

# The Certification Board of Infection Control & Epidemiology, Inc. (CBIC®)

The Certification Board of Infection Control & Epidemiology, Inc. (CBIC®) is a voluntary, autonomous, multidisciplinary board that provides direction for and administers the certification process for professionals in infection control and applied epidemiology. CBIC® is independent and separate from any other infection control-related organization or association, but does collaborate with three partner organizations (APIC, IPAC, and IFIC) to help promote the importance of being certified.

## *Mission*

Provide pathways to demonstrate and maintain competence in infection prevention and control.

## *Vision*

A world free of infections through demonstrated professional competency.

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## *Certification Overview*

### **About the Examinations**

The examination content is based upon results of a practice analysis, which is a survey of practicing professionals in infection prevention and control that is conducted by the Certification Board of Infection Control and Epidemiology, Inc. (CBIC®) every 5 years. The practice analysis determines the scope of knowledge and responsibilities that are currently required by, and are representative of, individuals practicing infection prevention and control. It is important to recognize that examination content is based on this information, even though some elements of the examination may not be directly relevant to every individual taking the exam.

CBIC is responsible for exam applications and approval. Our testing company, Prometric, is responsible for the examination administration, examination security, scoring and statistical analysis of examination content.

CBIC is a Charter member of the Institute for Credentialing Excellence (I.C.E.). CBIC is accredited by the National Commission for Certifying Agencies (NCCA). NCCA accreditation signifies that CBIC has met the highest standards for establishing a valid, reliable, and secure certification process.

### **About the CIC® Certification Examination**

The CIC® examination is the standardized measure of the knowledge, skills and abilities expected of experienced professionals working in infection prevention and control. The CIC® examination is offered five to seven days a week at testing centers throughout the United States, Canada, and select international sites. Candidates may also take the examination at home via Prometric's live remote proctoring option, Pro Proctor. The initial certification exam is available in English.

The initial CIC® certification exam is an objective, multiple-choice examination consisting of 150 questions (135 of these questions are used in computing the score).

### **Statement of Non-Discrimination**

CBIC offers examinations to all eligible persons regardless of age, gender, race, religion, national origin, or disability.

## **CIC® Certification Quick Facts**

### ***Who is the CIC® for?***

The CIC® is for infection prevention and control professionals who currently have direct responsibility for an IP program in a healthcare setting.

### ***How many questions are on the exam?***

The CIC® exam has 150 multiple-choice questions on the exam, 135 of which are scored.

### ***How much does the initial certification examination cost?***

The initial certification examination costs \$410.

### ***What is the timeframe to take the CIC® examination?***

The examination is offered throughout the year. Once your application is approved, you have a **90-day period** to schedule and sit for your exam.

### ***Where is my closest Prometric testing center?***

Visit

<https://www.prometric.com/est-takers/search/cbic> to locate your nearest center.

### ***How often do I need to renew my CIC® certification?***

Recertification must successfully be completed every five years.

## **Objectives of CIC<sup>®</sup> Certification and Recertification**

The purpose of the CIC<sup>®</sup> certification and recertification process is to protect the public by:

1. Providing standardized measurement of current essential knowledge needed for infection prevention and control practitioners;
2. Encouraging individual growth and study, thereby promoting professionalism among practitioners in infection prevention and control; and
3. Formally recognizing experienced professionals in infection prevention and control who fulfill the requirements for CIC<sup>®</sup> certification and recertification.

To obtain the CIC<sup>®</sup> credential, professionals in infection prevention and control must meet the eligibility requirements and pass the initial CIC<sup>®</sup> certification exam to become certified. Certification in infection prevention and control is valid for five years from the year of successful examination. For example, candidates who certify in 2020 must recertify in 2025, 2030, etc. This is because changes in infection prevention best practices occur frequently. Certified professionals who do not recertify before their certification period expires will lose their CIC<sup>®</sup> designation as of December 31<sup>st</sup> of the last year of the certification period and are considered lapsed. Use of the CIC<sup>®</sup> designation is prohibited until they have reapplied and successfully passed the initial certification exam.

## **Renewing Lapsed/Expired CIC<sup>®</sup> Certification**

If you fail to recertify when you are due and later decide that you would like to once again be certified, you must meet the eligibility criteria for initial CIC<sup>®</sup> certification and reapply as a new candidate.

## **Recertification for the CIC<sup>®</sup>**

The CIC<sup>®</sup> credential is maintained every five (5) years through an examination or continuing education portfolio.

[Jump to CIC<sup>®</sup> Recertification](#)

## About the a-IPC™ Certification Examination

The a-IPC™ (Associate – Infection Prevention and Control™) entry-level certification examination is a measure of basic infection prevention competency. It is intended for the novice IP who does not meet the current requirements for the CIC® and those interested in pursuing careers in infection prevention and control. The a-IPC™ examination is an objective, multiple-choice examination consisting of 100 questions (85 of these questions are used in computing the score). For the CBIC a-IPC™ Examination, there is one reported pass/fail decision score. A candidate needs a total test scaled score of at least 700 to pass the a-IPC™ Examination. Scaled scores are determined by converting the number of questions answered correctly to a scaled score that ranges from 300 to 900. Scaled scores provide a uniform frame of reference, based on the standard adopted by CBIC of the amount of knowledge necessary to pass, without regard to the specific examination form or version taken.

Passing candidates will receive a Pass message. No numerical scaled score is reported to passing candidates. A Pass message indicates that the candidate has mastered the required knowledge for this examination. Failing candidates will receive a scaled score between 300 and 699. A numerical score indicates that the candidate has failed this examination.

Please note that a scaled score is neither the number of questions answered correctly, nor the percentage of questions answered correctly.

