



# *Candidate Toolkit*

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## About the CIC®

The CIC® examination is the standardized measure of the basic knowledge, skills and abilities expected of professionals working in the field of infection prevention and control. It is the only certification in infection prevention and control accredited by the National Commission for Certifying Agencies (NCCA).

The purpose of the certification process is to protect the public by:

1. Providing standardized measurement of current basic knowledge needed for persons practicing infection control.
2. Encouraging individual growth and study, thereby promoting professionalism among infection control professionals.
3. Formally recognizing infection control professionals who fulfill the requirements for certification.



Individuals who earn their CIC® join over 7,000 certified practitioners worldwide.

### Who can use the CIC® designation

Individuals who have successfully passed the proctored initial certification examination and have maintained certification by successfully passing the recertification examination or submitting their recertification by continuing education portfolio may use the CIC® designation.

### How to use the CIC® designation

CIC® is a federally registered trademark and property of the Certification Board of Infection Control and Epidemiology, Inc. The CIC® credential may be used on resumes, business cards, letterhead, and other professional communications.



### **Inappropriate use of the CIC® designation**

The CIC® credential may not be used for product or other endorsements. CICs must recertify every 5 years, or they will lose their CIC® credential. Those individuals who do not recertify within the prescribed time limit may no longer use the CIC® designation. No other person or persons are permitted to use the CIC® designation including, but not limited to, persons who fail to pass either the initial or recertification examinations.



## Eligibility Requirements

Successful certification indicates competence in the actual practice of infection prevention and control and healthcare epidemiology, and is intended for individuals who are actively accountable for the infection prevention and control program within their current position.

In order to qualify to sit for your initial certification, you must apply to take the initial certification examination. In order to be eligible to take the initial certification exam, you must meet ALL of the following requirements:

1. You are accountable for the infection prevention and control activities/program in your setting and this is reflected in your current job description.
2. You have a post-secondary degree from an accredited academic institution.

**OR**

Have a three-year Diploma RN degree (applicable through December 31, 2020 only)

3. You have had sufficient experience (recommended: two years) in infection prevention and control which includes all three (3) of the following:
  - Identification of infectious disease processes
  - Surveillance and epidemiologic investigation
  - Preventing and controlling the transmission of infectious agents
4. And at least two (2) of the remaining five (5) components:
  - Employee/occupational health
  - Management and communication
  - Education and research
  - Environment of care
  - Cleaning, sterilization, disinfection, and asepsis

Candidates will be required to submit the following documentation with their application:

- [Attestation Statement](#) (completed, signed and dated by supervisor)
- Proof of Degree
- CV/Resume
- Official Job Description



## Candidate Checklist

- ✓ Reviewed all eligibility requirements to determine eligibility
- ✓ Completed application available as an [online](#) or [paper application](#)
- ✓ [Attestation statement](#) (completed, signed, and dated by supervisor or manager)
- ✓ Proof of degree (transcript or degree/diploma)\*
- ✓ CV/resume
- ✓ Official job description on organization or facility letterhead (signed and dated by supervisor or manager)\*\*
- ✓ \$375 application and examination fee

**\*By Proof of Degree requirement note that:** you must provide a diploma or transcript; a letter will not be sufficient.

**\*\*By Job Description:** a letter written by your supervisor, colleague and/or HR department is not a sufficient job description document. This document must be an official job description provided on the letterhead of your employer entailing your duties and requirements of the position you hold along with a signature from your manager or supervisor.



## Frequently Asked Questions

### **Am I eligible to take the CIC® initial examination?**

To see if you are eligible, please review the [eligibility requirements](#), or take the interactive “[Am I Eligible?](#)” tool.

### **What is the cost of the exam?**

The cost of the initial exam is \$375.

### **What happens if I do not pass the exam the first time?**

You can reapply immediately but you must wait 90 days from the date of the last failed exam before you will be eligible to sit for the examination again. You must re-submit all supporting documentation and the \$375 examination fee.

### **Can an application be cancelled?**

Candidates may call the CBIC office and ask the staff to cancel their eligibility. CBIC will issue a partial refund of \$265 to cover administrative costs. Please review the [Examination Policy](#) for more information about cancelling an examination.

### **What if I apply and my application is found to be ineligible?**

You will receive a full refund of \$375.

### **What is the best course of action to prepare for the certification exam?**

CBIC does not endorse any particular method of study or education but highly recommends reviewing the [content outline and list of references](#) available on the CBIC website. Additionally, CBIC’s partner organization, [APIC](#), offers a number of [certification study materials](#). CBIC also maintains a list of virtual [study groups](#) through which candidates can remotely prepare for the examination. Finally, there are [sample questions](#) available on the CBIC website.

### **How do I find out where the exam is given in my area?**

CBIC’s testing company, Prometric, offers initial exams at hundreds of testing sites throughout the United States, Canada and at select international testing sites. You can locate a testing center on [Prometric’s website](#).

### **On which dates of the year is the exam offered?**

There are no set testing dates (i.e. the exam is not given twice per year at specified locations). The CIC® exam is offered by appointment at hundreds of Prometric testing sites continuously throughout the year. After the exam application process has been completed, candidates are sent an email containing instructions on how to schedule their CIC® exam through the Prometric online scheduling portal. Examinations must be scheduled within 90 days after receiving the scheduling email.

### **How can I check on certification status?**

Certificants and employers can verify a certification status through CBIC’s [online directory](#). Certificants may opt out of a public directory listing by submitting a request to CBIC at [info@cbic.org](mailto:info@cbic.org). CBIC also offers digital and paper certificates.



