



# **Policy & Procedure Manual**

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## **Section 1, Category 1 CBIC Board Members**

### **Category 1.0 CBIC Board Member**

#### **1.1 Nominations and Selection of CBIC Board of Directors**

Policy: The CBIC Board of Directors will be nominated by the Association for Professionals in Infection Control and Epidemiology, Inc. (APIC) after consultation and collaboration with CBIC leadership.

Any revisions to this policy and procedure describing the CBIC Board nomination process must be approved by both the CBIC and APIC Boards of Directors. The nominating process will be consistent with the National Commission for Certifying Agencies, Standards for the Accreditation of Certification Programs and the CBIC Bylaws.

Procedure:

1. CBIC will evaluate the composition of the Board of Directors as defined in the CBIC Bylaws during the last meeting of the year to determine if the Board continuing after the coming year best represents professionals practicing in the field of infection control and epidemiology.
2. The CBIC President will notify APIC Headquarters at the start of each calendar year of the need to schedule discussion between CBIC leadership and APIC Nominating and Awards Committee (NAC) leadership regarding the number and composition of CBIC Directors needed for the next calendar year. Both leadership groups may decide to include all members of the APIC NAC to participate in the discussion.
3. The CBIC President will notify all certificants early each year as to the number of CBIC Board position openings in the e-newsletter and broadcast emails and on the CBIC website.
4. CBIC Board applications will be processed by the APIC Nominating and Awards Committee using a candidate-scoring tool.
5. The APIC NAC leadership will submit the proposed slate of candidates to the CBIC Executive Director to obtain CBIC Board approval before submission to the APIC Board of Directors for approval. The CBIC Board of Directors can veto any candidate proposed by APIC NAC and when this occurs will work with APIC NAC to find a replacement.
6. The APIC Board of Directors approves the nomination of the candidates, notifies the CBIC President, and sends their application materials to the CBIC Executive Office.
7. The CBIC Executive Office will forward the curricula vitae of the newly appointed CBIC Directors to the CBIC President-Elect in order to evaluate their strengths for CBIC committee placement.
8. The CBIC President will contact the newly appointed CBIC Directors in November to congratulate them on their appointment and will apprise the CBIC Board of the new Directors. The CBIC President-Elect will send a letter to the newly appointed CBIC

Directors in December to welcome them to the Board and inform them of their committee assignments and scheduled Board meeting dates for the next year. The CBIC Executive Director will send a letter and include the Board calendar for the upcoming year.

## **1.2 CBIC Director Reappointment to Second Consecutive Term**

Policy: A CBIC Board Director may seek a second consecutive term, however, the director must be recommended by the CBIC Board for re-appointment to be performed by the APIC Board of Directors.

Procedure:

1. A CBIC Director whose first term of office is due to expire on December 31st and who wishes to seek a second consecutive term will inform the CBIC President of their interest in continuing by the deadline date.
2. The CBIC President or Executive Director will seek approval of the CBIC Board before proceeding with the following process:
  - a. The CBIC President or designated CBIC Executive Committee member will write a letter of reference to include the Board member's contributions and attendance during their first term on the Board.
  - b. This letter will be forwarded to the APIC Nominations and Award Committee.

## **1.3 CBIC Director Professional**

Policy: CBIC Board member requirements are defined in the CBIC bylaws.

Procedure:

1. CBIC will evaluate the composition of the Board of Directors as defined in the CBIC bylaws during to the first meeting of the year to determine if the composition best represents professionals practicing in the field of infection control and epidemiology.

Changes must be made in accordance to bylaw revisions and consistent with standards established by the National Commission of Certifying Agencies (NCCA). Changes to take effect in the next calendar year should be made in advance of notifying APIC of needed criteria to be fulfilled by newly appointed directors and efforts to solicit Director applicants.

## **1.4 Certification Eligibility**

Policy: Due to access to the test items, CBIC liaisons and CBIC Directors are not eligible to take any form of the certification examination for certification/recertification during their term and for two (2) years following completion of their term of office. They must successfully complete recertification by the end of the third year to maintain their certification.

Procedure:

1. When necessary, the duration of a Director's existing certification will be extended to cover their term and the subsequent three-year period.

2. Should a Director's certification expire during their term on the Board, their certification will be extended according the procedure above and a certificate issued with the new expiration date.
3. At the liaison's or Director's last Board of Directors meeting, a new certificate will be issued reflecting expiration on 12/31 – three (3) years from the end of their term.
4. Directors and liaisons must recertify during the third year following completion of their term in order to remain certified.
5. Management Company will update the certificants database to reflect the updated expiration date.

## **Section 1, Category 2 Officers and Committees**

### **Category 2.0 CBIC Officers, Standing Committees, and Coordinators**

#### **2.1 Nomination and Election of CBIC Officers**

Policy: Officers of the CBIC Board are elected annually at the fall Board meeting according to the corporate bylaws.

Procedure:

1. The APIC and CHICA-Canada liaisons or designees appointed by the CBIC President will facilitate the nominations and election process for CBIC Officers. Sixty days (60) prior to the fall Board meeting, the CBIC President will notify the APIC liaison to initiate the nominations process for CBIC Officers.
2. Nominations will be solicited for the offices of President-Elect, Treasurer and Secretary by a written willingness to serve process. Willingness to run will be confirmed by the nominee prior to finalizing the ballot. Nominations from the floor will be accepted at the fall Board meeting.
3. Officers will be elected in the following order: President-Elect, Treasurer and Secretary. Voting will take place by written ballot and will be tallied by the APIC and CHICA-Canada liaisons or designees at the fall Board meeting. Proxy votes are not recognized. Electronic ballots will be accepted from Board members not present on-site at the fall meeting.
4. The vote will be determined by majority of the voting Board members if more than two (2) candidates run for the same office. A run-off election between the top two contenders will be held if necessary. Presidential vote will be counted only as a tiebreaker.

#### **2.2 Office of President**

Policy: The President is responsible to the CBIC Board of Directors for the administration, direction, and coordination of all CBIC activities, in partnership with the Executive Director, as applicable.

Procedure:

1. Qualifications:
  - a. Serves as CBIC President-Elect prior to assuming Presidential duties.
  - b. Strong leadership and management skills.
  - c. Strong communication skills.
  - d. Able to commit a substantial amount of time to office.
  - e. Knowledge of parliamentary procedure.
2. Administrative Responsibilities:
  - a. Chairs the Board of Directors meetings.
  - b. Chairs the CBIC Executive Committee.
  - c. Casts the tie-breaking vote as needed.
  - d. Appoints special ad-hoc committees as indicated.

- e. Serves as ex-officio member on all standing committees.
- f. Coordinates the development of Executive Committee reference letters for CBIC Directors seeking additional reappointment.
- g. Appoints all committee chairs and reviews selection of committee members prior to Board approval.
- h. Coordinates or designates coordination of the Board evaluation of the performance of all contractual agencies (management, legal counsel, accountant, and testing company) annually.
- i. Represents CBIC at approved liaison and other sanctioned public functions.
- j. Speaks as the sole voice of the CBIC Board.

3. Communication Responsibilities:

a. External functions

- 1. Acts as a liaison to APIC. Prepares the CBIC activities report for the APIC and CHICA-Canada Board of Directors.
- 2. Officially represents CBIC at meetings with APIC, CHICA-Canada, and various governmental agencies
- 3. Develops liaison with other professional/governmental agencies.
- 4. Prepares and/or signs Presidential correspondence.

b. Internal functions

- 1. Maintains effective communication with CBIC Board members.
- 2. Submits a written report of Presidential activities at each Board meeting including the list of Executive Committee actions requiring Board ratification.
- 3. Coordinates an orientation of new Board members.
- 4. Ensures that CBIC activities are consistent with the approved strategic plan and business plan.
- 5. Facilitates the orientation of the President-Elect.

### 2.3 Office of President-Elect

Policy: Qualified Board members may be elected to the office of President-Elect at the end of their first or second year in their initial term. Over the next three years, this individual will serve as President-Elect, President, and Past President, thereby extending their initial term to 4 or 5 years. If an individual serves as President during their first term on the CBIC Board, their service to the CBIC Board ends after serving their year as Past President; they are not eligible to apply for a second term on the Board. The President-Elect assumes the office of President in the event the President is unable to complete his/her term of office. The completion of that term will be followed by a one-year term as President.

Procedure:

1. Qualifications:

- a. Shall be a Board member for at least one year prior to assuming the position of President-Elect.
- b. Strong leadership and management skills.
- c. Strong communication skills.
- d. Knowledge of parliamentary procedures.

2. Responsibilities:

- a. Serves as a member of the Executive Committee.
- b. Chairs the Board meetings and Executive Committee meetings in the absence of the President.
- c. Serves as member of the Test Committee while President-Elect.
- d. Assists the President in coordinating the orientation of new Board members at the Winter Board meeting.
- e. Utilizes the term as President-Elect to familiarize him/herself with the operations of the Board.
- f. Serves as parliamentarian.
- g. Performs duties as directed by the President.
- h. Sets meeting dates for year of Presidency.

## **2.4 Office of Immediate Past President**

Policy: The Immediate Past President will provide support to the Board in decision-making and policy development.

Procedure:

### 1. Qualifications:

- a. Completed a term as CBIC President.

### 2. Administrative Responsibilities:

- a. Serves as a voting member of the Board.
- b. Provides corporate history to enhance policy development and decision-making by the Board.
- c. Chairs and/or serves on CBIC committee(s) at the discretion of the President.
- d. Provides guidance when requested to the Executive Committee.
- e. Participates with the President in the coordination of the Board evaluation of the performance of all contractual agencies (management, legal counsel, accountant, and testing company) annually.

## **2.5 Office of Treasurer**

Policy: The Treasurer oversees the financial activities of the CBIC. In conjunction with Executive Director and Accounting Staff of the Management Company, the Treasurer will maintain financial viability for operational issues and review of investments in accordance with the Strategic Plan. The term for the Office of the Treasurer is two years.

Procedure:

### 1. Qualifications:

- a. Has served at least one year on the CBIC Board of Directors.

### 2. Responsibilities:

- a. The Treasurer will monitor financial transactions in collaboration with Executive Director and Management Staff in accordance with approved Operational Budget.
- b. The Treasurer monitors income by reviewing monthly statements and the general ledger.
- c. The Treasurer will inform the President and Executive Committee

regularly of the financial health of CBIC.

3. Disbursements are reviewed by:
  - a. Quarterly budget impact of committee work.
  - b. Expense vouchers in accordance with established policies.
  - c. Signing checks for distribution to Management Company and Testing Company.
  - d. Monitoring and authorizing monies to be transferred to and from accounts and /or investments as approved by budget policies.
  
4. Other duties:
  - a. Serves as Chair of Budget and Finance Committee.
  - b. Serves as a member of Strategic Planning and Executive Committees.
  - c. Assists the Management Company in development of budget for upcoming year.
  - d. Works with Auditor in assessment of the annual financial condition of CBIC and ensures compliance with state and federal reporting requirements.
  - e. Maintains liaison with Investment Advisor.
  - f. Communicates instruction related to investment instruments to Executive Director and Accounting Staff per Board directions.
  - g. Supplies a Board-approved audited financial report to CBIC President to be presented to APIC President.

## **2.6 Office of Secretary**

Policy: The Secretary provides secretarial support to the CBIC Board members.

Procedure:

1. Qualifications:
  - a. Has basic computer skills.
  - b. Has been a Board member for one year.
  
2. Responsibilities:
  - a. Secretary shall be responsible for minutes in absence of Executive Director.
  - b. Assists the Executive Director with preparation of minutes by conducting the initial review.
  - c. Reviews first draft of minutes prepared by the Executive Director.
  - d. Ensures that the Task List is distributed to the Board within 10 business days after the meeting.
  - e. Archives published materials by or pertaining to the organization.
  - f. Communicates with Executive Office to ensure their compliance with archived documentation.

## **2.7 Public Consumer Director**

Policy: The CBIC will have a voting Director whose sole purpose on the Board is to represent the interest of consumers in healthcare relative to the certification of professionals in infection control and epidemiology. This position will be consistent with the description of the “consumer or public member” described in the NCCA Standards for the Accreditation of Certification Programs.

