

Candidate Handbook

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Introduction

About The Certification Board of Infection Control & Epidemiology, Inc. (CBIC®)

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. CBIC® is a subsidiary of the Association for Professionals in Infection Control and Epidemiology (APIC), but CBIC® is independent and separate from any other infection control-related organization or association.

CBIC® is responsible for evaluating exam applications for approval. Our testing company, Prometric, is responsible for examination administration, examination security, scoring, and statistical analysis of examination content.

Our Mission

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

Our Vision

A world free of infections through demonstrated professional competency.



Value of Certification

A high-quality certification validates an individual's knowledge, skills, and abilities in a defined profession, occupation, skill, or role.

Certified individuals in the workforce reduce risk and enhance consumer protection and public safety and welfare. In addition, these certifications allow employers and other stakeholders to identify individuals with the competencies needed to perform a role or task.

Certification holders may benefit from:

- Increased recognition by peers and respect of colleagues in the profession
- Improved opportunities for employability and advancement
- Greater confidence in their professional competence
- Increased professional trust from employers or the public
- Increased autonomy in the workplace
- Better compensation and career longevity

Consumers and the public may benefit from:

- Objective, independent, third-party evaluation and assessment of professional competence
- Commitment to public safety, health, and welfare and/or consumer protection
- Accountability through ethical conduct standards and/or a disciplinary process
- Recertification requirements for continued or enhanced competence



Employers may benefit from:

- Qualified individuals for employment or advancement
- Recertification requirements for continued or enhanced competence
- Commitment to public safety, health, and welfare and/or consumer protection
- Reduced risk of errors, accidents and/or legal liability
- Reduced employee turnover and increased job satisfaction
- Justification for potential compensation differential



Program Overview

Summary of Certifications

CBIC® offers three certification exams: **CIC®**, **LTC-CIP®**, and **a-IPC™**.

Each examination's content is based upon results of a practice analysis, which is a survey of practicing professionals in infection prevention and control that is conducted by the Certification Board of Infection Control and Epidemiology, Inc. (CBIC®) every five to seven years per exam. The practice analysis determines the scope of knowledge and responsibilities that are currently required by, and are representative of, individuals practicing infection prevention and control. It is important to recognize that examination content is based on this information, even though some elements of the examination may not be directly relevant to every individual taking the exam.

The **CIC® (Certification in Infection Prevention and Control)** credential identifies healthcare professionals who have shown mastery of knowledge in infection prevention and control.

The **LTC-CIP® (Long-Term Care Certification in Infection Prevention)** credential identifies healthcare professionals who have shown mastery of knowledge in infection prevention and control within a long-term care setting.

The **a-IPC™ (Associate – Infection Prevention and Control)** credential is intended for the novice infection preventionist, for those interested in pursuing careers in the field of infection prevention and control, and for those interested in learning more about infection prevention and control.



Disclaimer

CBIC® administers exams through one or more independent testing services. While CBIC® provides guidance to applicants on the suitability of different available exams, CBIC® does not review or vet the qualifications, education, or experience of any applicant or assess or determine whether the applicant can do anything other than pass the exam which was administered. CBIC® does not provide credentialing services of any kind to anyone including, without limitation, any medical, dental, health, or other care institution, organization, or facility. Anyone seeking medical, dental, health, or other care services should carefully review and confirm the qualifications, education, and experience of anyone providing such services before obtaining such services. Anyone seeking to hire or retain any person who took a CBIC® exam should independently and carefully review and confirm the qualifications, education, and experience of such person.

CBIC®, FOR ITSELF AND ITS INDEPENDENT TESTING SERVICES, HEREBY EXPRESSLY DISCLAIMS ANY LIABILITY TO ANYONE ANYWHERE AT ANY TIME ARISING OUT OF PRODUCTS AND/OR SERVICES PROVIDED TO ANYONE BY A PERSON WHO SAT FOR AN EXAM ADMINISTERED BY CBIC®. SUCH LIABILITY DISCLAIMER INCLUDES ALL LIABILITY FOR CLAIMS, DAMAGES, EXPENSES, FINES, PENALTIES, DEBTS, OBLIGATIONS, ATTORNEY FEES, AND COURT, ARBITRAL, MEDIATOR, OR OTHER SIMILAR COSTS, AND INTEREST ON ANY OF THE FOREGOING. CBIC®'S MAXIMUM LIABILITY TO ANYONE FOR ANYREASON SHALL BE THE COST OF THE EXAM ADMINISTERED TO THE IMPUTED INDIVIDUAL.

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. Neither CBIC[®] nor Prometric, the examination service provider, discriminates on the basis of age, gender, race, religion, national origin, marital status, gender identity, sexual orientation, or disability.

