How to apply for the CIC Examination

1. Begin on the CBIC Home Page: https://www.cbic.org/ .
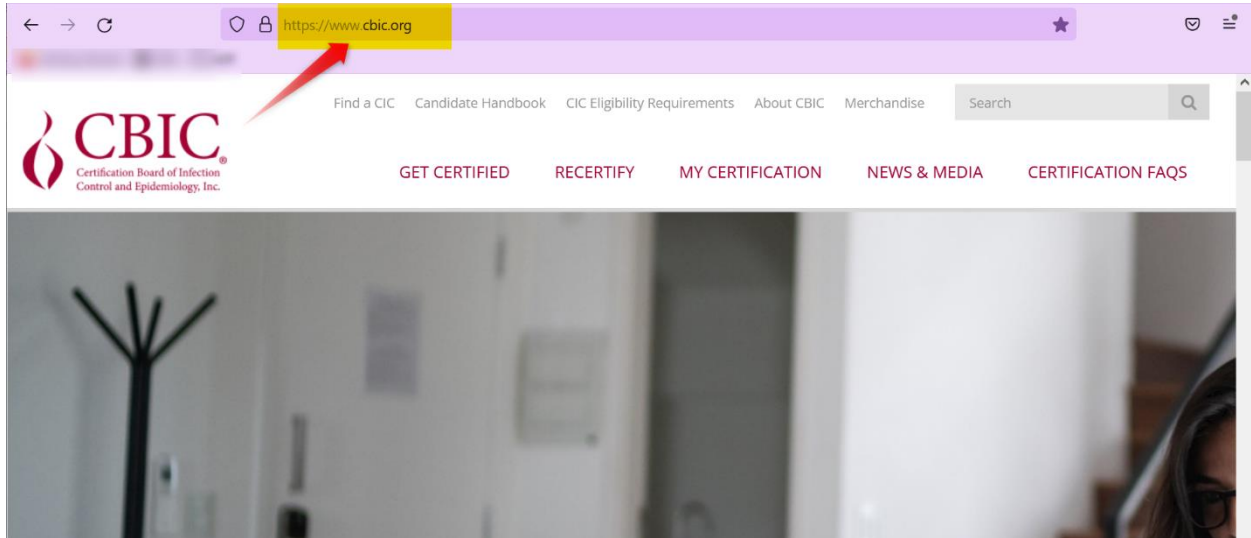
2. Hover your mouse over the "**GET CERTIFIED**" tab, and click the link for **CIC®**.
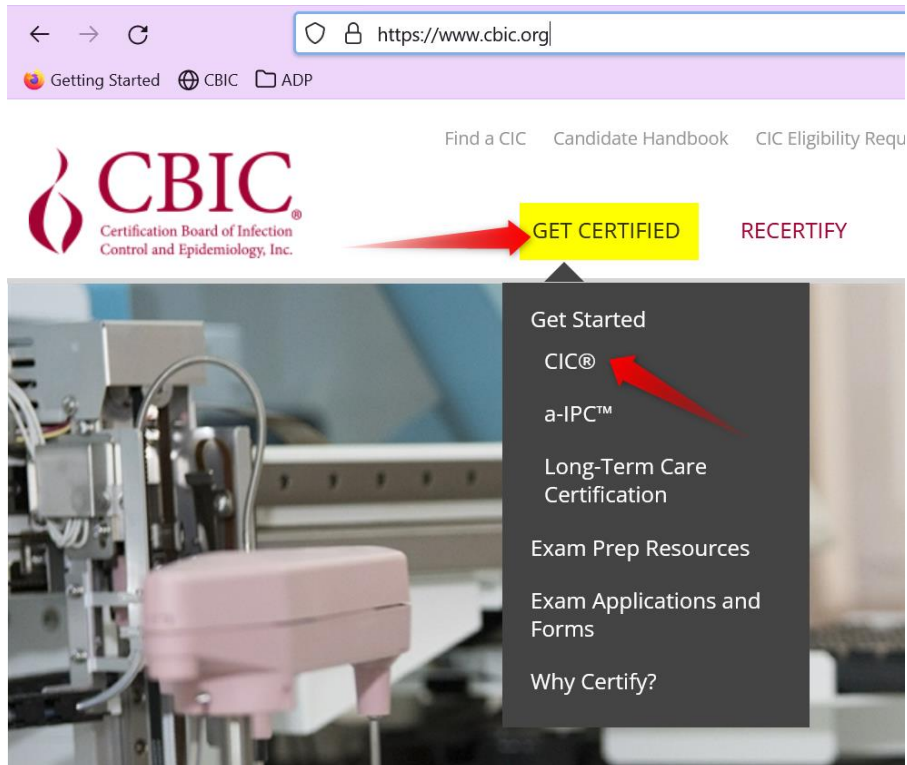
3. Now you'll be on "**About the CIC® Exam**" page. https://www.cbic.org/CBIC/CIC-Certification/About-the-Examination.htm Scroll down to the "**Apply for the CIC**" header.

Apply for the CIC®

1. Create a login and password.
   - **New Users:** Follow this link to create a login and password: https://secure.cbic.org/imiscbic/cbic/create-account.aspx You will need an active email address to proceed.