Procedure:

1. Qualifications:

- a. The Public Consumer Director will not be a practicing professional in the field of infection control and epidemiology or be engaged in a related profession or relationship with a professional in infection control and epidemiology which may present a conflict of interest such as an employer of an infection control and prevention professional.
- b. On an annual basis, must be able to complete and sign form 1, (attached as policy addendum) Public Member Declaration as required by the National Commission of Certifying Agencies (NCCA). This declaration is made annually at the first Board meeting of the year when the Board completes their conflict of interest declarations. Completed public member declarations are filed with management services.

2. Responsibilities:

- a. Attends Board meetings and functions as a voting public member with full Board privileges and responsibilities.
- b. Serves on the Judicial & Ethics Committee.
- c. Participates on various committees and workgroups as deemed appropriate by the Chair and/or Directors.
- d. Ensures, to the extent practicable, that the mission, goals, objectives and activities of the Board are aligned with the interests of healthcare consumers by:
  - i. understanding that the role of the Consumer Director requires unbiased participation and representation of the consumer at large.
  - ii. attaining an understanding of the fields of infection control and epidemiology sufficient to fulfill the role of Consumer Director.
  - iii. evaluating options and providing input relative to impact on the end consumer.
  - iv. comparing consumer perceptions with Board intent and informing the Board of potential misalignment.
- e. Brings diverse experience and expertise to the Board, in an attempt to “add value” to Board proceedings.
- f. Assists the Board in promoting the value of the certification process to candidates and healthcare providers as deemed appropriate by the Board.

**2.8 Committee & Committee Chair Responsibilities**

Policy:

1. Committee Chairs and members are responsible for adhering to the policies and procedures listed in this manual and any definition of the committee’s responsibilities listed in the CBIC Bylaws.
2. Committee Chairs are members of the Board of Directors. Committee members may be non-members of the Board.
3. Committee Chairs are responsible for assuring that the tasks and duties as assigned by the Board of Directors are completed, and that reports of activities and how activities are related to the strategic priorities as set forth by the Board are provided to the Board at every meeting.
4. Committee Chairs are responsible for adhering to the annual operating budget as set

forth by the Board of Directors and participating in the development of the annual budget.

5. Committee Chairs are appointed by the President-Elect for service beginning the following calendar year. Once selected, the Executive Committee approves the Chairs and the Board ratifies the appointments at their next meeting.

## **2.9 Executive Committee**

Policy: In accordance with the bylaws, the Executive Committee will be composed of the President, President-Elect, Treasurer, and the Secretary.

Procedure:

1. The Executive Committee will make necessary decisions between Board meetings to insure the continuous functioning of the organization.
2. Executive Committee decisions made between Board meetings will be listed and described as a separate standing agenda item for ratification at the following CBIC Board meeting.
3. With assistance of legal counsel, the Executive Committee negotiates the contract for management and testing services as required.

## **2.10 Strategic Planning Committee**

Policy: The Strategic Planning Committee ensures the Strategic Plan is consistent with CBIC's vision and mission and guides CBIC's activities to ensure consistency with CBIC's Strategic Plan. The Committee facilitates/coordinates the strategic planning process to plan strategies aimed at improving the overall certification process. The strategic planning process will include an assessment of the internal and external environment which may affect the certification process. The NCCA Standards will be used as a resource for the development/review/revision of the Strategic Plan.

Procedure:

1. The Strategic Planning Committee is comprised of the Executive Committee, Immediate Past President, Executive Director, and two additional members at-large appointed by the President.
2. The strategic plan is reviewed and revised/updated to support the overall mission and vision of the CBIC.
  - a. The organizational vision is a description of what the CBIC should look like if it succeeds in implementing its strategies and achieves its full potential.
  - b. The mission is a statement of organizational purpose and an affirmation of why CBIC exists.
  - c. The Plan will be reviewed annually prior to the Fall Board meeting to:
    - assess Board activities related to strategic priorities and action plans and
    - identify impediments/obstacles
    - validate strategies previously incorporated and/or add new strategies, which support the priorities.
  - d. Recommendations for revisions to the Plan will be made at the Fall Board

meeting by the Chair of the Strategic Planning Committee.

3. The strategic priorities of the CBIC are long-term directions for development. The strategic priorities are the basis for decisions regarding the nature, scope and priorities of projects and activities. Strategic priorities are developed by the full CBIC Board and operationalized by the committee chairs.
4. Strategic priorities are attained by meeting measurable objectives or strategies. CBIC will budget resources for projects based on the impact the project will have in accomplishing the strategic priorities.
5. Additional project funding requests and/or budget variances that are not currently aligned to the Strategic Plan are referred from the Budget and Finance Committee to the Strategic Planning Chair to assess whether the request(s) are consistent with the vision and mission of CBIC and to consider incorporating the objective into the strategic plan.

## **2.11 Budget and Finance Committee**

Policy: The Budget and Finance (B&F) Committee facilitates development of the financial plan based on an assessment of needs of CBIC. The B&F Committee will provide oversight for the efficient utilization of funds, as recommended by the Treasurer. The B&F Committee is responsible to present a budget in fall/winter of the current year for the following year consistent with the Strategic Plan.

### Procedure:

1. The B&F Committee is comprised of the Treasurer (Chair), President, President-Elect, Strategic Planning Committee Chair, and an at-large Board member. The Executive Director will serve as an ex-officio member. Accounting staff from the Management Company are responsible for financial reports.
2. The Committee meets at least quarterly via conference call to review recent financial activity including investments, administrative and governance expenses and revenue projections. The Committee receives monthly electronic reports from the Executive Director.
3. The Committee will review and approve (at least quarterly) budget variances incurred by CBIC members and the Executive Director. If necessary, variances will be forwarded to Executive Committee for final disposition.
4. The Committee reviews projected budgets to ensure funds are available for CBIC committees and or task forces which support the Strategic Plan.
5. The Committee will meet with the Financial Advisor for Investments via conference call biannually to review the status of portfolio. The Committee will ensure that rebalancing of the portfolio is discussed and implemented – when appropriate – annually.
6. The committee will review and recommend an Investment Policy annually.

7. The committee will review the need and recommend credit cards for use by President and Chair of Test Committee.
8. The committee will review the authority for check signing by CBIC members and/or Management Company annually.
9. The committee will review and approve the budget for the upcoming year in the fall of the preceding year. The committee will send the draft budget for Board approval by end of calendar year.

## **2.12 Test Committee**

Policy: The Test Committee directs and coordinates, in conjunction with the testing company, all activities related to the development of the proctored computer-based examination (CBT) and the Self-Achievement Recertification Examination (SARE).

Procedure:

1. The Committee is comprised of six to eight members minimally including at least four non-Board members. Membership of the Board will minimally include the President-Elect, a Director who serves as the Co-Chair and one or two additional Board members as needed. Members, Board or non-Board, will include a Physician, a member with microbiology expertise, at least one nurse, and a CIC practicing in Canada. One member may satisfy one or more of these criteria. One Director will serve as Chair of the Test Committee for a one-year term and one Director will serve as Co-Chair.
2. An additional rotating member will be selected by the President to attend one meeting of the Test Committee, to allow all Directors, with the exception of the Consumer Director, to attend at least one Test Committee meeting during their term.
3. The Test Committee will meet at least two (2) times per year for test development and item bank building; additional meetings may be scheduled as determined by the Chair.
4. The majority of committee work is conducted outside of formal meetings to include: initial test form review; revision and review of items; new item development; proofing of examination forms; review of test item performance and candidate comments; and revision to the Candidate Handbook.
5. Specific responsibilities and functions of Test Committee are established by contract with the Testing Company, development of an annual timeline of test development activities established by signed agreement with the testing company, and CBIC policy section 2, Category 2.0.
6. Item Writing Workshops may be held as needed with any group of subject matter experts to provide instruction to prospective item writers. In addition, test agency staff may be called upon to provide instructions on item writing and other aspects of test development to the Board and Test Committee as needed.
7. The Candidate Handbook will be reviewed annually by the Test Committee, and revised and printed as necessary.

### **2.12.1 Test Committee Non-Board Members**

Policy: The Committee will also include, at any given time, up to five non-Board Test Committee Members. Up to two non-Board members will be added every other year and will each serve two year terms. Non-Board members will be selected by Test Committee leadership after review of applications and interviews and approved by Executive Committee.

Procedure:

1. A Call for Applications will be sent to all current CIC® certified individuals at least six months prior to the end of the year.
2. Copies of the applications and a score sheet will be provided to the Test Committee Chair and Co-Chair.
4. The Test Committee Chair and Co-Chair will review the applications at the Fall Test Committee meeting and their selections will be forwarded to the Executive Office.
5. The individuals selected to serve on the committee will be forwarded to the Executive Committee for approval.
6. The Executive Office will send letters of congratulations to the selected committee members and inform them of the dates of the Winter Board Meeting during which they will participate via webinar in the Orientation with the Testing Company.
7. Non-Board members who are selected to serve a two-year term are eligible to apply for a second consecutive two-year term following the procedure as previously noted.

### **2.13 Policy and Bylaws Committee**

Policy: Ensures all policies are consistent with the Bylaws, the Strategic Plan and NCCA Standards. Reviews suggested/proposed bylaws amendments and submits recommended changes to the Board of Directors. Annually reviews the Bylaws and with the Chair of the Strategic Planning Committee will review the Strategic Plan particular reference to the organization's mission and purpose. Coordinates any changes to Bylaws as needed.

Procedure:

1. Facilitates the annual review of the CBIC Policy and Procedure Manual and makes appropriate revisions as directed by the Board and recommends the development of and/or revisions to policies.
2. The Chair of the Policy and Bylaws Committee reports on the annual review of the Manual at the Fall Board meeting.
3. Submits all new and revised policies and procedures to the CBIC Board for review and approval no later than the fall meeting.

## **2.14 Marketing Committee Chair**

Policy: The Marketing Committee Chair oversees the marketing activities of CBIC. The chair works closely with the Executive Office to achieve the goals as presented in the marketing plan.

Procedure:

1. Qualifications:
  - a. Strong communication skills.
  - b. Has impressive creative ideas.
  - c. Serves as a Board member for one year prior to assuming position.
  
2. Responsibilities:
  - a. Serves as a link between the Executive Office and the Board to ensure the achievement of marketing goals.
  - b. With the Executive Director, facilitates the activities of the CBIC Board during the national APIC conference as they relate to CBIC booth assignments and when indicated, attending and presenting information on CBIC certification at the Section and Focus Group meetings. The Marketing Committee Chair's attendance at the APIC National Conference will be included in the annual CBIC Budget.
  - c. With the Executive Director and CBIC President, determines the CBIC activities to occur during the CHICA-Canada conference and International Federation of Infection Control Conference (IFIC).
  - d. Ensures the website is current.
  - e. Assists in the development of marketing goals.
  - f. Is involved in the assessment and selection of promotional items for sale to certificants and evaluation for continuance.
  - g. Works with the Executive Director to monitor marketing expenses.

### **2.14.1 Marketing Committee**

Policy: Marketing activities will be implemented as budgeted with the overall goals of informing potential certificants about the program, encouraging application from qualified individuals, encouraging recertification, and informing key stakeholders-(employers, supervisors, institutions, agencies, associations, and others) about the certification program.

Procedure:

1. Executive Staff will draft and implement an annual marketing plan prior to budget development for the coming year. The marketing plan will include goals, targeted audiences, and how those audiences will be reached. Depending on specific needs, it may be further refined after budget approval to include timeframes or more specific information. The Board will approve the marketing initiatives in the context of budget approval.
  
2. Executive Staff will implement the marketing plan in conjunction with a Board member marketing liaison (see above). The marketing plan may include publications, advertisements, press releases, publication relations activities, direct mail, exhibiting, internet communications, a web site, products, collaborative efforts with other groups (i.e., APIC and CHICA-Canada) and other techniques to meet the overall goals.

## Section 1, Category 3 Member Organizations

### Category 3.0 Functional Relationship with Membership Organizations

#### 3.1 APIC as Sole Member of CBIC

Policy: CBIC shall maintain a relationship with the Association for Professionals in Infection Control and Epidemiology, Inc. (APIC), which is the sole member of the corporation.

1. CBIC bylaws establish APIC as the sole member of the organization with all rights as member as specified in the CBIC Bylaws.
2. CBIC is administratively and financially independent of APIC.
3. Communication lines will be formally established and maintained via a liaison relationship.