Code of Ethical and Professional Conduct

Use of Certification Credential

Candidates who pass the CIC[®] examination may use the designation CIC[®] after their name for the five-year period in which their certification is valid.

Candidates who pass their LTC-CIP[®] examination may use the designation LTC-CIP[®] after their name for the five-year period in which their certification is valid.

Candidates who pass the a-IPC[™] examination may use the designation a-IPC[™] after their name for the five-year period in which their certification is valid.

The certification marks and CBIC[®] logo are the property of CBIC[®]. Permission to use the certification marks or logo is granted to credentialed persons for permissible uses only. The marks and logo may not be revised or altered in any way. They must be displayed in the same form as produced by CBIC[®] and cannot be reproduced



unless such reproduction is identical to the mark provided by CBIC®. The marks or logo may not be used in any manner which could bring CBIC® into disrepute or in any way is considered misleading or unauthorized. This includes any use of the marks or logo that the public might construe as an endorsement, approval, or sponsorship by CBIC® of a certificant's business or product.

An [online directory](#) of CBIC® certified professionals, with their permission, is available. Questions or reports of credential misuse should be directed to info@CBIC.org.

Revocation of Certification

Certified professionals or persons wrongfully using the CIC®, a-IPC™, or LTC-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 examination 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 or by contacting the CBIC® office.

Appeals and Testing Concerns

CBIC® relies on its testing partner to provide a pleasant testing experience for every candidate. If a candidate is dissatisfied, we would like to hear from them. CBIC® also provides an opportunity for general comments at the end of the exams. CBIC® staff thoroughly reviews all comments, although candidates may not receive a direct response.



An appeal procedure is available to any individual (Appellant) who has applied for or received CBIC® certification/recertification and who wishes to contest any adverse decision or proposed action affecting their application for certification/recertification status. **CBIC® will not review appeals based on the determination of the minimum cut score (pass point).**

Appeals must be made within 30 days of the examination appointment; **no appeals after 30 days will be accepted.**

If a candidate or certificant has any other examination or certification issue that they would like to have directly addressed, please contact info@CBIC.org and CBIC® staff will respond to their concerns.

To submit an appeal, please submit an [Appeal Request Form](#) to info@CBIC.org that describes the reason for the eligibility decision appeal.

- Please attach any supporting documentation that provides evidence for your appeal.
- Once the CBIC® office has received this information, it is sent to the Exam Advisory Committee who reviews all details and supporting evidence. This process may take 7-14 business days to complete.
- Once a decision has been made, the CBIC® office will contact the candidate via email with the decision.

Appeal Form: [Appeal Request Form](#)



To request a rescore of your examination, please contact the CBIC® office via email: info@CBIC.org within 30 days of your examination. There is a minimum \$200 fee* for all rescore requests. The CBIC® office will request a rescore from Prometric and will email the candidate with the rescore results within two weeks.

NOTE: Prometric does not recommend that candidates have their examination re-scored, as the exam already goes through two separate automated scoring processes before the score is presented to the candidate at the testing center. The likelihood of the exam being scored incorrectly is very unlikely.

*Fee is subject to change by Prometric

Contact Information Changes

It is the candidate's and certificant's responsibility to ensure that their contact information is kept up to date in the Personal Information section of [CBIC® My Profile](#). Name changes can only be updated by CBIC® staff. Proof of legal name change should be sent to info@CBIC.org.



Applying for and Maintaining Certification

CIC[®] Certification Examination

About

The CIC[®] examination is the standardized measure of the knowledge, skills and abilities expected of proficient professionals working in infection prevention and control. The CIC[®] examination is offered daily at testing centers worldwide. Candidates may also take the examination at home via Prometric's live remote proctoring option, Pro Proctor. The exam is available in English.

The CIC[®] certification exam is an objective, multiple-choice examination consisting of 150 questions (135 of which are used in computing the score).

Objectives

The purpose of the CIC[®] certification and recertification process is to protect the public by:

1. Providing standardized measurement of current essential knowledge needed for infection prevention and control practitioners;
2. Encouraging individual growth and study, thereby promoting professionalism among practitioners in infection prevention and control; and
3. Formally recognizing proficient professionals in infection prevention and control who fulfill the guidelines for CIC[®] certification and recertification.

To obtain the CIC[®] credential, professionals in infection prevention and control must pass the initial CIC[®] certification exam to become certified.



