



# CIC® RECERTIFICATION EXAMINATION APPLICATION

The CIC® recertification examination may be taken by the recertifying practitioner at his/her recertifying interval. To be considered for recertification, the recertification examination must be completed by December 31 of the recertifying year.

The deadline to purchase the recertification examination is **December 1, 2020**.

Please send me the link for the internet-based recertification examination to the following e-mail address (required) below. I have enclosed payment in U.S. funds for the fee listed below.

**PRINT NAME** (required) Must match ID/drivers license/passport

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Designation(s): (required) \_\_\_\_\_ Title: (required) \_\_\_\_\_

Certification # (if known): \_\_\_\_\_

**PREFERRED MAILING ADDRESS** (required)

Street/P.O. Box: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Daytime Tel. No.: \_\_\_\_\_ Evening Tel. No.: \_\_\_\_\_

Email: (required) \_\_\_\_\_

**NOTIFICATION OF SUPERVISOR** If you pass the CIC® exam, who would you like us to contact? (e.g., supervisor, director, CNO, etc.)

If you do not want CBIC to notify anyone, please check here

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Designation(s): \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

**EXAMINATION PAYMENT**

CIC® Recertification Examination: \$375

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

Credit Card No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*\*A charge of \$20 will apply to checks returned for insufficient funds. \*\*If rebilling of a credit card charge is necessary, a \$25 processing fee will be charged. \*\*May take 7-14 Business days to process application.*

**AGREEMENT OF AUTHORIZATION & CONFIDENTIALITY**

I have read the eligibility requirements and attest that I meet these requirements.

I understand that I could be audited to verify my eligibility. I understand my certification can be delayed until eligibility is verified.

I authorize the Certification Board of Infection Control and Epidemiology, Inc. to make whatever inquiries and investigations that it deems necessary to verify my credentials and professional standing. I allow the Certification Board of Infection Control and Epidemiology, Inc. to use information from my application and subsequent examination for the purpose of statistical analysis, provided my personal identification with that information has been deleted. I have read and understand the information provided in the Candidate Handbook. I declare that the foregoing statements are true. I understand that false information may be cause for denial or loss of the credential. I understand that I can be disqualified from taking or completing the examination, or from receiving examination scores, if the Certification Board of Infection Control and Epidemiology, Inc. determines that I was engaged in collaborative, disruptive or other prohibited behavior during the administration of the examination.

I further agree to abide by the policies and procedures as set forth in the Candidate Handbook.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this application and appropriate documents and fees to:**

**Examination Services, CBIC; 555 E. Wells St. Suite 1100; Milwaukee, WI 53202. Fax: 414/276.3349**

**EXAMINATION PROCESS**

Within two weeks of application submission, the recertification candidate will receive a confirmation email with specific instructions on how to access their internet-based recertification examination. This email will include a unique candidate ID that must be used each time the candidate signs into their examination. Candidates are able to log into and out of their examination as many times as is necessary, within the established testing window, to complete the examination; responses provided during previous sessions will be saved. Candidate pass/fail results are provided immediately onscreen after submission of the examination and completion of the post-examination survey. The recertification examination must be completed by December 31. All incomplete examinations will be automatically submitted for scoring at 11:59pm GMT.