Procedure:

1. CBIC's order of business will not conflict with those rights established for APIC as the sole member of the organization.
  - a. APIC will collaborate with CBIC to nominate the CBIC Board of Directors (See Policy 1.1 Nominations and Selection of CBIC Board of Directors).
  - b. Revisions to specified sections of the CBIC bylaws (article III) must be authorized by written assent of APIC.
  - c. Transfer of membership is not permitted.
2. CBIC will conduct business administratively independent of APIC.
  - a. Powers of corporation are independently exercised.
  - b. Property and financial matters are independently conducted.
  - c. Business affairs are independently determined and executed.
  - d. Matters of certification are independently administered.
3. The CBIC President or designee will represent CBIC at the APIC annual educational conference for invited functions/activities as approved by the CBIC Board of Directors. These activities may include:
  - a. both formal and informal meetings or gatherings of:
    - Conference participants
    - APIC Board of Directors
    - Committees, focus groups, or other structured gatherings
    - Social events (e.g., receptions, luncheons)
  - b. CBIC informational forum or educational session.
  - c. Conference session and event attendance.
4. Communication and collaboration with professionals in the field of infection control will be established and maintained by:
  - a. Requesting participation of APIC members on committees, task force or working groups as needed.
  - b. Submitting articles and information including research related to the

- certification process to APIC publications.
- c. Fostering open communication pertaining to projects, information or business matters of mutual interest or benefit through the APIC Liaison, APIC President, APIC Executive Director, APIC publications or other avenues as appropriate.
- d. Honoring APIC invitations to participate on committees, task forces, working groups etc. as deemed appropriate or feasible by the CBIC Board of Directors.
  - i. The CBIC President will encourage and foster working relationships with the professional association on all projects or topics of mutual interest or benefit.
  - ii. Participation in APIC activities will be delegated by the CBIC President with Board approval when necessary.
  - iii. Potential conflicts of interest will be evaluated in accordance to established policy.
  - iv. Fiscal responsibility will be determined with appropriate budget allocations made or budget variances applied for.
- 5. CBIC will sponsor the CBIC President or designee to attend the annual APIC educational conference.
- 6. CBIC will foster communication and seek input for strategic positioning as appropriate to professionals in the field of infection control through interaction with the professional organization.

### **3.2 APIC Liaison to the CBIC board**

Policy: CBIC will maintain an APIC liaison to the CBIC Board.

Procedure:

1. The APIC liaison will be invited to participate as a non-voting member at all Board of Directors meetings. The APIC liaison will maintain the confidentiality of all Board meeting discussion and decision unless directed otherwise by the CBIC President. The APIC liaison does not participate in executive sessions.
2. The CBIC President may request participation of the APIC liaison to any committee (except for Test Committee), task force or working group.
3. The APIC liaison will be requested to prepare a written report of communication from the APIC Board of Directors for presentation at CBIC Board of Directors meetings.
4. The APIC liaison will fulfill responsibilities as designated by this liaison policy and procedure.
5. At the request of the CBIC President, the APIC liaison will facilitate with the CHICA-Canada liaison the CBIC Officer election process by soliciting candidates to run for

office, preparing the ballot, and tallying the voting. CBIC Officer elections occur at the fall Board meeting. The procedure for elections also states that the liaison solicits candidates to run for office from the CBIC Board of Directors.

6. APIC will be responsible for expenses associated with such participation described above.

### **3.3 CHICA-Canada Liaison to the CBIC Board**

Policy: CBIC will maintain a CHICA-Canada liaison to the CBIC Board.

Procedure:

1. The CHICA-Canada liaison will be invited to participate as a non-voting member at all Board of Directors meetings. The CHICA-Canada liaison will maintain the confidentiality of all Board meeting discussions and decisions unless otherwise directed by the CBIC President. The CHICA-Canada liaison does not participate in executive sessions.
2. The CBIC President may request participation of the CHICA-Canada liaison to any committee (except for Test Committee), task force or working group.
3. The CHICA-Canada liaison will be requested to prepare a written report of communication from the CHICA-Canada Board of Directors for presentation at CBIC Board of Directors meetings.
4. The CHICA-Canada liaison will fulfill responsibilities as designated by the liaison policy and procedure.
5. At the request of the CBIC President, the CHICA-Canada liaison will facilitate with the APIC liaison the nomination and vote tally of the CBIC Officer elections at the fall CBIC Board meeting.
6. CHICA-Canada will be responsible for expenses associated with such participation described above.

### **3.4 International Federation of Infection Control (IFIC)**

Policy: CBIC will maintain membership in the International Federation of Infection Control (IFIC).

Procedure:

1. IFIC membership dues will be a recurring annual expense on the CBIC operating budget.
2. The CBIC President shall serve as the CBIC liaison to IFIC.
3. The CBIC President shall attend the Annual General Meeting of IFIC. Expenses associated with the attendance will be included in the annual CBIC budget.

# **Section 1, Category 4 Professional Memberships**

## **Category 4.0 Professional Memberships**

### **4.1 National Commission for Certifying Agencies (NCCA)**

Policy: CBIC will maintain accreditation by the NCCA to provide consistency of the CBIC certification process with standards established by the NCCA.

Procedure:

1. NCCA membership dues will be a recurring annual expense on the CBIC operating budget.
2. The Strategic Planning Committee will review the NCCA standards. This review will be performed annually to ascertain that the tactics of the CBIC Strategic Plan are in compliance with NCCA policies and procedures.
3. As directed by the CBIC President, CBIC will annually complete and submit to NCCA any information requested on the current status of the certification organization and its program.
  - a. As required by NCCA, CBIC shall advise NCCA of any change in purpose, structure or activities of the certification organization or program; any substantive change in examination administration procedures; or any major changes in examination techniques or in the scope or objectives of the examination.
  - b. CBIC shall submit to the NCCA any information it may require to investigate allegations of lack of compliance with NCCA standards.
  - c. CBIC will submit to routine re-evaluation by the NCCA at five-year intervals. NCCA will provide requirements for documentation to submit for re-accreditation in the year prior to expiration.

### **4.2 Institute for Credentialing Excellence (ICE)**

Policy: CBIC will maintain membership in the Institute for Credentialing Excellence (ICE) to 1) obtain information pertinent to certifying bodies; 2) influence issues of concern or importance to certifying agencies through partnership with collective organizations; 3) network with like organizations and; 4) gain recognition for CBIC among other certifying bodies.

Procedure:

1. ICE membership will be budgeted in the CBIC annual operational budget.
2. CBIC Executive Office will receive and distribute ICE information to CBIC Board of Directors.
3. The incoming CBIC Test Committee Chair, the President-Elect, and Executive Director attendance at the annual ICE conference in the fall will be funded by CBIC.
4. A summary of information presented at the ICE conference will be presented to the Board of Directors at the next meeting.



reports, other materials for meetings)	
sample letters notifying candidates of recertification requirements (letter to new and recertified CICs)	seven years
application verification audits	seven years
insurance policies	permanently
insurance claims	six years
accident reports	six years
correspondence relevant to an individual's next recertification	six years or until one year past recertification year
bank deposit slips	three years
depreciation records	permanently
interim/internal financial statements	three years
inventory lists	three years
invoices	three years
committee meeting minutes	three years
budgets	two years
general correspondence	two years

### 1.1.2 Board Meeting Minutes

Policy: Minutes are kept of all Board meetings.

Procedure:

1. The Management Company staff will take and prepare Board meeting minutes unless otherwise agreed. If emergency circumstances prevent staff from recording minutes, the Secretary will do so.
2. Within two weeks of the last day of the meeting, staff will send a draft to the Secretary and President to review for accuracy.
3. Within one week of receipt, the Secretary and President will return any changes.
4. After changes are received the revised draft copy will be sent to the Board, generally in electronic format.
5. Minutes are approved at the following Board meeting.
6. After approval final copies are provided to Board members.
7. Minutes of committee meetings will be taken when business is conducted at the meeting. Staff will take and prepare these minutes if prearranged with staff; if staff is not available, the committee chair is responsible for identifying a committee member to prepare minutes. After the meeting, minutes are sent to the committee and any changes returned to the staff or committee chair. If no changes are received, the minutes are considered approved.

## **1.2 Financial Management**

Policy: In consultation with the Treasurer, the Management staff implements financial decisions of the Board (e.g. budgets and investment policies).

Procedure:

1. Accounts payable are processed weekly by the staff, including approval by the Executive Director of all expenditures. Budgeted expenses are approved, and discrepancies discussed with the Treasurer and/or relevant Board members as needed. Reimbursements to Board members and other meeting attendees (i.e., liaisons, staff, Testing Company personnel, legal counsel, auditor, or other professional participants) are also approved by the Treasurer or meeting chair.
2. Staff implements the investment plan in consultation with the Treasurer and forwards information on results.
3. Staff provides requested information to the auditor.

### **1.2.1 Investment Policy**

Policy: CBIC Investment strategy shall be to emphasize return. The objective in the investment management for assets shall be:

1. Preservation of capital – to minimize the probability of loss of principle, emphasis is place on minimizing return volatility rather than maximizing total return.
2. Liquidity – to ensure the ability to meet all expected or unexpected cash flow needs by investing in securities which can be sold readily and efficiently.

Procedure:

1. Investments will be made according to CBIC Statement of Investment Guidelines.
2. The B&F Committee will oversee the selection of the Investment Advisor and the investment process.
3. The Treasurer will provide updates on investments to the CBIC as directed.
4. The Investment Advisor (or designee) will report (in writing) at least annually to the CBIC. This report will include recommendations for new investments and rebalancing strategy for the portfolio.

### **1.2.2 Product Sales**

Policy: CBIC may from time to time sell products promoting the CIC designation or recognizing achievement of the CIC credential. These are promoted and sold as budgeted annually.

Procedure:

1. The proposed marketing plan for the year will include recommendations for continuing to sell current products and whether to develop any additional products.

2. In approving the annual budget, the Board will approve product initiatives.
3. Products may be promoted and sold in several ways as budgeted.
4. Unless agreed otherwise in the budgeting process, product sales are intended to be self-supporting. Sales revenue will cover all development, inventory, promotion, fulfillment, and management costs.
5. Within reason, the cost of products will be refunded in full to individuals dissatisfied with their purchase.

### **1.2.3 Mailing Label Requests**

Policy: Upon request, associations, journal companies or companies may obtain access to the CBIC mailing list for the promotion of a related society meeting, book, etc.

Procedure:

1. Access will be restricted to a one-time use for the promotion of the event or product.
2. All requests must be received in writing with a sample of the intended mailing.
3. Email lists will not be given.
4. The President or Executive Director will review all materials prior to approval.
5. Unauthorized use of the CBIC mailing list is prohibited.
6. \$350.00 will be charged for complete certificant list (approximately 4,500 labels), \$25.00 for each additional copy.
7. Exceptions may be made for sharing of data among professional membership organizations (e.g., APIC, CHICA-Canada) or other organizations as deemed appropriate by the Executive Committee.

### **1.2.4 Credit Cards**

Policy: CBIC has introduced the corporate credit card as an alternative approach to purchasing business-related products and services. In order to facilitate best business practices, the following policy sets forth instructions and guidance on the use and responsibility for the corporate credit card. These policies and procedures apply to everyone involved in the operation, supervision, management and administration of CBIC's corporate credit cards for the acquisition of goods and services.

- The credit card will not replace the normal purchasing procedures, but will be used in instances where it is not advantageous or cost effective for CBIC to make a payment by any other methods.

- CBIC's credit card is for business purpose use only. Cardholders may not, under any circumstance, use the credit card for personal purchases nor for guaranteeing any type of personal reservation (hotel, rental cars, etc.) nor for any other non-business use.