Certification in infection prevention and control is valid for five years from the year of successful examination. For example, candidates who certified in 2020 must recertify in 2025, 2030, etc. This is because changes in infection prevention best practices occur frequently. Certified professionals who do not recertify before their certification period expires will lose their CIC[®] designation as of December 31st of the last year of the certification period and are considered lapsed. Use of the CIC[®] designation is prohibited until they have reapplied and successfully passed the initial certification exam.

Applying for the CIC[®]

Eligibility Guidelines:

1. Completed post-secondary education in a health-related field including but not limited to medicine, nursing, laboratory technology, public health, or biology. A diploma RN, an LPN/LVN, DPN, and a health-related associate's degree, Bachelor's, Master's, or Doctorate would be eligible. Post-secondary includes public or private universities, colleges, community colleges, etc.
2. Direct responsibility of the infection prevention and control programs/activities in a healthcare setting, and this is reflected in your current job description.
3. Work experience, defined as active engagement in infection prevention, determined by a current job description, for compensation, for a minimum of:
 - a. At least one-year full-time employment OR
 - b. Two years' part-time employment OR
 - c. Completed 3,000 hours of infection prevention work experience earned during the previous three years



Infection prevention activities include:

- Identification of infectious disease processes
- Surveillance and epidemiologic investigation
- Preventing and controlling the transmission of infectious agents
- Environment of care
- Cleaning, disinfection, sterilization, and asepsis

AND at least two (2) of the remaining three (3) components:

1. Employee / occupational health
2. Management and communication
3. Education and research

To apply: Go to www.CBIC.org and select the CIC[®] link under the “Get Certified” tab. Once an application has been successfully submitted and payment processed, the candidate will receive an email notifying them of submission. Candidates are not asked to upload supporting documentation of the eligibility guidelines listed above.

If Testing Accommodations are needed, please follow the instructions and complete this form: [Request for Testing Accommodations](#)

Fees

Candidates must submit the appropriate fee with a complete examination application. Please see [CBIC Exam Fees](#) for details.

Confirmation of Acceptance

Your application is not complete until you receive an email confirmation of approval containing instructions on how to schedule your examination. If a CIC[®] application is incomplete, a CBIC[®] staff member will contact the applicant via the email address provided on



CBIC® sends candidates an email confirmation of approval containing exam scheduling instructions to the candidate within seven (7) business days of acceptance of the application. If a confirmation notice is not received within seven business days of applying, and it cannot be found in your spam folder, contact CBIC® at info@CBIC.org.

The confirmation email includes instructions detailing how to schedule an examination appointment with Prometric online or by phone.

Preparing for the CIC®

The initial CIC® examination content outline is available [online](#) and reflects the results of the Practice Analysis conducted in 2020. It is a useful tool for course and curriculum preparation and to judge the relevance of topics to the content of the examination.

References have been categorized as primary and secondary sources for content information. Most questions are based on material in the primary references. Secondary references may be useful to help clarify more detailed issues in specific practice settings or content areas such as microbiology. A list of primary and secondary references is available [online](#).

Exam Details

The CIC® certification exam is an objective, multiple-choice examination consisting of 150 questions (135 of which are used in computing the score).

The exam window is a total of three and a half hours (three hours for the examination itself, and 15 minutes on each end for completion of



the tutorial and the post-exam survey).

All CBIC® examinations are delivered using forward navigation. Forward navigation in an examination refers to a format where candidates can only progress through the exam in a linear sequence, answering each question one after another without the option to return to previous questions. Candidates must answer all items in the order they appear, with no option to skip questions. Once a candidate confirms an answer and moves to the next question, they cannot go back to change or modify their response. Candidates cannot flag questions or return to previous questions. The text highlight and strikeout tools are permitted while a candidate is working on a question.

CIC® Break Policy

The exam will have the following structure:

Introduction & Tutorial: 10 Minutes

Section 1: 90 Minutes

Candidate Break: 16 Minutes

Section 2: 90 Minutes

Survey: 5 Minutes

An optional, 16-minute scheduled break is built into the CIC® (and LTC-CIP®) examinations after 90 minutes. The first 75 questions must be completed in 90 minutes. When you are in the first 90-minute section of the examination, you will receive three timer alert warnings before the break begins. An alert will appear at 30, 15, and 5 minutes indicating the time remaining in that section.

If you decide to take the optional candidate break, please ensure you



are returned to your seat before the 16 minutes have expired. You will have to allow time (5-6 minutes) to complete the standard check-in procedures when you return to the examination.

Emergency/unscheduled breaks will be documented and **any** activity that is deemed unusual by the proctor will be documented. If the proctor observes a candidate leaving the testing environment for any reason the candidate may be subject to:

- psychometric review of examination
- results being placed on hold or withdrawn
- security/video review

Important: Candidates are required to notify the proctor and receive their acknowledgement before leaving the camera view prior to taking any kind of break, including scheduled and emergency/unscheduled breaks. Failure to notify the proctor and wait for their response may result in termination of the examination.

