



## 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.