Procedure:

1. Credit cards are issued at the discretion of the Executive Committee to the Executive Director as the designated Cardholder for the organization. Credit cards may also be issued to the President and President-Elect, if they so choose.
2. The Executive Director will possess the credit card for the purpose of making authorized purchases on the behalf of CBIC. All authorized users are required to submit original receipts for every credit card payment.
3. The corporate credit card will remain the ownership of CBIC and may not be transferred to, assigned to, or used by anyone other than the designated Cardholder.
4. The Board may suspend or cancel the Cardholder privileges at any time for any reason. The Cardholder will surrender the credit card upon request.
5. Cardholders must use the card responsibly and in accordance with this policy. It is the Cardholder's responsibility to obtain transaction receipts from the merchant each time the credit card has been used to purchase goods and services. If the Cardholder permitted other staff members to use the credit cards for approved purchases; it is the Cardholder's responsibility to obtain from the staff members a receipt for the charge. The Cardholder must reconcile all charges and receipts with the monthly credit card statement and attach the receipts to the monthly credit card statement before submitting it to the accounting department for payment. The monthly credit card statement must be submitted to the accounting department in a timely manner to get paid prior to the payment due date.
6. It is the Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.
7. The credit card is valuable property which requires proper treatment by the Cardholder(s) to protect it from misuse by unauthorized parties. The Cardholder(s) must sign the credit card immediately upon receipt. The Cardholder(s) must keep the card in an accessible, but secure location. When using the credit card for internet purchases, the Cardholder should ensure that the site utilizes industry recognized encryption transmission tools.
8. When the expiration date is passed and/or after the Cardholder has received a new credit card, it is the Cardholder's responsibility to cut the old credit card in half and dispose of it in a secure manner.
9. If the credit card is lost or stolen, it is the Cardholder's responsibility to contact the Bank's 24-hour toll-free number immediately.
10. The Treasurer will receive a complete copy of the monthly credit card statement and all documentation for their review to guarantee compliance with credit card policy prior to their approval for payment.

11. The Board will perform periodic analysis to examine the continued need for the cards, and the nature and type of purchases being made.

### **1.3 Contract Signing Process**

Policy: The President will review all signed contracts with the Executive Committee and/or the Board. The President may seek the advice of legal counsel where appropriate and be the signatory on the contract.

## **Section 2, Category 2 Professional Test Development**

### **Category 2.0 Professional Test Development**

The Testing Company provides professional psychometric services for CBIC. The CBIC President, Test Committee Chair, and Executive Director share responsibility to oversee fulfillment of the Testing Company responsibilities. A collaborative relationship exists between the CBIC Board, Management staff, and the Testing Company staff. These groups work together to implement CBIC programs. In general, the volunteer members of the Board provide leadership direction and determine policy. Staff implements programs of the organization and supports all Board activities other than those contracted with the Testing Company or other entities. The Testing Company provides support and direction: to conduct the Practice Analysis; determine the cut score and equate the cut score for each administration; develop test items to maintain item banks as per testing standards; assemble a test form per specifications of the content outline; contract for test administration sites and proctors to establish an appropriate testing environment; conduct statistical item and test performance analysis; score and establish a pass/fail database for each test administration; maintain security of the item banks and test forms; and advise CBIC relative to practices and standards of the testing industry.

#### **2.1 Contract**

Policy: Professional psychometric services are arranged by contract with a Testing Company.

Procedure:

1. The President will contact legal counsel in fall of the year to review the contract with the Testing Company. The President will review all contracts with the Board at the first meeting of the year.
2. The current contract will define responsibilities of the Testing Company and CBIC and establish a timeline to perform services as mutually agreed. Separate contracts are established for the proctored computer based examination (CBT) and the web-based Self-Achievement Recertification Examination (SARE). The extent of services and what projects they will be applied are addressed as part of the budgeting process.

#### **2.2 Accountability/Responsibility**

Policy: The Testing Company is responsible to the Board of Directors for the quality of its work.

Procedure:

1. The Testing Company provides designated personnel to manage various aspects of the testing services and communicates appropriate contacts to the President, Test Committee Chair and Executive Director. These personnel communicate as needed with the Test Committee Chair, President and Executive Director to ensure that services are delivered as negotiated.
2. A formal evaluation of services is conducted annually and as indicated the CBIC will provide results to the President of the Testing Company.

## **2.3 Test Committee**

Policy: The Testing Company psychometric and test development staff will provide support for the Test Committee, Practice Analysis task force, CBIC and ad hoc committees or working groups as budgeted.

Procedure:

1. Expenses associated with ongoing maintenance and test form development and projected revenue from the administration of the certification and self-assessment examinations will be an integral part of budget development.
2. The strategic plan, annual budget and annual planning calendar will identify projects requiring Testing Company support in addition to those services included in the basic contracts.
3. The Test Committee Chair will be the primary contact for the committee's work and will be responsible for day-to-day activities of test development and analysis.
4. The Management Company staff will contact the committee chair shortly after appointment to discuss meeting plans for the year.
5. The Management Company will coordinate all meeting planning activities arranging for needed services.
6. The Testing Company staff, including the psychometrician, will attend and support the activities of the Test Committee meetings.
7. The Test Committee Chair will be responsible for committee meeting agenda, minutes and/or committee reports.

## **2.4 Communication**

Policy: Communication between the Test Committee Chair and members, the CBIC President, the CBIC Directors, the Testing Company and the Management Company staff, and the Executive Director is necessary to ensure that goals are being met and that the work in progress does not conflict with other organizational priorities or changes.

Procedure:

1. The Test Committee Chair will plan committee work in accordance to the strategic plan and direction of CBIC.
2. The Test Committee Chair will complete a detailed Board report prior to each Board meeting.
3. The CBIC President-Elect will always be a member of the Test Committee to facilitate communication and participation of the Executive Committee with test development activities.

4. Depending on the nature and needs of the committee, periodic conference calls or other communications mechanisms may be budgeted and are arranged through the staff liaison.
5. The Test Committee Chair, President and Executive Director will communicate as needed throughout the year to assure the smooth operation of the organization. This communication may take place by phone, e-mail, and other means as mutually agreed upon and/or as needed.

## **2.5 Practice Analysis**

Policy: CBIC will conduct a Practice Analysis or an equivalent methodology by testing industry standards to establish examination content validity no less than every five years. Projected expenses will be amortized over the five-year cycle.

Procedure:

1. Perceived changes in the field will be evaluated during strategic planning sessions on an annual basis, to determine if a Practice Analysis is indicated in advance of a five-year interval.
2. Communication with the Testing Company will begin no later than one year in advance of a Practice Analysis to establish a contract for services.
3. The Testing Company will provide an overview of current testing standards relative to establishing content validity and recommend a methodology most appropriate for the examination to the Test Committee. The Test Committee will conduct further investigation and review and present a proposal to the CBIC.
4. The Test Committee and CBIC will evaluate the need to revise the definition of practice and minimum practice experience in relation to professional standards and recommendations for the field.
5. The Test Committee and CBIC will evaluate if there is a need to conduct a Practice Analysis for specific areas, levels of practice, or type of examination.
6. The Test Committee and CBIC, with assistance of the Testing Company, will determine the number of respondents necessary to adequately represent the practicing field by conducting a power analysis.
7. The Management Company negotiates the contract with the Testing Company with recommendations from the CBIC Test Committee, Practice Analysis Chairperson and CBIC President.
8. The contract with the Testing Company will outline the specific steps and specifications of the Practice Analysis consistent with recommended parameters established by current standards in the testing industry. The contract will specify the process for: development of a task list; development of a survey instrument; development of a scale to rate task significance/importance; identification of practitioners from which to obtain a random sample; demographics to apply exclusion criteria/rules; exclusion criteria/rules;

“blueprint” for the content outline to include determination of content weight and cognitive levels; and determination of the cut score.

9. A detailed timeline for conducting the Practice Analysis will be outlined.
10. A Practice Analysis Committee representing diversity in geographic location, professional discipline, practice settings, and experience will be assembled. It is recommended to include individuals involved in previous Practice Analysis and past Test Committee members. The Practice Analysis Committee will be chaired by a current or recent member of the Test Committee.
11. Results of the Practice Analysis will determine a new content outline for the proctored CBT examination, which shall also be used for the SARE, unless the research dictates that a different content outline would be appropriate. Item pool conversion will be done to relate items to the new outline and to deleted items for rejected tasks and identify items that are needed for new content areas. A new cut score study is conducted following each Practice Analysis.

## **2.6 Use of Practice Analysis Data**

Policy: Results of the Practice Analysis will be communicated to the profession through publication, presentation and correspondence. All material in the Practice Analysis is CBIC property to be published under CBIC domain.

### Procedure:

1. First authorships on Practice Analysis publications are restricted to CBIC or Practice Analysis members. With prior permission from the Test Committee and Practice Analysis Chairs, a member of the Testing Company may also be listed as the first author.
2. Authorship on publications derived from Practice Analysis data is not confined exclusively to CBIC or Practice Analysis members.
3. Authorship of publications derived from the current Practice Analysis data includes the names of the Practice Analysis Committee/Task Force on data analysis unless new data are developed.
4. All requests for access to Practice Analysis data are submitted to the CBIC Executive Office and forwarded to the Test Committee Chairman. Decisions of the Test Committee are made by a simple majority. Requests will then be approved by the current CBIC President/Executive Committee.
5. Costs associated with fulfilling external requests for use of the Practice Analysis data will be determined by the CBIC at the recommendation of the Test Committee. Payment of these costs is the responsibility of the requester.

## **2.7 Item Development, Review and Banking**

Policy: CBIC will allocate adequate funds to develop and maintain a proctored computer-based test item bank sufficient to provide for the development of two scored test forms annually that

meet the specifications of the content outline. CBIC will allocate adequate funds to develop and maintain a web-based SARE test item bank sufficient to provide for the development of a revised test meeting the specifications of the content outline every two years.

Procedure:

1. Items are solicited in draft form from CBIC Board members, certificants, and professionals practicing in the field or experts in an area of content. Items submitted to the Test Committee are added to the item bank in “review status”.
2. The Test Committee serves as the content experts and is responsible for finalizing review items to place into the active test pool. Items must be approved by agreement of the committee to place in the pool of items available for pretesting as un-scored items.
3. The Testing Company is responsible for assuring that questions are in appropriate format and meet recommendations/guidelines of the testing industry.
4. The Testing Company is responsible for entering items into the item bank, including category and other relevant information relative to the item, and maintaining performance statistics on each item.
5. Items shall be referenced whenever possible, although items may be based upon the consensus of experts in the field. References are maintained in the item bank database, but are not published.
6. A pool conversion of all items in the two item banks is done for each new content outline developed as the result of a new Practice Analysis.

## **2.8 Examination Development for Proctored Computer-Based Testing**

Policy: Two (2) test forms will be developed annually for proctored computer based testing. A new form will generally be scheduled for initial administration on July 1. The procedures described below provide general guidance and will be followed, unless improvements to the psychometric integrity of the examination program are specified through the agreement with the Testing Company.

Procedure:

1. The Testing Company will conduct one two-day item review meeting with the Test Committee and update any changes to the item pool following the meeting.
2. The Testing Company will select two examination forms consisting of 150 multiple-choice items, including 15 pre-test items, unless the Practice Analysis results specify otherwise. The Testing Company will develop up to four sets of 15 pretest items and incorporate them with the scored forms to create four alternate forms for review and approval of the Test Committee. A new test form will generally be scheduled for the first administration on July 1 of each year.
3. Test Committee members evaluate each test item and review for appropriateness of and congruence with the content outline and cognitive levels. Committee members submit answers, comments and revisions as well as draft replacement items to the Testing Company by a specified deadline.

4. The Test Committee Chair distributes the final draft of the test form to CBIC members at the beginning of the Board meeting. Members are instructed on security of the examination and given directions for answering and reviewing items.
5. Following completion of a final review by the Test Committee leadership, test forms are approved. Quality control procedures are conducted by the Testing Company and the completed test forms are made available in the Testing Company Assessment Center Network for test administration.

## **2.9 Examination Development for Web-Based SARE**

Policy: A new web-based SARE is developed during even-numbered years for publication and release in January or February of odd-numbered years. New versions of the web-based SARE shall correspond to the current detailed content outline, or to a content outline unique to the SARE if supported by the Practice Analysis research.

Procedure:

1. The Testing Company will establish a timeline for web-based SARE development, which allows for a new form of the web-based SARE to be developed, and available for testing early in odd-numbered years.
2. The process used by the Testing Company and the Test Committee to develop the SARE shall be similar to that which is used to develop the proctored CIC® examination.

## **2.10 Proctored Computer-Based Examination Administration**

Policy: The examination is administered at established sites throughout the year.

Procedure:

1. Testing sites must meet standard test site specifications accepted by the Testing Company.
2. The computer-based examination is administered in multiple sites as established by contract with the Testing Company.
3. The Testing Company secures all contracts and makes site and proctor arrangements for all test administrations. Tests are administered by contracted proctors as per established protocols.

## **2.11 Web-Based SARE Administration for Recertification**

Policy: The Self-Achievement Recertification Examination (SARE) may be requested by any individual for the purpose of recertification through the CBIC Executive Office, who shall communicate the request to the Testing Company. The SARE may not be used for initial certification or for any certificants whose certification has expired or for any certificant who has failed the SARE within the past five years.

