



## IMPORTANT TIPS BEFORE YOU APPLY

- Read the Candidate Handbook before applying. You will attest to the terms in the Candidate Handbook before you submit your application.
- Watch the video on the [CBIC website](#) on how to submit your application.
- Use your existing CBIC account to log in to the Open Water platform. If you cannot remember your CBIC login and cannot reset it yourself, please email [info@cbic.org](mailto:info@cbic.org) for assistance. Do not create a new CBIC account when applying for the AL-CIP. Your existing CBIC account that is associated with your CIC® and/or LTC-CIP® certification is required to apply.
- Do not attempt to submit multiple applications. This is considered a rules violation, and judges will not review multiple applications.
- Save your written rationales in a Word document or other secure platform before entering your work into Open Water. It is always a good idea to back up your work in case of a system outage or internet issues.
- Save your files/evidence on a secure platform on your personal device in case of a system outage or internet issues.

## CBIC WILL NOT REVIEW THE FOLLOWING

- Evidence or narratives submitted in your portfolio assessment that violates Health Insurance Portability and Accountability Act (HIPAA) regulations or contains any patient or confidential information.
- Submissions that include protected health information (PHI) or sensitive data will not be accepted and may result in disqualification from the portfolio assessment process.
- Incomplete portfolios
- Rationales or evidence not in English



## **AL-CIP Candidate Handbook**

The Certification Board of Infection Control & Epidemiology, Inc. (CBIC®) is a voluntary, autonomous, multidisciplinary board that provides direction for and administers the certification process for professionals in infection control and applied epidemiology.

### **Mission**

*Provide pathways to demonstrate and maintain competence in infection prevention and control.*

### **Vision**

*A world free of infections through demonstrated professional competency.*

### **About the AL-CIP**

The Advanced Leadership Certification in Infection Prevention & Control (AL-CIP) is an assessment of knowledge, skills and abilities expected of individuals who demonstrate professional expertise, leadership and impact in the field of infection prevention and control. It is a portfolio-based assessment that demonstrates leadership within infection prevention and control that has a measurable impact.

### **Statement of Non-Discrimination**

CBIC certification examinations are offered to all eligible candidates, regardless of age, gender, race, religion, national origin, marital status, gender identity, sexual orientation, or disability.

## **AL-CIP Application Process**

Read the Candidate Handbook before applying. You will attest to the terms in the Candidate Handbook before you submit your application.

The application period is listed on the CBIC website. Applications will not be accepted after the deadline.

### **Eligibility Requirements\***

1. Demonstrated positive impact on the profession: Active engagement and advanced infection prevention and control practice, leadership, education, research, policy and/or advocacy for a minimum of 5-10 years
2. Active CIC® or LTC-CIP® certification

\*CBIC reserves the right to change or update the eligibility requirements for submitting a portfolio assessment. Candidates are encouraged to regularly review the guidelines and criteria to ensure compliance with the most current standards and requirements.

### **Fees**

The cost of the AL-CIP is \$545 USD. Payment can be made by credit/debit card only. Please note that all payments for the AL-CIP are non-refundable. Once you register, refunds cannot be provided for any reason.

## Assembling Your Portfolio

Candidates do not have to redact their workplace or name from within the portfolio documents. AL-CIP portfolio reviewers will remove themselves from judging if a conflict of interest is present. The portfolio reviewers will not see your demographic/professional information that is submitted with your portfolio. Portfolio reviewers only have access to the submitted information for Domain 1 and Domain 2. CBIC will not use the evidence submitted or any rationales written for any purpose other than scoring. Additionally, we will not reproduce, distribute, or share any part of the submitted materials or rationales in any form, beyond what is necessary for the scoring process.

Candidates must select and address 50% of Sub-Competencies within each Competency area through both rationale and evidence. (Ex: A Competency with four Sub-Competencies listed requires the candidate to address two Sub-Competencies. A Competency with two Sub-Competencies listed requires the candidate to address one Sub-Competency.) Please refer to the tables below for detailed information on each competency and sub-competency.

## Evidence

Eight (8) pieces of evidence must be uploaded as part of your portfolio submission. Candidates must submit no less than six unique pieces of evidence and no more than eight pieces. A single piece of evidence could be used as an example up to 3 times.