   - **Returning Users:** For those who have applied before or already have a login, follow this link to either sign-in to your profile or to reset your login and password: https://secure.cbic.org/imiscbic/cbic/profile/

2. Fill out an application.
   - **Apply** online

4. New users that do not have an existing CBIC account should click the below link to create a new account: https://secure.cbic.org/imiscbic/cbic/create-account.aspx.

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5. Once your account has been created, return to About the CIC Exam page and click the "**Apply online**" link: https://secure.cbic.org/imiscbic/cbic/application.

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6. Enter your Username and Password and click "**Sign In**" to sign into your CBIC account.

7. Once logged in, click the "**Start My Application**" button.

Jessica Dangles

CBIC ID	129491
Type	Staff

CIC Certification Application

Documentation required:

- Proof of degree (diploma/transcript)
- Job description (official letterhead with supervisor signature)
- CV/Resume
- Attestation Statement
- Payment

[Eligibility Requirements](#)

> Congratulations! You are eligible to order CIC exam. Questions regarding eligibility requirements should be direct to info@

Start My Application

8. The next screen will list your name and preferred mailing address. Click "**Continue**".

Jessica Dangles

Executive Director

CBIC

Preferred Mailing
1400 Crystal Dr
Ste 900
Arlington, VA 22202-4153
UNITED STATES

jdangles@cbic.org

Go Back   Continue

9. The next screen will ask if you require special accommodations for your examination. If you do not require accommodations under ADA (Americans with Disabilities Act), do not check this box. Click "**Save and Continue**".

NOTE: Candidates who have a learning disability, a psychological disability, or other disability that requires an accommodation in testing should check this box and upload both the Documentation of Disability Form and the Request for Special Exam Accommodations Form before clicking "**Save and Continue**".

10. Next, confirm the rest of your demographic information and click "**Save and Continue**".

Professional Information

*Highest degree earned

Associates Degree ▾

*Year started in IC

2014 ▾

*Practice Setting

☐ Check all
☐ Acute Care/Hospital
☐ Ambulatory Care
☐ Behavioral Health
☐ EMS/Public Health
☐ Home Care
☑ Long Term Care
☐ Other practice setting
☐ Self-Employed/Consultant
☐ Veterans Affairs

Practice area(s)

☐ Check all
☐ Allergy/Immunology
☐ Radiology
☐ Surgery
☐ Thoracic and Cardiac Surgery
☐ Vascular Surgery

Practice area - other

Other Profession

Go back   Save and Continue

11. Upload all required documents and click "**Save and Continue**".

Documents Upload

Please upload your CV

Browse... No file selected.

👁 View file   ↻ Replace file

Upload Highest Degree Diploma or Transcript:

Browse... No file selected.

👁 View file   ↻ Replace file

Please upload a signed job description

Browse... No file selected.

👁 View file   ↻ Replace file

Please upload a completed attestation statement form which must be signed by the applicant's supervisor / director, attesting that the applicant meets all of the requirements.

Browse... No file selected.

👁 View file   ↻ Replace file

Go back   Save and Continue

12. Enter your supervisor's contact information. Click "**Save and Continue**".

Attestation Statement Verification

Provide the information of the manager/supervisor who has signed your Attestation Statement Document.

*Supervisor First Name	Jane
*Supervisor Last Name	Doe
Supervisor Designations	PhD
*Supervisor Title	President
*Supervisor Company	UIC
*Supervisor Email	jessicadangles@sample.com
*Supervisor Phone	555-555-5555
If you pass the CIC exam, would you like us notify your supervisor?	☐

Go back   Save and Continue

13. Select your preferences and check the "I have read and AGREE with the CBIC Examination Appointment Policy" and click "**Save and Continue**".

Policy and Preferences

I do not allow CBIC permission to publish my certifying information on the Find a CIC directory
☐ Exclude from Online Directory

Professional Organizations

If you are not a member of APIC or IPAC Canada and would like more information, please indicate below:

I would like more information about:
☐ APIC
☐ IPAC Canada

How did you hear about us?

How did you hear about us?
☐ Check all
☐ APIC
☐ CBIC Advertisements
☐ CBIC Exhibit Booth
☑ CBIC Social Media
☐ IPAC
☐ Other professional organization
☐ Recommended by colleague/manager
☐ Recommended by education program/college
☐ Required by employer
☐ Search Engine (Google, Yahoo, etc.)

I have read and AGREE with the CBIC
Examination Appointment Policy. ☑

Go back   Save and Continue

14. On the next screen, enter in your payment details and click "**Submit Order**".

Payment Details

● Pay Now

Payment amount

Payment method   American Express ⌄

*Card number   [ ]

*Name on card   [Jessica Dangles]

*Expiration date   [01 ⌄] [2022 ⌄]

CSC   [ ]

Card address   1400 Crystal Dr
Ste 900
Arlington, VA 22202-4153
UNITED STATES
Choose another address

Submit Order

15. On the next screen, click the "**Submit My Application for Review**" button.

Jessica Dangles

ID   129491

Type   Staff

☑ Application fees are paid

Submit My Application for Review

My Application Status

App Type	Form Id	Status	Submit Date
There are no records.			

16. Now you will see a green bar that states, "**Application was successfully submitted!**". Your application has been submitted and you should receive a follow up communication from our

office within 7-10 business days.

Jessica Dangles

ID	129491
Type	Staff

☑ Application fees are paid

Application was successfully submitted!