Procedure:

1. Certificants have the option to recertify by web-based SARE or proctored computer-based exam.

2. Individuals may request the web-based SARE by completing an application form and submitting the specified fee to the CBIC Executive Office. Applications are accepted during the year the certificant is due to recertify. Requests for early recertification must be made in writing to the CBIC Executive Office. Requests will be forwarded to the Test Committee and evaluated on a case-by-case basis.
3. Candidates may complete the examination using reference materials at their own pace and in the setting of their choice. Certificants recertifying by web-based SARE must submit their answers by the end of the year their certification expires.
4. The SARE and the Computer-Based Test (CBT) are copyright protected. It is illegal to make copies of, distribute, or share information regarding the questions.
5. The Executive Office will verify that persons requesting to recertify by web-based SARE are eligible.
6. Score reports are sent to candidates by the Testing Company. Results include raw score achieved and maximum possible score by content outline.
7. Candidate comments are submitted to the Test Committee Chair on a quarterly basis. Reported problems are immediately reported to the Test Committee Chair and/or President. On an annual basis a preliminary item analysis (PIA) that is a summary of test item performance and pass/fail statistics is submitted to the Test Committee Chair. The Test Committee will review these results with a summary provided to the Board.

## **2.12 Contact Hours for Nursing Continuing Education Credit for the SARE**

Policy: No contact hours are provided for the SARE.

## **2.13 Item and Test Performance Analysis**

Policy: The Testing Company will conduct an item analysis (IA) which evaluates the performance of individual test items and test forms and review the results with the Test Committee.

Procedure:

1. A summary of item performance is prepared by the Testing Company for each item which includes the following information:
  - a. The number of candidates who chose each option with the keyed answer indicated.
  - b. The percentage of candidates who chose each option.
  - c. The average (mean) score for candidates who chose each option
  - d. The percentage of candidates who chose the correct answer (P value).
  - e. The discrimination index for each item. This is the point-biserial correlation that indicates the correlation between performance on the item and the total test.
  - f. Overall test performance to include range, mean, standard deviation, and reliability.

2. The Testing Company will identify items, which from a psychometric standpoint do not perform well, or have areas of concern. Such items that have been pretested will be reviewed by the Test Committee prior to their activation for possible use on scored examination forms.
3. Comments made by candidates during the test administration shall be reviewed by the Testing Company and brought to the attention of the Test Committee, as appropriate.
  - a. In addition to candidate comments on examination forms, all correspondence regarding questions about the certification examination content, scoring or concerns about the administration test site conditions are to be forwarded to the Test Committee Chair.
4. A Test Analysis Report is prepared and provided to CBIC following the last administrations of each proctored examination.
5. Provided the item pool supports instant scoring, individual score reports may be released to the candidates immediately upon completion of the test administration.

#### **2.14 Cut Score Determination and Equating**

Policy: A cut score will be established for the first examination forms developed according to a newly developed content outline resulting from an updated Practice Analysis (i.e., the base form(s)). The process for determining a cut score shall be based on a criterion-related method consistent with current standards of the testing industry and National Commission for Certifying Agencies (NCCA) recommendations. CBIC shall have the authority and responsibility to approve all cut scores.

Procedure:

1. The process shall be coordinated by the Testing Company using a committee consisting of Test Committee and CBIC Directors excluding the Consumer Director (the Consumer Director cannot be a rater but may participate as an advisor on issues not requiring content expertise).
2. A minimum number of raters will be determined by test industry standards. If there are not sufficient members from the Test Committee or CBIC Directors, current liaisons, past Test Committee/CBIC Directors or Practice Analysis Committee members may be selected.
3. A separate cut score shall be established for the proctored computer-based examination and the web-based SARE. The cut score shall be established based on the expectations of the performance of a “minimally competent practitioner” pertinent for each examination type as determined by the Test Committee.
4. Linear equating is completed by the Testing Company to link the difficulty of subsequent forms to the base form(s). Since this process is performed prior to test administration, it is referred to as pre-equating and serves to project future test performance based on previous candidate performance on the test items. In general, it is desirable that items are selected such that the pre-equating data establishes that the same raw cut score may be used for different administrations of the same form, representing a consistent amount of knowledge being displayed in order to pass.

## **2.15 Establishment of a Pass/Fail Database**

Policy: The Testing Company is responsible for scoring, determining pass/fail status based on the passing point authorized by CBIC, and notifying candidates of individuals' scores.

Procedure:

1. The Testing Company will produce individual score reports for candidates. Score reports and pass/fail notification will be provided directly to the candidate by the Testing Company.
2. The Testing Company will provide all candidate pass/fail data and a composite database to the Executive Office.
3. The Certification Coordinator will oversee that candidate pass/fail information is added to the overall certificants database, adding new certificants and updating re-certifiers and failed re-certifiers.
4. The Executive Office will send congratulatory letters and certificates to successful candidates. Letters will also be sent to failed candidates.

## **2.16 Test and Item Security**

Policy: Participants in Test Committee meetings or CBIC Board meetings where test materials are reviewed shall uphold strict confidentiality regarding specific questions, answers and other information discussed or reviewed. All board members, non-board members involved in the review of items, and all members of the Testing Company working with the Test Committee must sign a Conflict of Interest Agreement Form annually and before participating in a review.

Procedure:

1. Participants may not duplicate any test materials or keep electronic copies of materials on disk or computer.
2. Materials may only be removed from meetings with consent of the Test Committee Chair, and must then at all times be secured by the committee/Board member.
3. CBIC Test Committee members are not eligible to take the examination for two years following the end of their term. If these individuals are due to recertify, they may maintain CIC® status until the first year they are eligible to recertify, which is the third year following the end of their term.
4. Participants are not eligible to endorse, assist or participate during the year that they serve on test review in any educational endeavor, which has, as its primary purpose the preparation of individuals for passing the certification examination.
5. Participants in test review who are involved in general infection control education programs shall request that advertisement for such programs not include reference to the fact that the participant is involved with the development of the certification examination and that there be no reference of CBIC involvement in their introduction.

6. The Executive Director will distribute, collect, and maintain the Conflict of Interest forms.

## **2.17 Individual Test Result Security**

Policy: CBIC, in conjunction with its Testing Company, maintains complete confidentiality of individual test scores. Summary statistics are provided at open forums and published periodically in the infection control literature. The Test Committee Chair, with assistance from the Testing Company and Executive Office, shall be responsible for the accuracy and publication of the list of candidates passing the certification examination. The Test Committee Chair, with authority of the CBIC Board President has the authority to release the summary of test data information.

Procedure:

1. Any individual or group requesting summary test data shall do so in writing to the CBIC Executive Office.
2. As soon as all test analysis reports are completed and provided to the Test Committee for examinations completed in a calendar year, a table of year-end statistics will be compiled by the Test Committee Chair. Statistics will include the number of first-time, repeat, and re-certifying candidates attempting, passing and failing each proctored computer-based test administration and web-based SARE for a calendar year.
3. The table and congratulatory paragraph is compiled by the Test Committee Chair and submitted to the Executive Office for submission for publication by April of the next year. The Executive Office will submit copies to the Executive Committee, and subsequently to the Board of Directors.
4. The list of names and statistics are forwarded quarterly by the CBIC Executive Office to the APIC and CHICA Canada offices for updating the APIC and CHICA membership files.
5. Copies of any published data or previously approved requests shall be distributed by the CBIC Executive Office directly to anyone who requests this information in writing.

## **2.18 Candidate Handbook Publication**

Policy: CBIC shall publish pertinent information relative to the organization and the certification process for candidates seeking to apply for the examination in a Candidate Handbook, which is reviewed, revised and published as needed. Candidates are held to the instruction and rules published in the Candidate Handbook for the year in which they take the examination. Likewise, Board decisions influencing changes in what is published in the handbook will not take effect until published in the Candidate Handbook.

Procedure:

1. The Test Committee Chair is responsible for the ongoing review of the Candidate Handbook.
2. Initial draft changes are reviewed by the Test Committee or a subcommittee of the Test Committee, Executive Committee, Executive Director and Testing Company.

3. Final proposed changes are submitted to the Test Committee Chair for approval.
4. The CBIC Executive Office coordinates the final changes with the Testing Company for publication of the updated handbook on the CBIC website and the Testing Company website.

## **Section 2, Category 3 Other Contractual Agents**

### **Category 3.0 Other Contractual Agents: Legal, Auditor, etc.**

It is CBIC's responsibility to retain and review legal counsel and auditor services. Contracts will be negotiated as necessary to maintain these services; performance evaluations of incumbents will be accomplished prior to negotiation of new contracts or renewal of retainer agreements.

#### **3.1 Legal Counsel**

Policy: Legal counsel, as a resident of the Commonwealth of Massachusetts, serves as resident agent in Massachusetts and shall be responsible to the Executive Committee and to the Board of Directors through the President in all legal matters concerning CBIC.

Procedure:

1. Legal counsel will review and negotiate, when necessary, all contracts with vendors, including printing, contracts, management/testing company contracts, etc.
2. Legal counsel may attend such CBIC meetings and participate in other official activities as may be requested by the President, a majority of the Executive Committee or a majority of the entire Board.
3. Legal counsel shall be excused from the executive sessions of such meetings unless specifically invited to attend by the Board of Directors.
4. When services are requested of legal counsel on behalf of the CBIC Board, a written analysis, summary and resulting recommendations associated with the intervention will be provided to the Board.
5. Legal counsel may review bylaws for currency and/or input into proposed changes.
6. Legal counsel will provide consultation regarding examination challenges and/or in the event of ensuing litigation.
7. Legal counsel facilitates CBIC officer and director liability insurance, travel/accidental death insurance and corporate bonding.
8. Legal counsel retains the corporate seal.

#### **3.2 Auditor**

Policy: The auditor shall be responsible to the Executive Committee and to the Board of Directors through the President in all financial matters concerning CBIC.

Procedure:

1. The auditor shall be responsible for protecting and supporting the best interests of CBIC in all financial matters.

2. The auditor may attend such CBIC meetings and participate in other official activities as may be requested by the President or a majority of the Executive Committee.
3. The auditor shall be excused from the executive sessions of such meetings unless specifically invited to attend by the Board of Directors.
4. The auditor will audit or arrange for an audit of the organizational financial records annually. A certified financial statement is provided to all Board members four months after the end of the fiscal year.
5. Prepares all governmental filing requirements.
6. Sends final, completed tax form annually to CBIC Treasurer for signature and mailing to specified IRS location by certified mail.
7. A detailed letter of engagement for the coming year shall be submitted by the auditor to the Treasurer by September 1st.

## Section 2, Category 4 Board Operations

### Category 4.0 CBIC Board Operations

#### 4.1 CBIC Board of Directors Meetings

Policy: The Certification Board of Infection Control and Epidemiology, Inc. shall conduct a minimum of one, and routinely three, business meetings of the Board of Directors on date(s) designated by the President. Additional meetings of the Board may be called by the President in consultation with the Executive Committee or by a majority of the Board of Directors.

Procedure:

1. The CBIC President will determine the date(s) and location(s) for the Board of Directors meetings during his/her term and communicate these in writing to the Board and management at least three months prior.
  - a. In collaboration with the CBIC President and/or President-Elect, management will make all logistic arrangements for these meetings and coordinate travel and room arrangements for the Directors.
  - b. Site selection for the Board meetings will focus on ease of travel (major ports), economy and weather conditions.
  - c. Accommodations will be selected based on established criteria including sleeping rooms, Board-style meeting room and catering costs within approved budget, adequate meeting space, in-room accouterments, and convenience to local restaurants.
2. Expenses for these meetings will be incorporated into the appropriate proposed annual operating budget and approved by the Board.
  - a. Travel arrangements will be made through the approved CBIC travel agent or directly by the Board member in the most cost effective and reasonable manner. Directors will be expected to make travel arrangements promptly to facilitate the lowest fares. Airfare should not exceed the established limit. If delay in arranging travel results in exceeding established airfare limits, the Director will bear the cost of the excess airfare. Exceptions to this may be granted by the President or Treasurer.
  - b. Directors electing to alter travel arrangements other than directly to and from the meeting or alter reservations resulting in increased fare(s) will be responsible for the difference in the fare.
  - c. Travel by private car will be reimbursed at the current government rate, including tolls and parking, not to exceed coach airfare for the same distance.
  - d. Ground transportation to and from the airport by shuttle or taxi will be reimbursed. The most cost effective method of transport should be used. The use of rental cars must be pre-authorized by the President or Treasurer.
  - e. Expenses incurred by a Board member's significant other or guest will be paid by the Board member to the extent possible at the time the expense is incurred. Other spouse or guest expenses should be itemized on the expense report submitted for reimbursement (e.g. lodging, meals and travel) and deducted from the total amount due.