During your break, you may use the restroom, refresh with a light snack or beverage, and stand or stretch. You are **NOT** permitted to use any electronic devices, engage in conversations with anyone, or leave the designated break area (in a test center). You must return to your seat promptly when the break time is over, do not bring anything new with you, and tell your proctor that you are ready to begin the check-in procedures.

CIC[®] Recertification

The CIC[®] credential is maintained every five (5) years through a continuing education portfolio or an examination.



Certification is valid for five years. Infection prevention and control is a dynamic field with frequent updates in guidelines, protocols, and best practice. Recertification ensures that professionals stay current with the latest knowledge and techniques essential for effective infection prevention and control.

All recertification candidates are required to submit a continuing education professional portfolio indicating completion of a minimum of 40 approved Infection Prevention Units (IPUs) or take the internet-based recertification examination. Candidates who do not have their portfolio submitted or approved by the deadline or fail the recertification examination will need to apply to recertify via the proctored recertification examination as outlined in the policy below. Recertification must be completed before the certification cycle ends.

NOTE: Effective January 1, 2026, recertification can be obtained through infection prevention units (IPUs) or by retaking the initial CIC[®] proctored examination. The open-book, untimed recertification examination will no longer be offered.

Recertification by Continuing Education

Recertification by Infection Prevention Units (IPUs) is achieved every five (5) years by submitting a “professional portfolio” of earned points from projects or activities using the interactive online submission system. IPUs can be achieved through a variety of activities including presentations, publications, academic education, national conferences, multi-day educational offerings, participation in a professional organization, participation in a mentorship program, research and teaching. IPUs may be earned throughout the five years before the recertification deadline. A minimum of 40 units must be



achieved and reported. Unit documentation will be accepted electronically via the online portfolio only.

Infection Prevention Portfolio

The [CBIC® website](#) has an IPU manual, criteria chart, sample portfolio and professional organization participation templates available online. All submitted educational activities must fall into one of the categories listed below and be relevant to at least one of the eight (8) domains of the CIC® content outline:

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 total activities submitted for IPU's must align with **at least six (6)** of those domains.

All portfolios are reviewed upon submission to ensure they meet the recertification requirements. The entire portfolio review process can take up to 30 days from the date it was received. **If you do not receive notification within 30 days, please contact CBIC®.**

CBIC® has established a comprehensive audit process to ensure the accuracy and validity of all submitted IPU's. This process is designed to maintain the integrity of the recertification process and to verify that



all participants meet the required criteria for recertification.

Payment in U.S. dollars must be included with the official submission. Payment must be made by credit card only. The fee is non-refundable. See [Exam Fees](#).

The recertification portfolio must be submitted by **October 31 of the recertification year**. If the portfolio is not submitted by October 31, the candidate has until November 30 to submit the portfolio with an added late fee of 25% of the recertification fee. The only way to obtain recertification for candidates who miss the November 30 deadline is to purchase and complete the initial proctored exam by December 31.

Recertification by Examination

The recertification exam is a 150-multiple choice question, internet-based examination designed to assess the knowledge of professionals in infection prevention and control and epidemiology. Recertification questions have been developed by CBIC® specifically for the recertification examination. Like the initial certification exam, recertification questions are based on the most current CBIC® practice analysis. The content outline is similar to the one used for the initial certification examination however, the scored domains and number of items in each domain area may vary slightly. The questions developed are held to the same standards as those used for the initial certification exam.

Unlike the initial certification exam that is completed during a three-hour appointment, time to complete the recertification examination is unlimited, provided it is submitted by **December 31 of the recertification year**. Recertification candidates can log into and out



of the exam site repeatedly and are able to research the answers to questions prior to submitting their responses. The purpose of the recertification examination is to demonstrate continued knowledge and mastery in the field of infection prevention and control.

Applying for the CIC[®] Recertification Examination

Application for the CIC[®] Recertification Examination must be submitted before **November 30 of the recertification year**.

Candidates are encouraged to purchase their examination early in their recertification year.

To apply: Go to www.CBIC.org and proceed to the “My Certification” tab and then “My Profile”. Once in your profile, click on “Recertification” on the left-hand side.

Payment in U.S. dollars must be included with the application. Payment must be made by credit card only. The fee is non-refundable. See [Exam Fees](#).

The recertification exam must be submitted by **6:59 pm EST on December 31 of the same year**. There are no extensions to this deadline for any reason. Candidates should allow themselves ample time to complete the recertification exam, researching information as needed.