### Example

- 1.1 - Evidence #1
- 1.2 - Evidence #2
- 2.1 - Evidence #3
- 2.2 - Evidence #4
- 3.1 - Evidence #5
- 4.1 - Evidence #6
- 5.1 - Evidence #1
- 6.1 - Evidence #1

Evidence submitted should clearly and comprehensively illustrate your work within the selected sub-competency in context of the competency and domain and align with your rationale.

Ensure that each piece of evidence submitted as part of your portfolio is in one of the following formats: Word (.doc or .docx), PDF (.pdf), Excel (.xls or .xlsx), or PowerPoint (.ppt or .pptx). Submissions in any other format will not be accepted. Please avoid using excessively long file names when submitting your documents. There have been issues reported with the Open Water application platform when using excessively long file names. There is no naming requirement required for your files, but it is recommended to keep file names concise and relevant.

### Example:

Instead of this file name:

APICAnnualConference\_\_Smith\_2021\_PresentationAdvancingtheProfessionFile. PDF

Use this name instead:

Smith\_APIC2021.PDF

The judges are only able to review one piece of evidence per sub-competency and judges will only review the first piece of evidence within the file. Therefore, submit only one file for each sub-competency. Do not combine multiple files (e.g. journal article combined with a PowerPoint presentation) for a single sub-competency. The upload feature only permits a single file to be uploaded.

### **Examples of evidence:**

- Publications (e.g., peer and non-peer-reviewed journal article, guidelines, compendium) . For this type of evidence, include a description of your role in the publication and/or your role in the activities described in the publication in your rationale.
- Presentations (e.g., chapter, regional, national, or international conferences; in-person, virtual, classroom, workshop; poster presentation). For this type of evidence, describe your role in the presentation (development, implementation, delivery, etc.) in your rationale.
- Work product (e.g., toolkits, guidance documents, strategic plan, website, practice changes) For this type of evidence, clearly describe your contribution to the work product (e.g., independent, as part of a team, activities, outcomes as a result of the product) in your rationale.
- Program development materials (e.g., academic syllabus, website, course materials, program evaluation). For this type of evidence, describe your role in the program (e.g., original proposer, development, teaching, co-teaching, etc.) in your rationale.
- Credential / certifications relevant to leadership in IPC (e.g., Six sigma black belt, CPHQ, CPH, CEU/CPD). For this type of evidence, describe programs or outcomes that resulted from you having achieved this credential or certification, in your rationale.

\*all supporting evidence provided must be within the last ten years

## **Rationale**

You will be required to write a concise rationale (maximum 1,000 words) demonstrating your work and impact to support your evidence. The system will calculate your word count and will not permit you to submit if you have gone over 1,000 words. While you are allowed to use up to 1,000 words for your submission, you are not required to use the full word count. Submissions that are well-organized and complete, regardless of length, are encouraged.

Your rationale should be a clear and concise explanation of your work within the selected sub-competency in context of the competency and domain. It should explain the significance of your evidence, how it supports your claims or objectives, and why it is relevant to the assessment criteria and the impact of your contribution and the evidence. By providing a well-articulated rationale, you demonstrate your ability to critically analyze and reflect on your work, ensuring that the evidence presented is meaningful and directly aligned with the goals of the AL-CIP domains, competencies and sub-competencies. While we understand that some of your accomplishments may have been achieved as part of a team or group effort, it is essential to clearly articulate your specific role, contributions, and how your work influenced the outcomes.

## Domain 1: Leadership

### Competencies

**Practice and Innovation:** Advances the practice of infection prevention and control.

### Sub-Competencies

Choose **two** out of the **four** sub-competencies to address in your portfolio with a piece of evidence and a written rationale.

#### 1. Strategic Vision

**The following bullet points are indicators of potential ways of demonstrating strategic vision:**

- Connect broad social, economic, and political changes to the strategic direction of organizations.
- Scan internal and external environments to identify key IPC trends and opportunities.
- Identify sources and applications of safety and quality standards to guide IPC practice.
- Build and sustain a positive organizational culture to advance IPC practice.

#### 2. Interpersonal Communication

**The following bullet points are indicators of potential ways of demonstrating interpersonal communication:**

- Translate strategic vision into compelling and motivating message
- Provide the information people need to know to do their jobs, and to feel good about being a member of the team, department, organization, and profession
- Use multiple modes of communication, delivering a message with confidence, and refining communication tactics for targeted audiences.
- Cultivate an environment that fosters open communication.