The examination is offered five to seven days a week at testing centers throughout the United States, Canada, and select international sites. Candidates may also take the examination at home via Prometric's live remote proctoring option, Pro Proctor.

## Objectives of a-IPC™ Certification

The purpose of the a-IPC™ certification process is to protect the public by:

1. Providing standardized measurement of current essential knowledge needed for persons interested in a career in infection prevention;
2. Encouraging growth and study in infection prevention and control; and
3. Formally recognizing aspiring professionals pursuing a career in the field of infection prevention and control.

To obtain the a-IPC™ credential, a candidate must only have interest in the field of infection prevention and control and pass the examination.

### a-IPC Recertification

The a-IPC™ credential is valid for five (5) years. The credential is maintained every five (5) years through retaking the initial a-IPC™ examination.

## *a-IPC™ Certification Quick Facts*

### *Who is the a-IPC™ for?*

The a-IPC™ is for the novice infection preventionist interested in pursuing a career in IPC.

### *How many questions are on the exam?*

The a-IPC™ exam has 100 questions, 85 of which are scored.

### *How much does the a-IPC™ cost?*

There is an application fee of \$310.

### *What is the timeframe to take the examination?*

The a-IPC™ is offered throughout the year. Once your application is approved, you have a **90-day period** to schedule and sit for your exam.

### *Where is my closest Prometric testing center?*

Visit [www.prometric.com/test-takers/search/cbic](http://www.prometric.com/test-takers/search/cbic) to locate your nearest center.

### *How do I renew my a-IPC™ certification?*

The a-IPC™ is valid for five years and can be maintained by retaking the initial a-IPC™ examination.

***Note: Passing the a-IPC™ exam does not automatically qualify a candidate for the CIC® exam.***

## **About the LTC-CIP Certification Examination**

The LTC-CIP examination is the standardized measure of the knowledge, skills and abilities expected of experienced professionals working in infection prevention and control within a long-term care setting. The examination is offered five to seven days a week at testing centers throughout the United States, Canada, and select international sites. Candidates may also take the examination at home via Prometric's live remote proctoring option, Pro Proctor.

The initial LTC-CIP certification exam is an objective, multiple-choice examination consisting of 150 questions (135 of these questions are used in computing the score).

## **Recertification for the LTC-CIP**

The LTC-CIP credential is maintained every five (5) years either by taking the initial LTC-CIP examination or through continuing education.

## ***LTC-CIP Certification***

### ***How many questions are on the exam?***

The LTC-CIP exam has 150 multiple-choice questions on the exam, 135 of which are scored.

### ***How much does the initial certification examination cost?***

The initial certification examination costs \$410.

### ***What is the timeframe to take the LTC-CIP examination?***

The LTC-CIP is offered throughout the year. Once your application is approved, you have a **90-day period** to schedule and sit for your exam.

### ***Where is my closest Prometric testing center?***

Visit

<https://www.prometric.com/test-takers/search/cbic> to

locate your nearest center.

### ***How often do I need to renew my LTC-CIP certification?***

Recertification must successfully be completed every five years.



## Applying for Certification

### Applying for the CIC® Examination

#### Eligibility Requirements for CIC® Certification

In order to be eligible to take the initial certification exam, you must meet ALL of the following requirements.

First-time candidates, candidates who have not successfully passed the examination, and lapsed certificants wishing to become certified again must have:

1. Completed post-secondary education in a health-related field including but not limited to medicine, nursing, laboratory technology, public health, or biology. A diploma RN, an LPN/LVN, DPN, and a health-related Associate's degree, Bachelor's, Master's, or Doctorate would be eligible. Post-secondary includes public or private universities, colleges, community colleges, etc.
2. Within their role this person is responsible for providing consultation to departments or assigned practice settings on infection prevention and control program elements, practices and processes, as well as products used within health care facilities.
3. Work experience, defined as active engagement in infection prevention, determined by a current job description, for compensation, for a minimum of:
  - a. At least one-year full-time employmentOR
  - b. Two years part-time employmentOR
  - c. completed 3,000 hours of infection prevention work experience earned during the previous three years

Infection prevention activities must include:

1. Identification of infectious disease processes
2. Surveillance and epidemiologic investigation
3. Preventing and controlling the transmission of infectious agents
4. Environment of care
5. Cleaning, disinfection, sterilization, and asepsis

AND at least two (2) of the remaining three (3) components:

1. Employee / occupational health
2. Management and communication
3. Education and research

**You must include ALL the following documentation with your completed CIC® application:**

1. Proof of diploma/degree or transcript (a letter is not sufficient).
2. Completed current attestation statement form signed by your supervisor/director, attesting that you meet all the eligibility requirements.
3. Official job description for the position in which you are currently employed, also **signed** by your supervisor/director.
4. A copy of your CV or resume.
5. Consultant and self-employed applicants only: Candidates must have client attestation statements completed by three (3) clients whom they have provided infection prevention and control services to in the past 2 years. The client attestation statement form for self-employed candidates can be downloaded from the CBIC website. Attestation statements should be directly forwarded by the person completing them to the [info@cbic.org](mailto:info@cbic.org).
6. Payment of the examination fees. Applications are available online and payment must be made by credit card.

CBIC reserves the right to verify all information supplied by the candidate. An application is considered complete when:

1. all requested information has been submitted and determined to be accurate,
2. examination fees have been submitted,
3. the candidate has been determined eligible for the examination.

To apply online:

Go to [www.cbic.org](http://www.cbic.org) and select the “Exam Applications and Forms” link under the “Get Certified” tab.

Special Accommodations Forms:

- [Request for Special Accommodations](#)
- [Documentation of Disability-Related Needs](#)

## ***Application Quick Facts***

### ***How long does it take to process applications?***

Applications take up to seven (7) business days to process, including those for recertification.