## 4.2 Board Meeting Agenda

Policy: The President will collaborate with the Executive Director to determine the agenda, allocation of discussion time, committee meeting time, and office/committee reports for the CBIC meetings. Directors are expected to review the materials in preparation for the meeting to facilitate discussion.

Procedure:

1. The Executive Director will prepare a written agenda, including standard items listed below and those elicited from the directors in advance. The President will make any needed revisions or updates to the agenda prior to its distribution to the Board.
2. Board packets containing required committee reports and attachments for agenda items will be prepared in advance of the meeting by the assigned contractual agent, officers or directors and submitted to the Executive Director in sufficient time to allow distribution to the directors at least two weeks in advance of the meeting.
3. Board members will be responsible to have reviewed material provided in Board packets prior to the meeting.
4. Committee meetings may be held in conjunction with Board meetings. Committee Chairs requiring committee meeting time will request a specified amount of time with the President at least 30 days in advance of the meeting. Committee business should be conducted through the mail, fax, E-mail or telephone using the most cost effective approach for the business at hand.
5. Committee, project and task force reports to the Board will utilize the following format:
  - a. Committee (project/task force) name
  - b. Strategic plan goal/objective/tactic
  - c. Action items
  - d. Informational items
6. Board meetings will be conducted by the President following parliamentary procedure.
  - a. Call to order
  - b. Acceptance of consent agenda and meeting agenda
  - c. Approval of minutes
  - d. President's report
  - e. Ratification of Executive Committee actions
  - f. President-Elect's and Immediate Past President's report, as needed
  - g. Executive Director's report
  - h. Correspondence/Secretary's report
  - i. Treasurer report
  - j. Liaison reports
  - k. Committee reports
  - l. Judicial ethics
  - m. Bylaws and policy
  - n. Test/research
  - o. Strategic planning/business planning cycle
  - p. Old business
  - q. New business

- r. Distribution of the action list
- s. Board evaluation
- t. Adjournment
- u. Executive Session

7. The first Board meeting of the year should be held during the first two months of the year and will include the orientation meeting for new Board members.
8. Election of CBIC Officers will be conducted at the fall Board meeting. The fall Board meeting will also focus on reviewing the strategic plan and determining the priorities and projects including review and approval of proposed committee budgets and approval of the upcoming year's proposed operational budget.

### **4.3 CBIC Committee Meetings**

Policy: Standing committees, ad hoc committees and task forces shall be named by the President as needed to conduct the routine business and work of CBIC.

Procedure:

1. Each committee or task force shall establish a written policy or charter defining the goals and objectives for the working group consistent with the strategic plan and direction of the CBIC.
2. Chair and committee members shall be assigned prior to the January Board meeting by the incoming President.
  - a. Committees, with the exception of the Practice Analysis Task Force and Test Committee, shall be made up solely of CBIC Board members, unless a non-Board member is approved by the CBIC Board.
  - b. Test Committee Co-Chair shall be named at least 1 year in advance to facilitate the transition process.
  - c. An ad hoc member from the Board can be appointed as a substitute on an as needed basis to any committee at the discretion of the committee chair, with approval of the President.
  - d. Invited guests may serve as advisors without voting privileges.
  - e. Liaisons may serve as committee members, except Test Committee, in a non-voting capacity.
3. The Chair shall be responsible for establishing a timeline for the work of the committee, meeting agendas, and minutes as indicated.
4. The Chair shall prepare written committee reports as specified in section 4.2 #5 of this policy.
5. The Chair shall maintain effective channels of communication of committee activities to the President and Executive Committee and the Executive Director.
6. The Chair is responsible to request authorization from the Board for all new projects undertaken by the committee.

7. The committee is responsible to identify anticipated expenses in preparation of the annual operational and five year budget and communicate such to the Executive Director as per the established budget preparation procedure.
8. The committee is responsible for requesting a budget variance preceding the expenditure of unanticipated expenses associated with committee activities.

#### **4.4 CBIC Meeting Attendance**

Policy: Board members are expected to attend all Board and committee meetings for the entire scheduled meeting.

Procedure:

1. Directors who have unavoidable scheduling conflicts or unexpected emergency must contact the President or Test Committee Chair if they will be arriving late, leaving early, or are unable to attend.
2. The President or Test Committee Chair may replace an absent Board or committee member with an appropriate alternative, when the business of the Board or committee requires representation by number or discipline that must be fulfilled.
3. Board members unable to fulfill their commitments to the Board may be replaced if necessary.
4. Meeting attendance will be a consideration for favorable endorsement for re-appointment to the Board or nomination for an office or committee chair.

#### **4.5 CBIC Communications, Confidentiality, and Conflict of Interest**

##### **4.5.1 Communications**

Policy: The President is the sole spokesperson for the CBIC.

Procedure:

1. Communication between CBIC and certificants and/or applicants
  - a. Response to routine inquiries addressed by established policy and procedure is the responsibility of the Executive Director or designee.
  - b. Unusual situations or concerns, which cannot be resolved, will be referred to the President or Executive Committee, or Test Committee Chair.
  - c. When Directors receive verbal inquiry or complaint relative to a certification issue, the director should request a written summary and copies of any supporting documentation and refer the issue to executive management. Verbal response to the candidate/certificant should thank them for their comments, and indicate the issue will be investigated and responded to. Any information given must be consistent with the current Candidate Handbook and/or established policy. All written responses should come from the President, Executive Director or designee, or Test Committee Chair.
  - d. Copies of correspondence provided to directors by executive management should not be responded to unless requested by the Executive Director or President.

2. Communication Between CBIC and other organizations:  
The President is the official communicator with outside agencies. All correspondence or inquiry should be referred to the President. Individual members of the Board should not respond officially on behalf of CBIC unless directed by the President.
3. Statement of Board policy vs. personal opinion:  
In communication with others regarding certification issues, care must be exercised to differentiate between CBIC policy and personal opinion. Board policy is defined as a practice or proposed practice adopted by CBIC through the approval of a resolution that appears in the official minutes and/or in the policy manual or Candidate Handbook.
4. Requests for exceptions to Board policies –  
Requests are to be referred to the Executive Director to enforce established policy or determine if unusual circumstances warrant referral to the President or Executive Committee. Individual Directors must not promise exceptions to established policy.
5. Written correspondence –  
All written correspondence by directors should be reviewed by the Executive Director and/or President prior to distribution, with copy maintained by the Executive Office.

#### **4.5.2 Confidentiality**

Policy: Committee Members must protect the confidential information of CBIC and must not use confidential information or his or her position as a Director or Committee Member to the detriment of CBIC.

Confidential information of CBIC includes confidential, proprietary and/or legally privileged material of CBIC and is solely for use by CBIC. Confidential information is information obtained through the Director's, or Committee Member's position that has not been released to the public.

Confidential information of CBIC shall not be used, disseminated, disclosed, distributed, or copied in any manner except at the direction of CBIC. Any unauthorized use is a violation of this policy, may be unlawful, and may result in action by CBIC.

CBIC Directors or Committee members will maintain confidentiality of Board issues and test development materials and items. Minutes of Board meetings, meeting agenda information and discussion content, corporation financial statements, examination materials, corporate business information, and individual correspondence are confidential and should not be distributed or discussed with individuals who are not members of the Board or staff.

Procedure:

1. Directors will exercise caution relative to confidential materials as defined above. Requests for copies of the above will be referred to the Executive Director or President.
2. Projects and/or issues being discussed at CBIC Board meetings will not be discussed by individual directors outside the Board until the item is voted upon or down unless a director is participating in an evaluative or fact finding task directed by the CBIC President.

3. Once an issue is decided by the Board, support of the decisions is expected by all Board members.
4. Directors will explicitly follow instructions provided by the testing company for handling, storing and shipping secure test materials.
5. Any questions concerning confidentiality should be referred to the Executive Director or President for clarification.

#### **4.5.3 Conflict of Interest**

Policy: This policy shall apply to all Directors and Committee members of CBIC, including the Executive Director.

The Directors, Committee Members and CBIC's Executive Director owe a duty of loyalty to CBIC, which requires that in serving CBIC they act, not in their personal interests or in the interests of others, but rather solely in the interests of CBIC.

Directors, Committee Members and Executive Director must have an undivided allegiance to CBIC's mission and may not use their position or information they have about CBIC or CBIC's property, in a manner that allows them to secure a financial or other material benefit for themselves or their relatives. Accordingly, no Director or Committee Member or Executive Director may use his or her position for personal gain or benefit at the expense of CBIC, its mission, or its reputation.

CBIC Directors and Committee Members may not serve as a director or officer for another organization whose primary or secondary activity is related to the activities of CBIC.

During their term of office and for two (2) years after leaving the CBIC Board, CBIC Directors are not eligible to endorse, assist or participate in any educational endeavor which has as its primary purpose the preparation of individuals for CBIC certification. All new Board members are made aware of all policies related to conflict of interest during Board orientation.

Procedure:

1. Assessment of potential conflict of interest will be a standard agenda item at the beginning of each CBIC Board meeting. Any conflict will be disclosed and recorded in the minutes.
2. Any Board member having a duality of interest or possible conflict of interest on any matter shall not vote on the issue. Minutes will reflect disclosure of conflict and abstention from the vote.
3. The Director, Committee member or Executive Director who discloses a direct or indirect financial or other material interest in a proposed or existing CBIC arrangement in the context of a Board/Committee discussion or decision will describe the direct or indirect interest and respond to questions by the Board of Directors/Committee members, but after such presentation, he or she will leave the meeting during the discussion and vote on the arrangement.

As part of any such description of the interest, the Director, Committee Member or Executive Director shall provide to the Board/Committee any reasons why the arrangement may be or not be in the best interest of CBIC.

If necessary, the Board/Committee will determine whether CBIC can obtain a more advantageous arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

If appropriate, the Board/Committee may appoint a disinterested person or group to investigate alternatives to the proposed arrangement.

If a more advantageous contract/transaction/arrangement is not reasonably attainable that would not give rise to a conflict of interest, the Board/Committee will determine by majority vote of the disinterested members of the Board/Committee whether the arrangement is in CBIC's best interest.

4. If the Board has reasonable cause to believe that a Director or Committee member has failed to disclose a direct or indirect financial or other material interest or co-investment interest subject to this policy, it shall inform the Director or Committee member of the basis for such belief and afford the Director or Committee member an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the individual and conducting any investigation that may be warranted, the Board of Directors determines that the Director or Committee member has in fact failed to disclose a direct or indirect financial or other material interest or co-investment interest subject to this policy, it shall take appropriate disciplinary and corrective action.

5. This policy shall not be construed as preventing any Board member from briefly stating a personal position on any matter, or from answering pertinent questions by other Board members, since the personal knowledge may be relevant to the discussion.
6. Current Board members who participate in educational programs must request:
  - a. That advertisement for such programs not include reference to the CBIC directorship.
  - b. That there is no reference to the CBIC directorship in their introduction at the program.

EXCEPTION: An educational session sponsored by APIC or any other professional organization whose educational goal is to endorse or explain the CBIC certification process.

7. Materials developed by the Certification Board of Infection Control and Epidemiology, Inc. are solely owned by the corporation. Individual Directors will not claim ownership or copyright.

8. CBIC may elect to develop or assist in the development of educational materials only if these materials are universally available to all interested parties and are not distributed preferentially.

#### **4.6 Performance Evaluation Process**

Policy: An annual performance evaluation of management services is conducted by the Board to give the management company feedback about performance, identifying areas of strength and areas for development. The management company provides the Board with evaluations of contract companies which provide services to CBIC.