#### 3. Relationship Management

**The following bullet points are indicators of potential ways of demonstrating relationship management:**

- Demonstrate leadership skills that include principles of social justice, diversity, equity, and inclusion.
- Provide a safe, empathetic, and non-judgmental environment, regardless of practice setting.

#### 4. Innovation and Creativity

**The following bullet points are indicators of potential ways of demonstrating innovation and creativity:**

- Use boldness, curiosity, and openness to influence an outcome/work product.
- Leverage information technology to foster a creative environment
- Evaluate risk/benefit and impact/effort of innovation or strategy.

**Change Management and Quality Improvement:** Utilizes advanced change management and quality improvement principles and methods to transform infection prevention and control practice.

Choose **two** out of the **four** sub-competencies to address in your portfolio with a piece of evidence and a written rationale.

**1. Risk Assessment and Reduction**

**The following bullet points are indicators of potential ways of demonstrating risk assessment and reduction:**

- Anticipate and assess risks
- Use risk reduction processes to lead and guide mitigation strategies.
- Apply business principles to IPC practice improvement.
- Disseminate analyzed data to inform/educate stakeholders and drive further change.

**2. Change Management**

**The following bullet points are indicators of potential ways of demonstrating change management:**

- Create structures to effectively lead sustainable change to transform IPC practice.
- Apply change management principles and framework.
- Incorporate methods to promote the integration of the concepts of implementation science.

**3. Teams and team building**

**The following bullet points are indicators of potential ways of demonstrating teams and team building:**

- Demonstrate positive outcomes reflecting team performance and professional development.

**4. Quality Improvement**

**The following bullet points are indicators of potential ways of demonstrating quality improvement:**

- Utilize QI principles, methods, and tools to drive improvement.
- Advance quality improvement culture across the profession through dissemination of outcomes.
- Apply evidence from implementation science.
- Contribute to the improvement of access and care quality for underrepresented and medically underserved populations.
- Coordinate IPC resources to provide safe, quality, and equitable care to diverse populations.

**Advocacy:** Advocates for policies and/or solutions to improve infection prevention and control.

Choose **one** out of the **two** sub-competencies to address in your portfolio with a piece of evidence and a written rationale.

**1. Coalition Building**

**The following bullet points are indicators of potential ways of demonstrating coalition building:**

- Build coalitions to work together towards common IPC goals.
- Provide evidence of addressing persistent, pervasive IPC systemic issues.
- Build and develop networks to influence and gain IPC services or other benefits.
- Promote IPC policies, programs, regulations, and legislation at the local, regional, national, and global levels to improve IPC practice and services.

**Advocacy:** Advocates for policies and/or solutions to improve infection prevention and control (*cont'd*)

**2. Influence**

The following bullet points are indicators of potential ways of demonstrating influence:

- Inform the political arena about the role of IPC and the vital components necessary for those working in IPC to provide optimal care delivery.
- Engage in strategies at the local, regional, national, or international level to influence policy change.
- Analyze efforts to change practice and regulatory policies that improve IPC practice and health outcomes.
- Model advocacy behavior.

**Domain 2: Professionalism**

**Competencies**

**Accountability:** Assumes personal accountability and support others to advance infection prevention and control.

**Sub-Competencies**

Choose **one** out of the **two** sub-competencies to address in your portfolio with a piece of evidence and a written rationale.

**1. Individual Accountability**

**The following bullet points are indicators of potential ways of demonstrating individual accountability:**

- Take personal responsibility for decisions, actions, and failures
- Incorporate leadership best practices

**2. Advancing the Profession**

**The following bullet points are indicators of potential ways of demonstrating advancing the profession:**

- Define and enhance accountability for the performance of IPC evidence-based practices
- Influence and/or empower others to identify opportunities for improvement and implement changes

**Inclusivity:** Creates an inclusive environment where people feel valued, involved and respected for their viewpoints, ideas, perspectives, and experiences.

Choose **one** out of the **two** sub-competencies to address in your portfolio with a piece of evidence and a written rationale.