### ***What if my application is not approved?***

CBIC will make efforts to obtain further documentation from a candidate if the submitted documentation is incomplete or does not prove eligibility. If a candidate is ultimately determined ineligible, the candidate will be refunded their application fee in full.

### ***What if I want to cancel my application?***

Applications will be refunded in full and may be cancelled at any time prior to approval of your application.

### ***Does CBIC prescreen?***

No.

### ***What does the application fee include?***

The fee covers the application and the exam.

## **CIC® Examination Fees**

The fee for the initial CIC® certification examination is \$410. Candidates must submit the appropriate fee with a complete examination application.

## **CIC® Confirmation of Acceptance**

Your application is not complete until you receive an email confirmation of eligibility containing instructions on how to schedule your examination. If a CIC® application is incomplete or there is not sufficient proof of eligibility, a CBIC staff member will contact the applicant via the email address provided on the application with further instructions.

CBIC sends candidates an email confirmation of eligibility containing exam scheduling instructions to the candidate within seven (7) business days of acceptance of the application. If eligibility is denied, you will be contacted by CBIC. *If a confirmation notice is not received within two weeks of submission, and cannot be found in your spam folder, contact CBIC at [info@cbic.org](mailto:info@cbic.org).*

The confirmation email includes instructions detailing how to schedule an examination appointment with Prometric online.

## **Applying for the a-IPC™ Examination**

To apply online:

Go to [www.cbic.org](http://www.cbic.org) and select the a-IPC™ link under the [“Get Certified”](#) tab.

No further documentation aside from the application and examination payment is required for the a-IPC™. Once an application has been successfully submitted and payment processed, the candidate will receive an email notifying them of submission.

Special Accommodations Forms:

- [Request for Special Accommodations](#)
- [Documentation of Disability-Related Needs](#)

## **a-IPC™ Examination Fees**

The fee for the a-IPC™ is \$310. Candidates must submit the appropriate fee with a complete examination application.

## **a-IPC™ Confirmation of Acceptance**

Your application is not complete until you receive an email confirmation containing instructions on how to schedule your examination. CBIC sends candidates an email confirmation to the candidate within seven (7) business days of acceptance of the application. If the application is not approved, you will be contacted by CBIC. *If a confirmation notice is not received within two weeks of submission, and cannot be found in your spam folder, contact CBIC at [info@cbic.org](mailto:info@cbic.org).*

The confirmation email includes instructions detailing how to schedule an examination appointment with Prometric online.

## Applying for the LTC-CIP Examination

### Eligibility Requirements for LTC-CIP Certification

To be eligible to take the initial certification exam, you must meet ALL of the following requirements.

First-time candidates, candidates who have not successfully passed the examination, and lapsed certificants wishing to become certified again must have:

1. Completed post-secondary education in a health-related field including but not limited to medicine, nursing, laboratory technology, public health, or biology. A diploma RN, an LPN/LVN, DPN, and a health-related Associate's degree, Bachelor's, Master's, or Doctorate would be eligible. Post-secondary includes public or private universities, colleges, community colleges, etc.
2. Responsibility for the infection prevention and control programs/activities in a long-term care setting.

### You must include ALL the following documentation with your completed LTC-CIP application:

1. Signed attestation statement completed by your supervisor/employer attesting that you meet all the eligibility requirements.
2. Proof of Degree (copy of transcript or degree/diploma)
3. Payment of the examination fees. Applications are available online and payment must be made by credit card.

CBIC reserves the right to verify all information supplied by the candidate. An application is considered complete when:

1. All requested information has been submitted and determined to be accurate,
2. examination fees have been submitted,
3. the candidate has been determined eligible for the examination.

### To apply online:

Go to [www.cbic.org](http://www.cbic.org) and select the Long-Term Care Certification link under the "[Get Certified](#)" tab.

Special Accommodations Forms:

- [Request for Special Accommodations](#)
- [Documentation of Disability-Related Needs](#)

### LTC-CIP Examination Fees

The fee for the LTC-CIP examination is \$410. Candidates must submit the appropriate fee with a complete examination application.

### **LTC-CIP Confirmation of Acceptance**

Your application is not complete until you receive an email confirmation containing instructions on how to schedule your examination with Prometric online. CBIC sends an email confirmation to the candidate within seven (7) business days of acceptance of the application. If the application is not approved, you will be contacted by CBIC. *If a confirmation notice is not received within two weeks of submission, and cannot be found in your spam folder, contact CBIC at [info@cbic.org](mailto:info@cbic.org).*

## CIC<sup>®</sup>, LTC-CIP, and a-IPC<sup>™</sup> Examination Appointment Policy

### ➤ Requesting an Extension

- This is intended for those who would like to extend their 90-day eligibility window, whether they have scheduled their examination appointment or not.
1. Fill out an [Extension Request Form](#).
    - Extension requests will **not** be considered under the following circumstances:
      - Not prepared to sit for the examination.
      - Requests submitted within 5 days of scheduled examination date or eligibility end-date without sufficient supporting documentation.
      - Examples of supporting documentation include: doctors note, verifiable letter from direct manager or supervisor, etc.
      - Request to extend eligibility beyond 60 days of scheduled examination date or eligibility end date.
      - If you are uncertain if you qualify for an extension, contact the CBIC Office.
  2. Please allow 7-10 business days for your extension to be reviewed.
  3. If your extension request is approved and you have already scheduled an examination appointment through Prometric, you must complete the following in order for CBIC to process your request:
    - a. Cancel your examination appointment through Prometric:  
<https://www.prometric.com/test-takers/search/cbic>.
    - b. Provide a screenshot or copy of the confirmation of cancellation email to the CBIC Office.
    - c. Complete a \$72 payment via credit card online (the link will be provided to you upon notification from CBIC).

