consideration.

APIC Competency Review Course- courses and/or printed materials available through APIC are developed by APIC members. CBIC is not involved in their development. Any questions regarding their materials should be directed to APIC.