## The CIC® Perspective

### **Brandi Ford, CIC®**

I have only held my CIC® certificate for a short while, but just in merely studying for the exam, I learned so much about my day-to-day work in my current position! I now have more confidence in providing and submitting information to Physicians and to Administrative levels. I am more confident in performing my daily tasks and educating staff! I plan to continue to grow in my profession and obtaining the CIC® provided me with the sense of accomplishment and the boost I needed to keep going!

### **Hwang Ching Chan, CIC®**

Administrative matters aside, the number of CICs in Singapore are few, and I am not sure at this point that this certification is as renowned, or would be as well-received in the local setting, when compared to CICs in other countries. I see this as an opportunity to encourage others in my position to get certified, and take heart that this certification counts towards a personal achievement that will follow the individual, no matter the work setting or employment status. I also found that although legislation and regulations might differ from countries to countries, the base principles of healthcare epidemiology, and infection prevention and control apply generally, and where I thought that preparing for this certification might throw into stark contrast differences between healthcare settings, I saw instead that solutions can always be adapted to fit into the context of each setting.

### **Rodgers Rodriguez Ayebare, CIC®**

Being the first CIC® in my country and in the region means that I am pioneering the era of benchmarked IPC competency and a leader in the field. It means I have made a commitment to best practices in infection control and to support generating evidence applicable to the low-resource setting.

### **Alexander Sundermann, CIC®**

The CIC® degree affirms how hard IPs have worked towards their career. It shows the IPs are dedicated to their job and our patients and have worked towards improving patient safety within the hospital. Further, it displays the knowledge of the IPs that they can impact care and create change. As a young IP, it was important for me to become certified to show others that I am knowledgeable on the standards of infection prevention.



## **Barbara Walker: A Retired CIC®**

### **The initial exam was the scariest...**

...and there weren't many other CICs to go through it with in 1986. I studied the CDC Guidelines and APIC study guides, taking and re-taking the practice questions. For recertification I did it all over again but networking helped tremendously; it was never easy, which is one reason why it was so rewarding. The process of preparing for the test also taught me much, including how to collect and present data, which is an invaluable skill in selling oneself and one's initiatives. I've taken the exam 6 times, thankfully passing every time. I had to drop it in the mid-90's when I changed jobs but picked it up again later.

### **My first certification gave me confidence and a voice...**

I felt that I belonged at the table because, darn it, I knew my stuff. That feeling never left me. When I started putting CIC® after my name, I got many questions: one of the CRNAs said it meant "Chick in Charge" and little by little I earned that nickname. Being a CIC® meant that I could with confidence go anywhere in the hospital, clinics, and offices and watch, ask, inspect, instruct, correct, make better. Being a CIC® meant that I had a bargaining chip in the game, that I had the right to ask for books, classes, travel; that surveyors would accept my credentials and me; that I was very "employable" which is a powerful feeling and led to several consulting jobs. Looking back on a long career, I know that my being CIC® meant lives saved, shorter hospital stays, safer facilities, and many healthcare workers becoming more knowledgeable therefore better caregivers.

### **Get your certification if...**

...you want a challenging creative career in which there is something new every day, in which you are always learning and teaching, in which you work with the best and brightest, in which you have unlimited job opportunities, and in which you can know you make a difference on a broad scale.

### **The burden to stay informed and current is on the IP.**

No one is going to give it to him or her. My way is and has been to join APIC and go to meetings for networking and classes. While working I also kept in close touch with the Public Health Dept. and did on-line research for topics and diseases. I found it necessary to keep several books handy, particularly the APIC Text, Public Health's Manual of Communicable Diseases in Man, and Ready Reference to Microbes. Soon after I became CIC®, I re-wrote my Job Description to add a requirement to obtain 12 CE's per year on infection control and prevention topics and would point this out to Administration as reason for allowing me to go to meetings and conferences. One of the best ways to keep informed is to teach, which I still do to local groups, plus I write articles on infectious diseases and do peer review for nursing journals.





To <Supervisor Name>:  
From <Your Name>:  
Date <Date>:  
Subject: Certification in Infection Control

Dear <Supervisor Name>,

I believe it would be beneficial to <organization name> if I were to become Certified in Infection Control (CIC®). As someone who is accountable for infection prevention and control on a daily basis, I feel that it is important to carry a certification that reflects this.

The CIC® is the only certification in infection prevention and control accredited by the National Commission for Certifying Agencies. With over 7,000 individuals certified from over 40 different countries, obtaining the CIC® would demonstrate an internationally recognized level of knowledge in the field of infection prevention and control.

In order to become a CIC®, I will need to:

1. Apply to take the examination
2. Have you sign the Attestation Statement and my official job description, saying I am eligible to take the examination
3. Sign up for the examination at a nearby Prometric testing facility
4. Take the computer-based test, which can take up to 3 ½ hours

During the examination I will be tested on core elements of infection prevention methods, including:

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 cost to take the examination is \$375 and, once I pass, I will receive the internationally recognized CIC® designation. Once certified, I need to recertify every 5 years. In 2019, the overall pass rate for those who took the test for the first time or recertified was 76.5%, showing a level of excellence in understanding infection control for those who do pass.

The CIC® designation will give the people we help every day an extra sense of security and the confidence in knowing they are being assisted by a professional who meets the high standards set by CBIC. It will give <organization title> a competitive edge if I and other Infection Preventionists obtain the CIC® designation. For these reasons I hope that you will consider approving me to go through the certification process.

Sincerely,

<Your Name>