If your extension request is approved and you have *not* scheduled an appointment through Prometric, you will only need to submit the \$72 extension request invoice.

4. After you have completed the above, staff will extend your eligibility window and contact you with information on how to schedule a new examination appointment through Prometric.

### ➤ Cancelling Examination Appointment and/or Eligibility

- You may cancel your eligibility at any point up until five days of appointment date (if scheduled) or eligibility end date (whichever happens first), at which point examination fees will be forfeited.
1. If you have scheduled your appointment through Prometric, you **must cancel the appointment first** (fees may apply): <https://www.prometric.com/test-takers/search/cbic>. Then, proceed to step 2. If you have not scheduled your

appointment, go directly to step 2.

2. Contact the CBIC Office to make a cancellation request. You may reach CBIC at [info@cbic.org](mailto:info@cbic.org).
3. You will be refunded the examination fee minus a \$110 processing fee for the CIC® and LTC-CIP and \$80 processing fee for the a-IPC™.

*\*\*Note: Any cancellation requests submitted outside the 90-day eligibility window will not be accepted.*

*\*\*If you are outside of your 90-day window or missed your appointment, you must resubmit an application, application fee, and all supporting documentation to be considered for certification again.*

## *Preparing for the Certification Examinations*

The expanded examination content outline provided below is a useful tool for course and curriculum preparation and to judge the relevance of topics to the content of the examination. The below content outline is for the initial certification examination.

**Please note:** The recertification examination content outline contains the same content as listed below but the scored domains and number of items in each domain area may vary slightly. This section also contains reference lists for all examinations.

### **Initial CIC<sup>®</sup> Examination Content Outline**

This content outline is available [online](#) and reflects the results of the Practice Analysis conducted in 2020.

### **a-IPC<sup>™</sup> Examination Content Outline**

This content outline is available [online](#) and reflects the results of the Practice Analysis conducted in 2020.

### **LTC-CIP Examination Content Outline**

This content outline is available [online](#) and reflects the results of the Practice Analysis conducted in 2021.

### **CIC<sup>®</sup>, LTC-CIP, and a-IPC<sup>™</sup> References**

References have been categorized as primary and secondary sources for content information. Most questions are based on material in the primary references. Secondary references may be useful to help clarify more detailed issues in specific practice settings or content areas such as microbiology. A list of primary and secondary references is available [online](#).



## Taking the Certification Examinations

### Scheduling the Examinations

A candidate's eligibility is valid for 90 days after receiving the email confirmation notice from CBIC. **The examination must be scheduled and taken within this 90-day period.** A candidate who fails to schedule an exam appointment **within the 90-day eligibility period** forfeits his/her examination fees and must submit a new completed application and the appropriate examination fee to schedule an examination appointment.

**For the CIC<sup>®</sup> and LTC-CIP examination appointments are scheduled for a 3.5 hour window of time** – three hours for the examination itself, and fifteen minutes on each end for completion of the tutorial and the post-exam survey.

**For the a-IPC<sup>™</sup>, examination appointments are scheduled for a 2.5 hour window of time** – two hours for the examination itself, and fifteen minutes on each end for completion of the tutorial and the post-exam survey.

Candidates can schedule their examination online:

1. Access <https://www.prometric.com/test-takers/search/cbic>.
2. Click on “Schedule My Test”
3. Select the location at which you would like to test

Follow the instructions provided in your confirmation email for finding and selecting a test center location and test date and time.

You will receive an email with a 16-digit number confirming your appointment. Record and keep this confirmation number for your records.

### Rescheduling Your Appointment

You may reschedule or cancel your appointment online at <https://www.prometric.com/test-takers/search/cbic> or by calling (800) 278-6222.

Prometric rescheduling fees are as follows:

- Rescheduling 30 days or more in advance – No Charge
- Rescheduling between 5 and 29 days in advance - \$30 Fee
- No rescheduling or cancellations are allowed within 5 days of your appointment; examination fees will be forfeited.

### Emergency Closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact candidates by phone or email; however, you may check for testing site closures by calling Prometric or logging on to <https://www.prometric.com/closures>. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for testing, your fee will be forfeited, and you will need to pay another full exam fee. Please call CBIC with any concerns regarding missed appointments due to unforeseen circumstances.

## Live Remote Proctoring

The ProProctor™ system from Prometric can be used for live remote testing and permits a candidate to test from their home or office in place of a brick-and-mortar testing center. This option is available to all candidates taking the CIC, LTC-CIP, or a-IPC examination if they meet the technical and physical requirements listed in the ProProctor User Guide and on the CBIC website. However, for candidates requesting certain ADA accommodations (ex: reader and/or recorder option), testing in a physical Prometric testing center may be required. The candidate does not need prior approval from CBIC to schedule their exam remotely. The remote proctor protects against academic dishonesty by confirming the test taker's identity and recording the surroundings during the exam through audio and video recording.

Any candidates who wish to take their exam using live remote proctoring may do so if they meet the technical and physical requirements listed in the ProProctor User Guide and on the CBIC website. Candidates are responsible for ensuring they meet the minimum required system requirements and running a system check prior to their testing day.

For more information on ProProctor™ that includes FAQs and a video on how the process works visit the [Prometric site](#) and the [CBIC website](#).

## Special Arrangements for Candidates with Disabilities

In compliance with the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act, special testing accommodations will be considered for individuals with disabilities recognized by the ADA. **Requests for special accommodations must be made at the time of application.** Please complete the Request for Special Accommodations and Documentation of Disability forms found on the CBIC website, in order to be eligible.