Procedure:

1. The performance evaluation tool is included in the packet sent to all Board members prior to the fall meeting. Board members are asked to respond in each area in which they have had experience and not to respond if they do not have adequate personal experience to provide an evaluation.
2. Areas of evaluation correspond to activities which support Strategic Priorities and are weighted according to their importance toward achieving those priorities.
3. Board members return responses at the end of the Fall Board meeting.
4. The Immediate Past President collates responses and submits a report for the Winter Board meeting.
5. Informal feedback is provided by Board members, particularly the President and Treasurer, on an ongoing basis to identify and resolve potential problems early in the process.
6. The Executive Director evaluates other contracted service providers annually and provides the Board with an overall report on those services at the Winter Board meeting. In addition, problems which could impact on services are brought promptly to the attention of the Executive Committee for action and resolution.

## Section 2, Category 5 Judicial and Ethics Process

### Category 5.0 Judicial and Ethics Committee

Since 1983 the Certification Board of Infection Control and Epidemiology, Inc. (CBIC®) has certified professionals whose primary responsibility is the implementation of infection control and epidemiological principles in various patient care settings. The designation Certified in Infection Control (CIC®) is recognized by health care professionals, employers, and regulatory agencies at the local, state and national level. Examination is the standard by which the professional's knowledge base is measured.

Because of the significant national credibility associated with the CBIC examination, CBIC has a responsibility to ensure the integrity of the credential awarded (CIC®). To protect the public from individuals who hold themselves out as certified, credentialed professionals, without having first been awarded the CIC® credential by CBIC, who had the designation but failed to timely renew same, or who otherwise falsely represent their qualifications to CBIC in obtaining such credentials, CBIC has established a Judicial and Ethics Committee (JEC).

#### 5.1 Purpose of the Judicial and Ethics Committee

Policy: The JEC shall be charged with investigating, adjudicating, and disciplining reported incidents in which certification credentials have been falsified or misrepresented, altered examination score reports have been prepared and forged educational documents have been presented. In addition, JEC shall investigate, adjudicate and recommend or take appropriate action for the misuse of CIC® by those who have not obtained the right to use the mark or who failed to maintain the right to use the mark by not timely renewing his or her registration. The JEC will also investigate and decide claims of unacceptable or harmful practice related behaviors of current certified professionals. In order to perform its functions, the JEC has adopted operating policies and procedures, which meet the standards of the Institute for Credentialing Excellence (ICE), which requires that member organizations have an enforceable disciplinary process.

Procedure:

1. Meetings of the JEC can be held by conference call or other telecommunication unless a face-to-face meeting is determined to be essential for evaluating a complaint.
2. Written complaints from individuals may be disregarded if the complainant does not identify himself or herself and the complaint is not signed. If an initial complaint is accepted by the JEC, the complainant, if known, shall be required to authorize the disclosure of all information reasonably related to the complaint to the charged party. There may be times when written complaints are not required, such as in judicial or regulatory proceedings against a charged party that allege or determine an act of misconduct or misuse if the CIC which appears in the public domain. The JEC shall be able to act upon such credible evidence that they may become aware of without the necessity of a formal, written complaint.
3. When CBIC receives a written report, or in its discretion, receives what it believes to be credible evidence, of an incident or professional misconduct which falls into one of the

categories listed below, such complaint shall be referred promptly to the JEC which shall then initiate an investigation to determine whether such conduct warrants formal action.

4. To protect the credential and assure responsible practice by its certified members, the CBIC depends upon infection control professionals, employers, state licensure boards, and the public to report incidents, which may require action by the JEC. Complaints which appear to fit the scope of the JEC's responsibilities may be sent to:

Chair, CBIC Judicial and Ethics Committee  
C/O CBIC Office

## 5.2 Types of Complaints

Policy: The CBIC recognizes that misconduct, including but not limited to the conduct set forth below, is misconduct for which applications for the CBIC examination may be denied and for which examination candidates and/or certified individuals may be disciplined.

Procedure: Examples of misconduct for which the judicial ethics process may be implemented includes:

1. Obtaining or attempting to obtain certification or recertification by fraud, deception, or artifice.
2. Knowingly assisting another person or other persons in obtaining or attempting to obtain certification or recertification by fraud, deception, or artifice.
3. Illegal use of a certification certificate or falsification of credential.
4. Unauthorized possession and/or distribution of any official CBIC testing or examination materials including copying and/or reproduction of any part of the CBIC examination questions or problems.
5. Unauthorized use of the registered certification mark owned by the CBIC. This includes the designation CIC® (Certified in Infection Control).

## 5.3 Investigation procedure

Policy: The judicial process is designed to provide the individual alleged to have committed a violation of the CBIC policies/procedures notice of the alleged violation and a fair opportunity to be heard before any action is taken.

Procedure: In each instance of a complaint in accordance with the procedures set forth herein, the following steps shall be taken within a reasonable time to perform the investigation and address the complaint.

1. *Investigation procedure:* Within a reasonable time following receipt of a complaint, the chair of the JEC shall provide written notice via certified mail to the individual referred to as the "charged party," fairly describing the particulars of the complaint. The "charged party" shall be notified of the opportunity to furnish a written response within thirty (30)

days from said notice of charge in order to set forth its position in response to the complaint and provide pertinent information in connection therewith. Such notice shall also inform the charged party that the failure to respond to the complaint within the thirty (30) day period, absent an extension or request for an extension, shall constitute an admission to the facts and charges as set forth in the complaint and that as a consequence, disciplinary action may be taken.

2. *Hearing determination:* The Chair of the JEC shall forward the initial complaint and the response by the charged party, together with any supporting materials, to a "Probable Cause Committee (PCC) comprised of three former members of CBIC Board, none of which are the Immediate Past President or currently serving on the Board". The PCC shall review such submitted materials and determine, based on majority vote, whether there is probable cause that the allegations advanced against the charged party, if proven, would constitute a violation of the policy. In the event probable cause is found, the matter will proceed to a formal evidentiary hearing. If no probable cause is found, then the complaint shall be dismissed. In either event, within ten (10) days from such decision by the PCC, both the complainant, if they provided the complaint in writing and the charged party shall be notified in writing of such determination and that such notice be given by both certified mail/return receipt requested and regular first class mail/postage prepaid. The Chair of the JEC can overrule the finding of no probable cause if the gravity of the circumstance(s) warrants a hearing by the full JEC.
3. *Hearing procedure:* In the event the PCC finds that probable cause exists, the chair of the JEC shall notify the charged party as stated above of:
  - a) The specific charge or charges for which probable cause has been found.
  - b) That the charged party has thirty (30) days within which to file a more detailed written response, which may include affidavits.
  - c) A formal hearing before the JEC shall be held within sixty (60) days from the date such response is due.

Said response by the charged party shall also include the names of persons who may have knowledge of facts relevant to the complaint and who may be contacted by an investigator/presenter appointed by the President of CBIC. Once the investigator/presenter notifies the chair of the JEC that it has completed the investigation; the chair shall set a hearing date which shall, absent good cause attributable to the investigative process, be within ninety (90) days from the date of the receipt of the response by the charged party set forth in this subsection 3. The charged party, or its legal counsel, shall be entitled to review the findings of the investigator/presenter and information obtained in the course of the investigation. The charged party shall have the right, but not the obligation, to submit a written rebuttal of the charges within fifteen (15) days following receipt of the charges.

4. *Investigator/presenter:* An investigator/presenter shall be appointed by the President of CBIC. This person (who may, but need not be, a member of the CBIC Board of Directors) shall contact individuals who may have knowledge of facts pertaining to the alleged offenses and otherwise investigate evidence which may be relevant, to be presented to the JEC on behalf of the complaint or the CBIC Board. The designated investigator/presenter shall not sit on the JEC and shall not have any authority other

than as expressly set forth herein. The investigator/presenter shall notify the chair of the JEC when s/he has completed the investigation.

5. *Formal hearing:* The hearing shall be at a specific time and place set forth in the Notice of formal hearing served on the charged party or counsel therefore and shall be served no later than fourteen (14) days prior to the hearing. The hearing shall be presided over by the Chair of the JEC or designee. The investigator/presenter shall represent the CBIC Board position to the JEC. Either party may be represented by legal counsel but is not required to do so. The JEC may engage the services of legal counsel for the committee, who may be legal counsel for CBIC. Witnesses may be presented by either side, under oath. Both sides may make closing arguments the length of which may be limited at the discretion of the chair of the JEC, with the charged party being the last to make its argument. The JEC shall be responsible for making an audio recording of the proceedings and all parties and witnesses shall be required to cooperate in making such a recording. A copy of the recording shall be delivered to the charged party upon written request. Either party may, at its own expense, elect to have a stenographer present throughout the course of the hearing.
6. *Decision and notice:* At the close of all the evidence, the committee shall engage in private deliberations to consider the evidence presented. Legal counsel for the JEC may, at the request of the committee, attend such deliberations. A separate vote, by a majority, is required as to whether a violation or violations occurred, and a second vote, by a majority, shall decide on what sanctions shall be imposed. The chair of the JEC shall mail written notice of the decision of the JEC to the charged party by certified mail, return receipt requested, and restricted delivery, within ten (10) days of the decision of the JEC. The written notice of decision shall provide specific finding(s) as to what conduct constituted a violation(s) of CBIC policy(s)/procedure(s) if any. This notice shall also specifically provide what sanctions (if any) are to be imposed. The notice of decision shall also set forth the steps necessary in order to take an appeal from the decision.
7. *Appeal:* Upon receipt of the notice of decision of the JEC, the charged party has thirty (30) days to file a written notice of appeal to the CBIC Board of Directors. The charged party may appeal the decision as to whether a violation occurred or an appeal also may be made solely as to the sanctions, which have been imposed. The CBIC Board of Directors, excluding the investigator/presenter; if applicable shall review the record and determine whether to affirm, modify or reverse the decision of the JEC. The appeal shall be decided by a vote of the majority Board of Directors, so sitting within thirty (30) days.
8. *Reconsideration:* The JEC may in its discretion reconsider a decision, only if the petition to reconsider contains new information not previously considered by the JEC in its original decision. Reconsideration will be available only if it appears that the evidence is so substantial in nature that the JEC finds that it would have been reasonably likely to affect the outcome of the initial hearing. The charged party has sixty (60) days from the date of adjudication of the original charge(s) to file the petition to reconsider based solely on newly acquired evidence or evidence not available to the charged party at the time of the original hearing. Within thirty (30) days, the JEC may dismiss the complaint or set the case for a rehearing. The JEC Chair shall appoint an investigator/presenter, if necessary, to conduct a further investigation, including interviewing new witnesses. This additional investigation shall be completed within sixty (60) days unless the JEC grants

an extension of thirty (30) days. The charged party may review the investigator's findings prior to a formal rehearing. The charged party shall have thirty (30) days from the conclusion of the investigation to further respond in writing or by affidavit. From this point, the hearing is set as described in the preceding sections of this document.

9. *Extensions:* Extensions for good cause and for a reasonable period of time shall be granted unless doing so is found to substantially impair the rights of any party. The JEC may extend the time periods up to ninety (90) days in the foregoing procedure(s). The charged party, the investigator/presenter or the complainant may request the extension.

## Section 2, Category 6 Certification Process & Logistics

### Category 6.0 Certification Process and Logistics

Certification in infection control is a voluntary, nongovernmental process of granting professional recognition to individuals within the clinical practice of infection prevention and control by providing a measurement of a standard of current knowledge. Certification is acquired by demonstrating a level of knowledge by a proctored Computer-Based Test (CBT). Maintenance of certification is demonstrated by successful testing by CBT or by a web-based Self-Achievement Recertification Examination (SARE). Passing the certification examination entitles the individual to use the CIC® credential (Certified in Infection Control) for five (5) years at which time recertification is necessary for continued use of said credential.

#### 6.1 Eligibility

Policy: Eligibility requirements to sit for the examination include both clinical practice and education requirements (See the Candidate Handbook).

Procedure:

1. Practice requirements as outlined in the Candidate Handbook must be met for initial or lapsed certification only. The definition of infection control practice is explained in the Candidate Handbook. The clinical practice of infection control occurs in a patient care setting and uses the knowledge and skills described in the content outline of the Candidate Handbook. Activities must include those listed in the Candidate Handbook.

2. First-time candidates, candidates who have not successfully passed the examination, and lapsed certificants must be:

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;

Currently certified individuals are automatically eligible to take the examination for recertification.

