

# Retaking the AL-CIP™

Please review the following instructions for retaking the Advanced Leadership Certification in Infection Prevention and Control (AL-CIP™). As a retake candidate:

- Your fee will be 50% off the original certification fee.
- You are only required to re-submit the sub-competencies that were not passed in your initial submission. These will be listed in your confirmation of payment email from CBIC.

## Important notes about the application platform:

- The system requires you to select and address at least 50% of the sub-competencies within each competency area to submit your portfolio. This is a system limitation and cannot be adjusted.

- **For the sub-competencies you previously passed, please:**

- Upload the sample PDF as evidence.
- Type “N/A” in the text box. This ensures your portfolio can be submitted successfully, even though only the unsuccessful sub-competencies will be reviewed by the judges.

Please follow these steps carefully to ensure a smooth resubmission process. Incomplete retake applications (i.e. not resubmitting each unsuccessful sub-competency) will not be reviewed. Please refer to the Candidate Handbook for additional information regarding CBIC policy on retaking the AL-CIP™.