Special Accommodations Forms:

- [Request for Special Accommodations](#)
- [Documentation of Disability Related Needs](#)

## What to Bring to the Exam

You should arrive at least **30 minutes before** your scheduled exam appointment. You will be required to present one valid, government-issued ID (e.g., driver's license or passport, other federal or military ID), with your signature and a recognizable photograph. The identification document must be in Latin characters. The first and last name on your ID **MUST MATCH EXACTLY** what Prometric has in their system. If your first and last name does not match exactly, please contact [info@cbic.org](mailto:info@cbic.org) to correct your name.

All other personal items, including watches, must be secured in a locker for test security purposes, so please limit what you bring to the testing center. Please review the testing rules and regulations found on the Prometric website at <https://www.prometric.com/test-takers/search/cbic>.

## Accessories Policy

- **All candidates are required to remove their eyeglasses** for close visual inspection by testing center staff. These inspections will take a few seconds and will be done at check-in and again upon return from breaks.
- **Large jewelry is prohibited.** Hair accessories are subject to inspection. **Candidates should refrain from wearing ornate clips, combs, barrettes, headbands, and other hair accessories**

as they may be prohibited from wearing them into the testing room and asked to store them in their locker.

- If candidate is caught with a camera device, Prometric will confiscate it and the exam will be terminated. All fees will be forfeited.

*Please note: You can find additional information on [Prometric testing policies here](#).*

### Important

- If you do not provide correct identification at the time of the exam, it is considered a missed appointment. Your first and last name on your identification **must match exactly** what you use to submit your application. You will be required to pay another full exam fee before choosing another appointment.
- If you arrive more than 30 minutes late for an appointment, examination fees will be forfeited. If you are a no-show to your appointment, examination fees will be forfeited.

## Test Center Regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center. Failure to follow any of these security procedures may result in the disqualification of your examination and removal from the testing center. Prometric reserves the right to audiotape and videotape any examination session.

### References

No reference materials, papers or study materials are allowed at the test center or in the testing room if testing remotely.

If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored. Candidates do not need to bring a calculator into the examination room with them – an onscreen calculator is provided for your convenience for both in-person and remote test takers. Candidates testing in a physical testing center will be provided an erasable white board and dry erase pen. Candidates testing remotely will have an online scratch pad available for note taking.

### Personal Items

Prometric is not responsible for items left in the reception area of the test center. While lockers are provided, it is recommended that personal items not be brought into the test center. Note the following:

- Electronic equipment— cell phones, tablets, laptops—are not permitted in the testing room and must be powered off while stored in a locker.
- Other personal items—watches, outerwear such as sweaters and jackets not being worn while testing, briefcases, purses, etc.—are not permitted in the testing room.
- Candidates may bring their own foam ear plugs into the examination room with them if they are sensitive to the noise of other candidates taking exams.
- A list of pre-approved items allowed during the exam are available on Prometric's website: <https://www.prometric.com/tapie>.

### **Break Policy: CIC & LTC-CIP**

The exam will have the following structure:

Introduction & Tutorial: 10 Minutes

Section 1: 90 Minutes

Candidate Break: 16 Minutes

Section 2: 90 Minutes

Survey 5: Minutes

An optional, 16-minute scheduled break is built into the CIC and LTC-CIP examinations after 90 minutes. The first 75 questions must be completed in 90 minutes. When you are in the first 90-minute section of the examination, you will receive three timer alert warnings before the break begins. An alert will appear at 30, 15, and 5 minutes indicating the time remaining in that section. **You will not be able to return to the first section of the examination after the break.** If you decide to take the optional candidate break, please ensure you are returned to your seat before the 16 minutes has expired. You will have to allow time (5-6 minutes) to complete the standard check-in procedures when you return to the examination. You are not allowed to use any electronic devices or phones during breaks.

Emergency/unscheduled breaks will be documented and **any** activity that is deemed unusual by the proctor will be documented. If the proctor observes a candidate leaving the testing environment for any reason you may be subject to:

- psychometric review of your examination
- results being placed on hold or withdrawn
- security/video review

### **Break Policy: a-IPC**

Candidates are permitted one 15-minute unscheduled break. The exam clock does not stop during breaks and any break time is deducted from the allotted exam time. If you leave the testing room while an exam is in progress, you must sign out/in on the roster, and you will lose the exam time of the absence. Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. You are not allowed to use any electronic devices or phones during breaks. Emergency/unscheduled breaks will be documented and **any** activity that is deemed unusual by the proctor will be documented. If the proctor observes a candidate leaving the testing environment for any reason you may be subject to:

- psychometric review of your examination
- results being placed on hold or withdrawn
- security/video review

### **Visitors**

No guests, visitors, pets, or family members are allowed at the testing center or in the room while taking an examination via ProProctor.

### **Misconduct or Disruptive Behavior**

Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

### **Weapons**

Weapons are not allowed at the test center.

### **Copyrighted Questions**

All test questions are the property of the Certification Board of Infection Control and Epidemiology, Inc. (CBIC) and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability. Opportunity for feedback will be provided in the post-exam questionnaire.

### **Certification Examination Fees as of January 9, 2023**

CIC® Certification	\$410
LTC-CIP Certification	\$410
Recertifying CIC & LTC-CIP by Exam	\$410
Recertifying CIC& LTC-CIP by IPUs	\$410
a-IPC™ Certification & Recertification	\$310

## After the Examinations

### Score Reports: CIC, LTC-CIP, a-IPC

For candidates taking the CIC<sup>®</sup>, LTC-CIP certification examination or the a-IPC<sup>™</sup> certification examination, a “pass” or “fail” notification will appear on the screen immediately after completion by Prometric testing site staff. Prometric will email your score report within an hour of completing the exam. If a candidate does not receive this, please visit <https://scorereports.prometric.com>. Candidates will need their 16-digit exam confirmation number to retrieve their score report from this site.