Taking the CIC[®] Recertification Examination

Within seven (7) business days of receipt of an application for the recertification exam, the candidate will receive a confirmation email with specific instructions on how to log in to the examination.

Candidates will be able to log in and out as many times as necessary,



prior to certification expiration, to complete the examination. Responses provided during previous sessions will be saved; however, it is important to read all instructions prior to exiting each session.

Score Reports: CIC® Recertification Examination

For candidates taking the recertification examination, an instant notification in the candidate's web browser, immediately following exam submission and post-exam survey, will indicate a numerical score. For the CIC® recertification examination, there is one reported pass/fail decision score. A candidate needs a total test scaled score of at least 700 to pass the CIC® recertification examination. Scaled scores are determined by converting the number of questions answered correctly to a scaled score that ranges from 300 to 900. Scaled scores provide a uniform frame of reference, based on the standard adopted by CBIC® of the amount of knowledge necessary to pass, without regard to the specific examination form or version taken.

NOTE: An individual may retake the initial certification examination a maximum of four times per year, and not more than once every 90 days.

If the candidate has not passed an examination by their certification end date, they are considered lapsed and are no longer eligible to use the CIC® designation. They must submit a full application and payment for the initial certification examination.

See the next page for a *CIC® Recertification Schedule*.



CIC® Recertification Schedule

Portfolio Submission	by 11:59 pm EST on October 31
Portfolio Submission Extension	by 11:59 pm EST on November 30
Recertification Exam Purchase	by 11:59 pm EST on November 30
Recertification Exam Completion	by 6:59 pm EST on December 31



LTC-CIP® Certification Examination

About

The LTC-CIP® (Long-Term Care Certification in Infection Prevention) examination is the standardized measure of knowledge, skills and abilities expected of experienced professionals working in infection prevention and control within a long-term care setting. The examination is offered daily at testing centers worldwide. Candidates may also take the examination at home via Prometric's live remote proctoring option, Pro Proctor. The exam is available in English.

The LTC-CIP® certification exam is an objective, multiple-choice examination consisting of 150 questions (135 of which are used in computing the score).

Objectives

The purpose of the LTC-CIP® certification and recertification process is to protect the public by:

1. Providing standardized measurement of current essential knowledge needed for infection prevention and control practitioners in a long-term care setting;
2. Encouraging individual growth and study, thereby promoting professionalism among practitioners in a long-term care setting in infection prevention and control; and
3. Formally recognizing proficient professionals in a long-term care setting in infection prevention and control who fulfill the guidelines for LTC-CIP® certification and recertification.

To obtain the LTC-CIP® credential, professionals in infection prevention and control must pass the initial LTC-CIP® certification



exam to become certified. Certification is valid for five years from the year of successful examination. For example, candidates who certified in 2023 must recertify in 2028, 2033, etc. Certified professionals who do not recertify before their certification period expires will lose their LTC-CIP® designation as of December 31st of the last year of the certification period and are considered lapsed. Use of the LTC-CIP® designation is prohibited until they have reapplied and successfully passed the initial certification exam.

Applying for the LTC-CIP®

Eligibility Guidelines:

1. Completed post-secondary education in a health-related field including but not limited to medicine, nursing, laboratory technology, public health, or biology. A diploma RN, an LPN/LVN, DPN, and a health-related associate's degree, Bachelor's, Master's, or Doctorate would be eligible. Post-secondary includes public or private universities, colleges, community colleges, etc.
2. Responsibility for the infection prevention and control programs/activities in a long-term care setting.

To apply: Go to www.CBIC.org and select the LTC-CIP® link under the “Get Certified” tab. Once an application has been successfully submitted and payment processed, the candidate will receive an email notifying them of submission. Candidates are not asked to upload supporting documentation of the eligibility guidelines listed above.

If Testing Accommodations are needed, please follow the instructions and complete this form: [Request for Testing Accommodations](#)



Fees

Candidates must submit the appropriate fee with a complete examination application. Please see [Exam Fees](#) for details.

Confirmation of Acceptance

Your application is not complete until you receive an email confirmation of approval containing instructions on how to schedule your examination with Prometric online. CBIC® sends an email confirmation to the candidate within seven (7) business days of acceptance of the application. If the application is not approved, you will be contacted by CBIC®. If a confirmation notice is not received within seven business days of applying, and it cannot be found in your spam folder, contact CBIC® at info@CBIC.org. The confirmation email includes instructions detailing how to schedule an examination appointment with Prometric online or by phone.

Preparing for the LTC-CIP®

The Examination Content Outline is available [online](#) and reflects the results of the Practice Analysis conducted in 2021. The examination content outline is a useful tool for course and curriculum preparation and to judge the relevance of topics to the content of the examination.