3. The practice requirements for first-time candidates, candidates who have not successfully passed the examination, and lapsed certificants are as follows:

In order to qualify to sit for the exam, a candidate must:  
Currently work in a healthcare setting

AND

Infection prevention and control is an individual's primary role/ responsibility in current position;

4. In addition, the candidate's current practice of infection prevention and control must use the knowledge and skills described in the content outline, and must include both the following activities:
  - a. Collection, analysis and interpretation of collected infection prevention outcome data;
  - b. The investigation and surveillance of suspected outbreaks of infection.
5. The candidate's current practice of infection prevention and control must also include at least 3 of the 5 following activities:
  - a. The planning, implementation and evaluation of infection prevention and control measures;
  - b. The education of individuals about infection prevention and control;
  - c. The development and revision of infection prevention and control policies and procedures;
  - d. The management of infection prevention and control activities;
  - e. The consultation on infection risk assessment, prevention and control strategies.

## **6.2 CBT Examination Application Process**

Policy: The process for applying for Certification and Recertification in Infection Control is thoroughly explained in the current Candidate Handbook posted on the CBIC website.

Procedure:

1. Candidates who wish to take the proctored computer-based test at a testing facility for initial or recertification may apply online at [www.cbic.org](http://www.cbic.org). The application can be submitted, and the fee paid by credit card. No application will be processed unless current fees and requested documentation are included. Please refer to Application Verification Audit (6.3) for details regarding documentation of eligibility. Documentation is required at the time of application. Candidates applying online will receive an email confirming eligibility and seven business days later receive a confirmation link from Testing Company with ability to schedule date of exam.
2. Alternately, candidates may fill out an application form included in the Candidate Handbook for the year in which the candidate wants to take the certification examination. The Candidate Handbook can be downloaded from the CBIC web site. The application may be mailed to the CBIC. Instructions are in the Candidate Handbook.
3. A notice of application receipt will be mailed to these candidates immediately following successful submission from CBIC and within seven business days from Testing Company with information on how to schedule a testing location and time.
4. Any necessary follow-up correspondence will be mailed to candidates within three weeks of the receipt of the application.

5. Candidates can sit for the CBIC examination once every quarter, for a maximum of 4 times per year, but not more often than every 90 days.

### **6.3 SARE Application Process**

Policy: Certificants may recertify via the proctored computer-based test at a testing facility or via the Self-Achievement Recertification Exam (SARE). Certificants are eligible to take the SARE if they are currently certified and have not failed the SARE within the past five years.

Procedure:

1. Certificants can obtain a SARE order form from the Candidate Handbook or purchase online on the CBIC website.
2. Certificants may pay their fee via check or credit card if completing a paper application and only by credit card if applying online. If paying via credit card, the order form may be faxed to the CBIC Executive Office. If paying via check, the order form and check may be mailed to the CBIC Executive Office.
3. If the credit card charge is denied or the check is returned for insufficient funds, the certificant will be notified as soon as possible via email or phone by the CBIC Executive Office so an alternate form of payment can be made
4. Within seven business days of receiving the application, the certificant will receive an email with a link to obtain access to this web-based exam. Also included in the email is the certificant's personal log-in and password information. The only exception to this will be because of delayed payment as described above.
5. The SARE may be purchased beginning January 1 of the year the certificant is due to recertify. The deadline for ordering the SARE is December 1 of the year the certificant is due to recertify. The SARE must be submitted for scoring by December 31 of the year the certificant is due to recertify, otherwise the certificant is no longer eligible to use the CIC designation.
  - a. A certificant may apply for early recertification by SARE (i.e. before the year in which the certificant is due to recertify) in circumstances in which he/she will not be able to sit for the exam in the year in which recertification is due
6. Certificants will receive an email with their score report. To maintain the integrity of the exam, CBIC can not reveal the questions that a certificant answered incorrectly and cannot provide answers to specific questions that certificants inquire about, but the score report will show the raw score for each category of the content outline. Correct answers will also not be available.
7. If candidate fails the SARE they can retest via CBT 3 times per year (once quarterly) in the year they are taking the SARE.

### **6.4 Admission Ticket and Legal Identification, Written Exams**

Policy: Two forms of identification, one of which (primary identification) must be legal (government issued) identification bearing the candidate's photograph and a signature are required for admission to all exams.

Procedure: Legal identification includes a driver's license, current state identification card, current passport, or current military identification card. Credit cards, employment badges, student ID cards, club membership cards or any other type of temporary identification are NOT acceptable forms of primary identification, however may be used as the secondary form of identification if they are current and include a name and signature. The second identification must verify the signature and name.

## **6.5 Americans with Disabilities Act Accommodations**

Policy: The Certification Board of Infection Control and Epidemiology, Inc. shall abide by the Americans with Disabilities Act of 1990 and any subsequent amendments to the act.

Procedure:

1. Examinations will be constructed in such a way as to measure the knowledge necessary to practice infection control.
2. CBIC will assure that the entity that administers the certification examination is in compliance with ADA standards.
3. The entity administering the examination will offer the examination in an accessible location.
4. There will be an opportunity for the applicant with a disability to clearly state disability needs in the application process with consideration on an individual basis. Such requests for special accommodations must be in writing to the Testing Company and accompany the application.
5. Verification of disability by a physician and statement of assistance needed must be included on the form.
6. The administering agency shall establish a simple process to ensure that test center personnel will be prepared to make appropriate and reasonable accommodations available to persons with disabilities.
7. Applicants with disabilities are entitled to and have the responsibility to meet the same deadlines for applications and submission of documentation established for pre registration of non-disabled individuals.

## **6.6 Language Requirements**

Policy: CBIC examinations are only offered in the English language.

## **6.7 Receipt of Score Reports**

Policy: CBIC's goal is to create scored forms of any examination using only previously used or pretested items with appropriate statistical characteristics, which will lead to instant issuance of score reports.

Procedure:

1. Candidates taking the proctored computer-based examinations will receive their score reports at the testing center after completing and submitting the examination. The Testing Company 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 taking the web-based SARE will receive their score reports immediately upon expressing their decision to score the examination.
2. No scores will be given over the telephone.
3. Individual scores will NOT be sent to employers, schools or other individuals without express written consent from the certificant.
4. Requests for duplicate score reports must be made in writing to the Testing Company and accompanied by the fee stated in the candidate handbook.

## **6.8 Examination Challenges**

Policy: Any questions and challenges to the examination must be submitted to CBIC in writing by the challenger candidate presenting the challenge ("challenger") within 45 days after the examination results are received. Verbal challenges will not be processed.

Procedure:

1. The challenger must provide as much detail as possible in writing concerning the exact nature of the challenge.
2. All challenger correspondence should be forwarded upon receipt to the CBIC Test Committee Chair and President.
3. The Test Committee Chair or President will provide the challenger with general information on the challenge process.
4. If the Test Committee Chair or President considers the challenge to warrant action by the Testing Company, then the Testing Company will be promptly notified. Copies of the challenge correspondence will be forwarded to the Testing Company and to legal counsel.
5. Candidate comments collected on the day of testing will not be considered as challenges, but will be addressed separately, through the PIA process.

### **6.8.1 Procedures for Various Types of Potential Challenges**

Policy: If a potential scoring error is detected that may affect any candidate's pass/fail determination, the Testing Company will immediately notify the CBIC President and Test Committee Chair who will prepare a plan of action.

Procedure:

1. The Testing Company submits a summary of information related to the review of the challenged item(s) to the Test Committee Chair.
2. The CBIC President and Test Committee Chair will review the summary. The conclusions and supporting data will be forwarded to and discussed with the legal counsel, if appropriate. A joint decision will be made about notification of results to the challenger.
3. If the challenger does not accept the CBIC's decision, they must notify the CBIC President. The CBIC President will inform the challenger in writing that any further appeals must be addressed to CBIC legal counsel.

### **6.8.2 Response to Candidate Comments on Day of Examination**

Policy: Responses to candidate comments on testing conditions collected while taking the test will be reviewed by the Testing Company. Candidate comments on individual items will be reviewed by the Testing Company and considered as a part of the item analysis (IA) procedure, and discussed with Test Committee representatives on at least a quarterly basis.

Procedure:

1. Comments on testing conditions and individual items will be forwarded to the Test Committee Chair.
2. If necessary, the CBIC President will be notified about the testing condition comments and a plan of action will be identified.

### **6.8.3 Financial Obligations Relating to Challenge**

Policy: Expenses incurred as a result of a challenge shall be the responsibility of the Testing Company, CBIC or the challenger as determined by either contractual agreement or as stated in the CBIC policies and procedures.

Procedure:

1. Testing Company: The financial obligations of the Testing Company are as outlined in the CBIC/Testing Company contractual agreement.
2. CBIC: Consultation fees assessed by CBIC legal counsel are the responsibility of CBIC.
3. Challenger: Expenses incurred by a candidate (postage, attorney's fees, travel, etc.) in the pursuit of a challenge are his/her responsibility unless either CBIC, the Testing Company, or both agree to assume all or part of the candidate's

expenses, or if the challenger is awarded reimbursement of expenses by a court of law.

## **6.9 Disciplinary Actions Prompting the Judicial and Ethics Process**

Policy: Disciplinary action may be taken against certificants for, but not limited to, the following: falsification of an application; violation of examination procedures; or misrepresentation of certification status. A copy of the judicial process may be found on the CBIC website or obtained from the CBIC executive office upon request.

Procedure:

1. Written complaints from individuals will be accepted only if they are signed. No action will be taken if the complaint is not signed.
2. If an initial complaint is accepted by the Judicial and Ethics Committee, the complainant will be required to authorize the disclosure of all information reasonably related to the complaint to charged party.
3. There may be times when written complaints are not required, such as in judicial or regulatory proceedings against a charged party that allege or determine an act of misconduct.
4. The JEC shall be able to act upon such credible evidence that they may become aware of without the necessity of a formal, written complaint.

## **Section 2, Category 7 Recertification Process for Failed Candidates**

### **Category 7.0 Recertification and Process for Failed Candidates**

To maintain certification, the infection prevention and control professional must recertify within five calendar years 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. CBIC performs a practice analysis every four to five years in order to capture the impact of these changes on the profession. In order to assess the competency of the certificant given these changes, five years was chosen as the certification renewal period. All currently certified infection prevention and control professionals are eligible for recertification.

#### **7.1 Recertification**

Policy: In order to maintain certification and use of the CIC<sup>®</sup>, the candidate must recertify within the 5th year of their certification by taking and passing either the proctored Computer-Based Test (CBT) or the web-based Self-Achievement Recertification Examination (SARE) version of the exam.

#### **7.2 Early Re-Certification**

Policy: Requests to take a CIC<sup>®</sup> exam for recertification earlier than the year when this is required need to be approved on a case-by-case basis.

Procedure:

1. This should be granted only for extenuating circumstances. Requests should be forwarded to the Test Committee leadership for review. Approval would only be granted for taking the exam in the year earlier than originally required.
2. If the candidate is successful in passing the exam, their certification is extended for the five following years, and will expire one year earlier than it would have if the exam had been taken according to schedule.
3. If the candidate fails the exam, they must follow the process to re-take the exam before their expiration date or their certification will be considered lapsed.
4. Before a candidate is permitted to complete an application for early examination, these potential consequences of timing of certification will be clearly explained to the candidate, so that an informed decision to proceed can be made.
5. These policies apply to any CIC exam, either the proctored, Computer-Based Test (CBT) or the Self Achievement Recertification Exam (SARE).

#### **7.3 Process to Gain CIC<sup>®</sup> Status for Failed Candidates**

Policy: Candidates who fail to achieve a passing score when recertifying by either proctored CBT or web-based SARE lose their CIC designation on December 31 of the year they were due to recertify and are prohibited from using the designation until the CIC status is regained. Sanctions for the unauthorized use of the designation are posted on the CBIC website.

Procedure:

1. If there is time before the end of the certifying year, candidates who have taken the web-based SARE to recertify but fail to achieve a passing score may take the CBT to regain CIC® status. There is no waiting period to take the Computer-Based Test.
2. If a candidate, who has failed the web-based SARE, attempts the Computer-Based Test and fails to achieve a passing score, there is a 90-day waiting period before the Computer-Based Test can be taken again.
3. If a candidate takes the Computer-Based Test for recertification and fails to achieve a passing score, there is a 90-day waiting period before the Computer-Based Test may be taken again.
4. In all cases, if a candidate fails to achieve a passing score before the end of the certifying year, the CIC designation is lost until a passing score can be obtained.
5. Once the designation is lost, a candidate must fulfill the practice and educational requirements before attempting the exam and pay the same fee as a first time candidate.