Because candidates who pass the examination have successfully demonstrated minimum competency in the field, there is no need to provide candidates with diagnostic information on the individual sections.

Candidates who fail the examination are given their overall score, as well as diagnostic information on their performance in each exam section, to guide their preparation for their next exam attempt. Please see the diagram below for information on the diagnostic levels used to indicate the performance of failed candidates.

Levels of Diagnostic Representation	Performance Level Description
Proficient	Your performance on this content area is <b>above</b> the minimally acceptable level. However, a review of this content area may be helpful to you prior to retaking the examination.
Marginal	Your performance on this content area is <b>around</b> the minimally acceptable level. Further study of this content area is recommended prior to retaking the examination.
Deficient	Your performance on this content area is <b>below</b> the minimally acceptable level. Substantial study of this content area is recommended prior to retaking this examination.

The method used to set the minimum passing score for both exams is the Angoff method, in which content experts have evaluated each examination question and determined how many correct answers are necessary to demonstrate the knowledge and skills required to pass.

Although the CIC<sup>®</sup> and LTC-CIP examinations consist of 150 questions, the candidate’s score is based on 135 questions. Fifteen questions on each exam are “pretest” questions and are used as part of the item evaluation for inclusion in subsequent exams.

The a-IPC<sup>™</sup> exam is 100 questions. The candidate’s score is based on 85 questions. Fifteen questions on each exam are “pretest” questions and are used as part of the item evaluation for inclusion in subsequent exams.

There is one reported pass/fail decision score. A candidate needs a total test scaled score of at least 700 to pass the CIC, LTC-CIP, or a-IPC examination. Scaled scores are determined by converting the number of questions answered correctly to a scaled score that ranges from 300 to 900. Scaled scores

provide a uniform frame of reference, based on the standard adopted by CBIC of the amount of knowledge necessary to pass, without regard to the specific examination form or version taken.

Passing candidates will receive a Pass message. No numerical scaled score is reported to passing candidates. A Pass message indicates that the candidate has mastered the required knowledge for this examination. Failing candidates will receive a scaled score between 300 and 699. A numerical score indicates that the candidate has failed this examination.

Please note that a scaled score is neither the number of questions answered correctly, nor the percentage of questions answered correctly.

Details of incorrectly answered examination questions, and correct answers to questions, will not be provided to the candidate. This practice is in accordance with best practices in the field of professional accrediting.

## **Candidates Who Pass the Examinations**

Candidates who pass their CIC<sup>®</sup> examination are allowed to use the designation CIC<sup>®</sup> after their name for the five-year in which their certification is valid.

Candidates who pass their a-IPC<sup>™</sup> examination are allowed to use the designation a-IPC<sup>™</sup> after their name for the three-year period in which their certification is valid.

Candidates who pass their LTC-CIP examination are allowed to use the designation LTC-CIP after their name for the five-year in which their certification is valid.

CBIC reserves the right to publicly recognize any candidate who has successfully completed a CBIC certification examination, thereby earning the certification credential. A digital badge will be issued following successful completion of an exam or portfolio review.

## **Candidates Who Do Not Pass the Initial Examination**

### ***First Time Applicants or Lapsed Applicants***

Candidates who do not pass the CIC<sup>®</sup>, LTC-CIP, or a-IPC<sup>™</sup> certification examination must submit a new application, including appropriate documentation and fees if applicable, and be determined eligible to retake the exam. An individual must wait a minimum of 90 days before retaking the CIC<sup>®</sup> or LTC-CIP certification. The a-IPC<sup>™</sup> may only be taken twice within a twelve (12) month period, and no more than once every six months.

## **Scores Cancelled by CBIC or Prometric**

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



## **Code of Ethical and Professional Conduct**

### ***Preamble***

The Certification Board of Infection Control and Epidemiology, Inc. (CBIC) is an autonomous multidisciplinary board that provides direction for and administers the certification process for professionals in infection control and applied epidemiology. By completing and passing the certification exam, a certified professional is setting a standard of quality care the public expects, demands and deserves. The codes outlined herein are to guide candidates and certified professionals in the performance of their professional responsibilities and to promote the mission of CBIC: Provide pathways to assess and maintain infection prevention competency.

### ***Professional Care and Competence***

- a) Applicants and certified professionals shall act in a manner that justifies public trust and confidence, enhances the reputation of the profession, and safeguards the interests of individuals and clients.
- b) Applicants and certified professionals shall act diligently in accordance with applicable technical and professional standards when providing professional services.
- c) Applicants and certified professionals shall pursue excellence in performing their duties.
- d) Applicants and certified professionals shall meet and comply with all terms, conditions, or limitations of any professional credential they hold.

### ***Professional Integrity and Objectivity***

- a) Certified professionals shall maintain a professional knowledge and skill level required to ensure that employers receive competent professional service based on current developments in practice, legislation, and techniques.
- b) Certified professionals shall pursue excellence in performing their duties.
- c) Certified professionals shall conduct all business transactions at arm's-length and free from offers and solicitation of gifts and favors, or other improper inducements.
- d) Certified professionals shall ensure accuracy of information and soundness of recommendations forwarded to another involved professional, agency or institution.

### ***Fraud-Related Conduct***

- a) An applicant or certified professional shall not present fraudulent documents when applying for certification or recertification.
- b) An applicant or certified professional shall not use a title, designation, credential or license, company name, letterhead, publication, term, title or document which states or implies an ability, relationship or qualification that does not exist.
- c) An applicant or certified professional shall cooperate with a CBIC disciplinary investigation or proceeding.
- d) An applicant or certified professional shall not attempt to prevent or interfere with a complaint being filed or CBIC disciplinary investigation or proceeding to occur. Interference attempts may include but are not limited to:
  - 1. The use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a complaint from being filed, prosecuted or completed;
  - 2. The use of threats or harassment against, or an inducement to, any consumer or witness in an effort to prevent them from providing evidence in an investigation, disciplinary proceeding or any other legal action; and
  - 3. The willful misrepresentation of facts before the disciplinary authority or its authorized representative.



