How to apply for the LTC-CIP Examination


2. Hover your mouse over the “GET CERTIFIED” tab, and click the link for Long Term Care Certification.
Now you’ll be on “About the LTC-CIP” page. Scroll down to the “Application Instructions” header.

**Application Instructions**

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](https://secure.cbic.org/imiscbic/cbic/create-account.aspx) You will need an active email address to proceed.
   - **Returning Users:** For those who already have a CBIC 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/](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

Application Instructions

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- **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 already have a CBIC 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/
Once your account has been created, return to the About the LTC-CIP page and click the “Apply online” link: https://secure.cbic.org/iMISCBIC/cbic/ltcip-application/

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**Application Instructions**

1. Create a login and password.
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2. Fill out an application.
   - **Apply online**
5. Enter your Username and Password and click “Sign In” to sign into your CBIC account.
6. Once logged in, click the "Start My Application" button.
7. 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
8. 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”.

![Special Accommodations](image-url)
**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”.

### Special Accommodations

*Do you require special accommodations?*

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**Documentation of Disability Form**

**Upload**  
[**Browse...**] No file selected.

---

**Request for Special Examination Accommodations Application**

**Upload**  
[**Browse...**] No file selected.

---

[**Go back**]  
[Save and Continue]
9. Next, confirm the rest of your demographic information and click “Save and Continue”.
10. Select your preferences and check the “I have read and AGREE with the policies and information contained in the Candidate Handbook and click “Save and Continue”. 
11. Click Pay now, it will direct you to the payment details.

**Genesis Uricochea**

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<thead>
<tr>
<th>ID</th>
<th>131632</th>
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<tbody>
<tr>
<td>Type</td>
<td>Prospect</td>
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</table>

[Pay now]

You must meet all the requirements above to submit your application for review.

**My Application Status**

<table>
<thead>
<tr>
<th>App Type</th>
<th>Form Id</th>
<th>Status</th>
<th>Submit Date</th>
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There are no records.
11. On the next screen, enter in your payment details and click “Submit Order”.
13. On the next screen, click the “Submit My Application for Review” button.

Jessica Dangles

<table>
<thead>
<tr>
<th>ID</th>
<th>129491</th>
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</thead>
<tbody>
<tr>
<td>Type</td>
<td>Staff</td>
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<tr>
<td>🅳️ Application fees are paid</td>
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Submit My Application for Review

My Application Status

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14. 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.

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