**1. Engagement**

**The following bullet points are indicators of potential ways of demonstrating engagement:**

- Engage diverse ideas, values, cultures and disciplines to address issues that impact IPC
- Evaluate IPC practices and policies to eliminate disparities and inequities within segments of the population

**2. Implementation**

**The following bullet points are indicators of potential ways of demonstrating implementation:**

- Incorporate best practices in diversity, equity, inclusion, and accessibility
- Advocate for the health and safety of a population while respecting the rights of individuals within that population

---

**Professional Development:** Gains advanced leadership knowledge and skills and demonstrates a commitment to advancing the IPC profession.

Choose **one** out of the **two** sub-competencies to address in your portfolio with a piece of evidence and a written rationale.

**1. Individual Development**

**The following bullet points are indicators of potential ways of demonstrating individual development:**

- Complete self-assessment to enhance personal health, resilience and well-being, lifelong learning, and the acquisition of IPC expertise and leadership
- Design and implement a professional development plan
- Seek continuous feedback to improve practice and leadership skills

**2. Professional/Leadership Development**

**The following bullet points are indicators of potential ways of demonstrating professional/leadership development:**

- Volunteer expertise to advance IPC
  - Facilitate the professional development of others
  - Lead IPC research and/or quality improvement activities and disseminate findings
  - Create a culture of continuous improvement and shared learning
- 

## Finalizing Your Portfolio

When submitting your portfolio, you will affirm that you have read and understood the policies and procedures as outlined in this Candidate Handbook. You will agree to adhere to all the guidelines and requirements specified therein and acknowledge that failure to comply with these policies may result in disqualification or other consequences as described in the handbook.

All evidence and documentation provided must be original and have not been plagiarized or falsely represented in any way. By submitting your portfolio, you affirm your commitment to academic and professional integrity.

### Candidates Who Pass the AL-CIP

A digital badge will be issued through Credly upon successful completion of the portfolio assessment, allowing you to easily showcase your achievement online. You will be contacted by our vendor, The Award Group, for the opportunity to order a digital or paper copy of your certificate.

### Candidates Who Do Not Pass the AL-CIP

Unsuccessful candidates are welcome to reapply at the next application cycle. Applications will be accepted two times per year.

### Revocation of Certification

Certified professionals or persons wrongfully using the AL-CIP designation are subject to disciplinary action as defined in CBIC's Judicial and Ethics Policy and Procedures for the following types of actions: falsification of an application, violation of procedures or misrepresentation of the certification status. A copy of the Judicial and Ethics Policy and Procedures can be found in the [Policy & Procedures Manual](#).



## Maintaining your CIC<sup>®</sup> and or LTC-CIP<sup>®</sup>

CIC<sup>®</sup> or LTC-CIP<sup>®</sup> certificants will retain their certification upon earning the AL-CIP. If a CIC<sup>®</sup>/LTC-CIP<sup>®</sup> certificant chooses NOT to recertify the AL-CIP, their CIC<sup>®</sup> or LTC-CIP<sup>®</sup> will expire at the end of the next calendar year, and they can recertify via exam or IPUs.

### Example:

*John Doe, CIC*

- *Earns AL-CIP February 2025.*
- *His AL-CIP dates are February 10, 2025-December 31, 2030.*
- *His CIC was extended to December 31, 2030.*
- *In March 2030 he completes a form on the CBIC website stating that he will NOT be maintaining his AL-CIP certification.*
- *His CIC date will be adjusted to December 31, 2031, and he can recertify via IPUs or examination.*

## Recertification

Recertification requires the resubmission of four unique pieces of evidence and four unique rationales from the previous five years. The certificant will be required to submit two unique pieces of evidence and two unique rationales from Domain I (Leadership) and two unique pieces of evidence and two unique rationales from Domain II (Professionalism).

Additionally, the certificant will attest to earning 20 infection prevention units (IPUs) from the previous five years that address at least 50% of the domains within the content outline (CIC<sup>®</sup> or LTC-CIP<sup>®</sup>, depending on which credential the certificant holds). If the certificant holds both the CIC<sup>®</sup> and LTC-CIP<sup>®</sup>, half the credits must address the CIC<sup>®</sup> content outline and half must address the LTC-CIP<sup>®</sup> content outline. Certificants will be randomly selected for audit and may be asked to provide proof of earning IPUs.

The deadline will be November 30 of the year the certification expires to align with existing CBIC policies. The fee will mirror that of the initial AL-CIP application fee.

## Appeals

All decisions regarding the portfolio-based assessment are final. In accordance with our policies, appeals or requests for reconsideration of the assessment outcomes cannot be accepted.