- e) Judicial Review for applicants and certified professionals will adhere to the codes and bylaws of the Judicial and Ethics process, herein detailed in the Policy & Procedures Manual under Section 2, Category 5 Judicial and Ethics Process.

## Revocation of Certification

Certified professionals or persons wrongfully using the CIC<sup>®</sup>, a-IPC<sup>™</sup>, or LTC-CIP designation are subject to disciplinary action as defined in CBIC's Judicial and Ethics Policy and Procedures for the following types of actions: falsification of an application, violation of examination procedures or misrepresentation of the certification status. A copy of the Judicial and Ethics Policy and Procedures can be found in the [Policy & Procedures Manual](#) or by contacting the CBIC Office.

## Appeals & Testing Concerns

We rely on our testing partner to provide a pleasant testing experience for every candidate. If you are dissatisfied, we would like to hear from you. We also provide an opportunity for general comments at the end of your exam. Our personnel will review your comments, but you may not receive a direct response.

***Appeals must be made within 30 days from when the decision or score took place, no appeals after 30 days will be accepted.***

If you have an examination issue that you would like to have directly addressed, please contact the CBIC office at [info@cbic.org](mailto:info@cbic.org) and CBIC will respond to your concerns. Processes for specific issues are outlined below.

***To appeal an eligibility decision***, please submit an Appeal Request Form to [info@cbic.org](mailto:info@cbic.org) that describes the reason for the eligibility decision appeal.

- Please attach all supporting documentation that provides evidence for your appeal.
- Once the CBIC office has received this information, it is sent to the Exam Advisory Committee who reviews all of the details and supporting evidence. This process may take 7-14 business days to complete.
- Once a decision has been made, the CBIC office will contact you via email with the decision. If the Exam Advisory Committee has decided not to grant the appeal, a detailed explanation will be provided for why that decision was made. In the event that the appeal is granted, application processing will continue and you should expect to receive your scheduling instructions email within 5-7 business days.

Appeal Form:

[Appeal Request Form](#)

***To request a rescore***, please contact the CBIC office within 30 days date of your examination requesting a re-score of your examination. There is a \$200 fee for all rescore requests. The CBIC office will request a rescore from Prometric and will email the candidate with the rescore results.

***Please note: Prometric does not recommend that candidates have their examination re-scored, as the exam goes through two separate automated scoring processes before the score is presented to the candidate at the testing center. The likelihood of the exam being scored incorrectly is very unlikely.***

## *CIC® Recertification Overview*

### **CIC® Recertification**

All recertification candidates are required to take the internet-based recertification examination or submit a continuing education professional portfolio indicating completion of a minimum of 40 approved Infection Prevention Units (IPUs). Candidates who fail the recertification examination or do not have their portfolio submitted or approved by the deadline will need to apply to recertify via the proctored recertification examination at a testing center, as outlined in the policy below. Recertification must be completed before the certification cycle ends.

### **Recertification by Examination**

The recertification exam is a 150-multiple choice question, internet-based examination designed to assess the knowledge of professionals in infection prevention and control and epidemiology. Recertification questions have been developed by CBIC specifically for the recertification examination. Like the initial certification exam, recertification questions are based on the most current CBIC practice analysis. The content outline is similar to the one used for the initial certification examination however, the scored domains and number of items in each domain area may vary slightly. The questions developed are held to the same standards as are used for the initial certification exam.

Unlike the initial certification exam that is completed at a three-hour appointment, time to complete the recertification examination is unlimited, provided it is submitted by December 31 of the year in which certification expires. Recertification candidates can log into and out of the exam site repeatedly and are able to research the answers to questions prior to submitting their responses. The purpose of the recertification examination is to demonstrate continued knowledge and mastery in the field of infection prevention and control.

### **Applying for the CIC® Recertification Examination**

***Application for the recertification examination must be submitted before November 30 of the same calendar year the candidate is due for recertification.*** Candidates are encouraged to purchase their examination early in their recertification year.

#### To apply online:

Go to [www.cbic.org](http://www.cbic.org) and proceed to the “My Certification” tab and then “My Profile”. Once in your profile, click on “Recertification” on the left-hand side.

## ***CIC® Recertification Quick Facts***

### ***How often do you need to recertify?***

Your certification expires on December 31<sup>st</sup> of the fifth year of your certification regardless of when you first certified.

### ***How do you recertify?***

Recertification is attained by achieving a passing score on the recertification exam or submitting a continuing education portfolio with a minimum of 40 approved units.

### ***When can you purchase the recertification examination?***

You may purchase the recertification exam beginning in January of your recertification year.

### ***When can you begin logging IPUs into your professional portfolio?***

You may begin logging your IPUs as soon as you are CIC© certified.

### ***How long do I have to complete the recertification exam?***

You have the entirety of your recertification year to recertify. Therefore, if you buy the exam in January, you have the whole year to take the test. However, if you buy the exam by November 30, you have the remainder of that month to take the exam.

### ***How long do I have to log my IPUs?***

You have until October 31 of your recertification year to complete your portfolio.

### ***What is the deadline to purchase the exam?***

November 30 of your recertification year.

The cost of the recertification examination is \$410. Payment in U.S. dollars must be included with the application. Payment can be made credit card. The fee is non-refundable.

The recertification exam must be submitted by December 31 of the same year. There are no extensions to this deadline for any reason. Candidates should allow themselves ample time to complete the recertification exam, researching information as needed.