References have been categorized as primary and secondary sources for content information. Most questions are based on material in the primary references. Secondary references may be useful to help clarify more detailed issues in specific practice settings or content areas such as microbiology. A list of primary and secondary references is available [online](#).



Exam Details

The LTC-CIP® certification exam is an objective, multiple-choice examination consisting of 150 questions (135 of which are used in computing the score).

The exam window is a total of three and a half hours (three hours for the examination itself, and 15 minutes on each end for completion of the tutorial and the post-exam survey).

All CBIC® examinations are delivered using forward navigation. Forward navigation in an examination refers to a format where candidates can only progress through the exam in a linear sequence, answering each question one after another without the option to return to previous questions. Candidates must answer all items in the order they appear, with no option to skip questions. Once a candidate confirms an answer and moves to the next question, they cannot go back to change or modify their response. Candidates cannot flag questions or return to previous questions. The text highlight and strikeout tools are permitted while a candidate is working on a question.

LTC-CIP® Break Policy

The exam will have the following structure:

Introduction & Tutorial: 10 Minutes

Section 1: 90 Minutes

Candidate Break: 16 Minutes

Section 2: 90 Minutes

Survey: 5 Minutes

An optional, 16-minute scheduled break is built into the LTC-CIP®



(and CIC®) examinations after 90 minutes. The first 75 questions must be completed in 90 minutes. When you are in the first 90-minute section of the examination, you will receive three timer alert warnings before the break begins. An alert will appear at 30, 15, and 5 minutes indicating the time remaining in that section.

If you decide to take the optional candidate break, please ensure you are returned to your seat before the 16 minutes have expired. You will have to allow time (5-6 minutes) to complete the standard check-in procedures when you return to the examination.

Emergency/unscheduled breaks will be documented and **any** activity that is deemed unusual by the proctor will be documented. If the proctor observes a candidate leaving the testing environment for any reason the candidate may be subject to:

- psychometric review of examination
- results being placed on hold or withdrawn
- security/video review

Important: Candidates are required to notify the proctor and receive their acknowledgement before leaving the camera view prior to taking any kind of break, including scheduled and emergency/unscheduled breaks. Failure to notify the proctor and wait for their response may result in termination of the examination.

During your break, you may use the restroom, refresh with a light snack or beverage, and stand or stretch. You are **NOT** permitted to use any electronic devices, engage in conversations with anyone, or leave the designated break area (in a test center). You must return to your seat promptly when the break time is over, do not bring anything



new into the testing area, and tell your proctor that you are ready to begin the check-in procedures.

LTC-CIP® Recertification

The LTC-CIP® credential is maintained every five (5) years through a continuing education portfolio or an examination. Infection prevention and control is a dynamic field with frequent updates in guidelines, protocols, and best practice. Recertification ensures that professionals stay current with the latest knowledge and techniques essential for effective infection prevention and control.

Recertification by Continuing Education

Recertification by Infection Prevention Units (IPUs) is achieved every five years by submitting a “professional portfolio” of earned points from projects or activities using the interactive online submission system. IPUs can be achieved through a variety of activities including presentations, publications, academic education, national conferences, multi-day educational offerings, participation in a professional organization, participation in a mentorship program, research, and teaching. IPUs may be earned throughout the five years before the recertification deadline. A minimum of 40 units must be achieved and reported. Unit documentation will be accepted electronically via the online portfolio only.

Infection Prevention Portfolio

The [CBIC® website](#) has an IPU manual, criteria chart, sample portfolio and professional organization participation templates available online.

Candidates will need to meet **seven (7) out of nine (9)** of the knowledge domains as listed in the LTC-CIP® content outline:



1. Long-Term Care Settings
2. Management and Communication of the Infection Prevention Program
3. Identification of Infectious Diseases
4. Surveillance and Epidemiology
5. Prevention and Control of Infectious and Communicable Diseases
6. Environment of Care
7. Cleaning, Disinfection, Sterilization of Medical Devices and Equipment
8. Antimicrobial Stewardship
9. Employee/Occupational Health

Candidates are required to provide a **minimum of five (5) long-term care specific IPU**s every five years. The long-term care focus of the educational offering should be self-evident in the topic/title itself or within the learning objectives of the offering. These can be from any of the nine domains.

All portfolios are reviewed upon submission to ensure they meet the recertification requirements. The entire portfolio review process can take up to 30 days from the date it was received. **If you do not receive notification within 30 days, please contact CBIC®.**

CBIC® has established a comprehensive audit process to ensure the accuracy and validity of all submitted IPUs. This process is designed to maintain the integrity of the recertification process and to verify that all participants meet the required criteria for recertification.