## **Taking the CIC® Recertification Examination**

Within seven (7) business days of receipt of an application for the recertification exam, the candidate will receive a confirmation email with specific instructions on how to log in to the examination. Candidates will be able to log in and out as many times as necessary, prior to certification expiration, to complete the examination. Responses provided during previous sessions will be saved; however, it is important to read all instructions prior to exiting each session.

## **Score Reports: CIC Recertification Examination**

For candidates taking the recertification examination, an instant notification in the candidate's web browser, immediately following exam submission **and** post-exam survey, will indicate a numerical score. For the CIC® recertification examination, there is one reported pass/fail decision score. A candidate needs a total test scaled score of at least 700 to pass the CIC® recertification examination. Scaled scores are determined by converting the number of questions answered correctly to a scaled score that ranges from 300 to 900. Scaled scores provide a uniform frame of reference, based on the standard adopted by CBIC of the amount of knowledge necessary to pass, without regard to the specific examination form or version taken.

## **Recertification by Continuing Education Portfolio**

Recertification by Infection Prevention Units (IPUs) is achieved every five years by submitting a "professional portfolio" of earned points from projects or activities using the interactive online submission system. IPUs can be achieved through a variety of activities including presentations, publications, academic education, national conferences, multi-day educational offerings, participation in a professional organization, research and teaching. IPUs may be earned throughout the five years before the recertification deadline. A minimum of 40 units must be achieved and reported. Unit documentation will be accepted electronically via the online portfolio only.

## **Infection Prevention Unit Portfolio**

Documents and Forms

- [Infection Prevention Unit Manual](#)

Each project and activity have defined values. Pre-approval of non-defined activities will be addressed on a case-by-case basis by CBIC Directors. All submitted educational activities must fall into one of the categories listed in the chart below and be relevant to at least one of the eight domains of the CIC® exam.

1. Identification of Infectious Disease Processes
2. Surveillance and Epidemiologic Investigation
3. Preventing/Controlling the Transmission of Infectious Agents
4. Employee/Occupational Health
5. Management and Communication
6. Education and Research
7. Environment of Care
8. Cleaning, Sterilization, Disinfection, Asepsis

The total activities you submit for IPU's must align with at least six of those domains.

All portfolios are reviewed upon submission to ensure it meets the recertification requirements. The entire portfolio review process can take up to 30 days from date of submission received. If you have not received notification within 30 days, please contact CBIC.

The cost of recertification by continuing education is \$410. Payment in U.S. dollars must be included with the official submission. Payment must be made by credit card only. The fee is non-refundable.

The recertification portfolio must be submitted by October 31 of the recertification year. There are no extensions to this deadline for any reason. If the portfolio is not submitted by October 31, the only method to obtain recertification is to purchase the CIC® recertification exam. This must be purchased by November 30 of the recertification year and completed by December 31.

**If the candidate has not passed an examination by their certification end date, they are considered lapsed and are no longer eligible to use the CIC® designation. They must submit a full application and payment for the initial certification examination, including proof that they meet the current eligibility requirements.**

### **CIC® Recertification Schedule**

Portfolio Submission	11:59 pm Greenwich Mean Time (6:59 pm EST) on October 31
Recertification Exam Purchased	11:59 pm Greenwich Mean Time (6:59 pm EST) on November 30
Recertification Exam Completion	11:59 pm Greenwich Mean Time (6:59 pm EST) on December 31

## ***LTC-CIP Recertification Overview***

### **Recertification by Examination**

LTC-CIP certificants also have the option to recertify by examination. The initial LTC-CIP examination will be used to recertify by examination. There is not a separate recertification examination for the LTC-CIP.

LTC-CIP certificants choosing to recertify by examination must pass the initial certification exam before his/her certification cycle ends. All certifications expire December 31 at the end of five years. The initial LTC-CIP examination will be available to you the year of your expiration. (Ex: If you expire 12/31/2029, you will not be able to apply for the initial examination until 1/1/2029). The examination must be purchased by December 17 and passed by December 31 of your expiration year to avoid a lapse in certification. ***An individual may retake the initial certification examination a maximum of four times per year, and no more than once every 90 days.*** If you choose to recertify by the initial examination and you do not pass, you may pay for and submit an IPU portfolio to recertify. Your IPU portfolio must be submitted by October 31 of your recertification year.

Because the initial certification examination is available by appointment only at designated testing sites and via live remote proctoring, recertification candidates are encouraged to apply and pass the examination early in the year to allow time to reapply, schedule and take the initial certification exam again if they are unsuccessful on the exam.

If a candidate fails to successfully recertify by the deadline, his/her certification will be expired, and the LTC-CIP designation can no longer be used. The candidate will then be required to reapply after 90 days.

### **Recertification by Continuing Education Portfolio**

Recertification by Infection Prevention Units (IPUs) is achieved every five years by submitting a “professional portfolio” of earned points from projects or activities using the interactive online submission system. IPUs can be achieved through a variety of activities including presentations, publications, academic education, national conferences, multi-day educational offerings, participation in a professional organization, research and teaching. IPUs may be earned throughout the five years before the recertification deadline. A minimum of 40 units must be achieved and reported. Unit documentation will be accepted electronically via the online portfolio only.

**\*\*Additional information on LTC-CIP IPU portfolios is forthcoming\*\***

## *a-IPC<sup>TM</sup> Recertification Overview*

The credential is maintained every five (5) years through retaking the initial a-IPC examination. The same examination fees and policies apply to recertification. A certificant must wait until the fifth year of their certification (ex: if you expire 12/31/27, you can take the exam at any time during 2027) to recertify. Recertifying earlier in the year is recommended to avoid a lapse in certification. The exam can only be taken two times in each calendar year.