Payment in U.S. dollars must be included with the official submission. Payment must be made by credit card only. The fee is



non-refundable. See [Exam Fees](#).

The recertification portfolio must be submitted by **October 31 of the recertification year**. If the portfolio is not submitted by October 31, the candidate has until November 30 to submit the portfolio with an added late fee of 25% of the recertification fee. The only method to obtain recertification for candidates who miss the November 30 deadline is to purchase and complete the initial proctored exam by December 31.

Recertification by Examination

LTC-CIP[®] certificants also have the option to recertify by examination. The initial LTC-CIP[®] examination will be used to recertify by examination. There is not a separate recertification examination for the LTC-CIP[®].

LTC-CIP[®] certificants choosing to recertify by examination must pass the initial certification exam before their certification cycle ends. All certifications expire December 31 at the end of five years. The initial LTC-CIP[®] examination will be available to you the year of your expiration. (Ex: If you expire 12/31/2029, you can apply for the initial examination starting on 1/1/2029). CBIC[®] recommends **applying for the exam no later than December 1** to secure an exam appointment by the end of the year. The exam must be passed by **December 31 of your recertification year** to avoid a lapse in certification. An individual may retake the initial certification examination a maximum of four times per year, and no more than once every 90 days. If you choose to recertify by the initial examination and you do not pass, you may pay for and submit an IPU portfolio to recertify. Your IPU portfolio must be submitted by October 31 of your recertification year.



Because the initial certification examination is available by appointment only at designated testing sites and via live remote proctoring, recertification candidates are encouraged to apply and pass the examination early in the year to allow time to reapply, schedule and take the initial certification exam again if they are unsuccessful on the exam.

If a candidate fails to successfully recertify by the deadline, their certification will expire, and the LTC-CIP® designation can no longer be used. The candidate will then be required to reapply after 90 days.

If the candidate has not passed an examination by their certification end date, they are considered lapsed and are no longer eligible to use the LTC-CIP® designation. They must submit a full application and payment for the initial certification examination.

LTC-CIP® Recertification Schedule

Portfolio Submission	by 11:59 pm EST on October 31
Portfolio Submission Extension	by 11:59 pm EST on November 30
LTC-CIP® Exam Completion	Passed no later than December 31 of the candidate's expiration year



a-IPC™ Certification Examination

About

The a-IPC™ (Associate – Infection Prevention and Control™) entry-level certification examination is a measure of basic infection prevention competency. It is intended for the novice infection preventionist (IP) and those interested in pursuing careers in infection prevention and control. The examination is offered daily at testing centers worldwide. Candidates may also take the examination at home via Prometric's live remote proctoring option, Pro Proctor. The exam is available in English.

The a-IPC™ examination is an objective, multiple-choice examination consisting of 100 questions (85 of which are used in computing the score).

Objectives

The purpose of the a-IPC™ certification process is to protect the public by:

1. Providing standardized measurement of current essential knowledge needed for persons interested in a career in infection prevention;
2. Encouraging growth and study in infection prevention and control; and
3. Formally recognizing aspiring professionals pursuing a career in the field of infection prevention and control.

To obtain the a-IPC™ credential, a candidate must only have interest in the field of infection prevention and control and pass the examination.



The a-IPC™ certification is valid for five years from the year of successful examination. For example, candidates who certified in 2020 must recertify in 2025, 2030, etc. This is because changes in infection prevention best practices occur frequently. Certified professionals who do not recertify before their certification period expires will lose their a-IPC™ designation as of December 31st of the last year of the certification period and are considered lapsed. Use of the a-IPC™ designation is prohibited until they have reapplied and successfully passed the initial certification exam.

Applying for the a-IPC™

Eligibility Guidelines:

There are no job-specific or education guidelines to be eligible for the a-IPC™. A candidate must only have interest in the field of infection prevention and control.

To apply: Go to www.CBIC.org and select the a-IPC™ link under the “Get Certified” tab. Once an application has been successfully submitted and payment processed, the candidate will receive an email notifying them of submission.

If Testing Accommodations are needed, please follow the instructions and complete this form: [Request for Testing Accommodations](#)

Fees

Candidates must submit the appropriate fee with a complete examination application. Please see [Exam Fees](#) for details.



Confirmation of Acceptance

Your application is not complete until you receive an email confirmation of approval containing instructions on how to schedule your examination with Prometric online. CBIC® sends an email confirmation to the candidate within seven (7) business days of acceptance of the application. If the application is not approved, you will be contacted by CBIC®. If a confirmation notice is not received within seven business days of applying, and it cannot be found in your spam folder, contact CBIC® at info@CBIC.org.

The confirmation email includes instructions detailing how to schedule an examination appointment with Prometric online or by phone.

Preparing for the a-IPC™

The a-IPC™ Examination Content Outline is available [online](#) and reflects the results of the Practice Analysis conducted in 2020. The examination content outline is a useful tool for course and curriculum preparation and to judge the relevance of topics to the content of the examination.

References have been categorized as primary and secondary sources for content information. Most questions are based on material in the primary references. Secondary references may be useful to help clarify more detailed issues in specific practice settings or content areas such as microbiology. A list of primary and secondary references is available [online](#).

Exam Details

The a-IPC™ examination is an objective, multiple-choice examination consisting of 100 questions (85 of which are used in computing the



score).

The exam window is a total of two and a half hours (two hours for the examination itself, and 15 minutes on each end for completion of the tutorial and the post-exam survey).

All CBIC® examinations are delivered using forward navigation. Forward navigation in an examination refers to a format where candidates can only progress through the exam in a linear sequence, answering each question one after another without the option to return to previous questions. Candidates must answer all items in the order they appear, with no option to skip questions. Once a candidate confirms an answer and moves to the next question, they cannot go back to change or modify their response. Candidates cannot flag questions or return to previous questions. The text highlight and strikeout tools are permitted while a candidate is working on a question.

a-IPC™ Break Policy

There are no breaks built into the a-IPC™ examination, but candidates may request a break by letting the proctor know and waiting for acknowledgement and confirmation from the proctor before taking one. **The exam clock does not stop during a break and any break time is deducted from the allotted exam time.** Every time you leave the testing environment, you will have to allow time (5-6 minutes) to complete the standard check-in procedures when you return to the examination.

All breaks will be documented and **any** activity that is deemed unusual by the proctor will be documented. If the proctor observes a



candidate leaving the testing environment for any reason the candidate may be subject to:

- psychometric review of examination
- results being placed on hold or withdrawn
- security/video review

Important: Candidates are required to notify the proctor and receive their acknowledgement before leaving the camera view prior to taking any kind of break, including scheduled and emergency/unscheduled breaks. Failure to notify the proctor and wait for their response may result in termination of the examination.

During an unscheduled break, you may use the restroom, refresh with a light snack or beverage, and stand or stretch. You are **NOT** permitted to use any electronic devices, engage in conversations with anyone, or leave the designated break area (in a test center). When you return to your seat, do not bring anything new, and tell your proctor that you are ready to begin the check-in procedures.

a-IPC™ Recertification

The a-IPC™ credential is maintained every five (5) years either through retaking the initial a-IPC™ examination or through continuing education. Infection prevention and control is a dynamic field with frequent updates in guidelines, protocols, and best practice.

Recertification ensures that professionals stay current with the latest knowledge and techniques essential for effective infection prevention and control.

Recertification by Continuing Education

Recertification by Infection Prevention Units (IPUs) is achieved every



five (5) years by submitting a “professional portfolio” of earned points from projects or activities using the interactive online submission system. IPU’s can be achieved through a variety of activities including presentations, publications, academic education, national conferences, multi-day educational offerings, participation in a professional organization, participation in a mentorship program, research, and teaching. IPU’s may be earned throughout the five years before the recertification deadline. A minimum of 40 units must be achieved and reported. Unit documentation will be accepted electronically via the online portfolio only.

Current a-IPC™ certificants due to recertify between the years of 2025-2029 will be granted a prorated required minimum IPU amount since they were not given the full five-year term to earn their IPU’s. The prorated IPU requirements for each corresponding year have been listed below.

a-IPC™ Expiration Date & Number of IPU’s required:

12/31/2025 – 5 IPU’s

12/31/2026 – 12 IPU’s

12/31/2027 – 20 IPU’s

12/31/2028 – 27 IPU’s

12/31/2029 – 35 IPU’s

Certificants with an a-IPC™ certification expiration date beyond 2029 will be expected to meet the full 40 IPU minimum requirement. Certificants must also demonstrate that a portion of their IPU’s have been attained in different years of the five-year certification cycle.



Infection Prevention Portfolio

The [CBIC® website](#) has an IPU manual, criteria chart, sample portfolio and professional organization participation templates available online. Candidates will need to meet **six (6) out of eight (8)** of the knowledge domains as listed in the a-IPC™ content outline:

1. Processes to Identify Infectious Diseases
2. Surveillance and Epidemiologic Investigation
3. Preventing/Controlling the Transmission of Infectious Agents
4. Employee/Occupational Health
5. Management and Communication of the Infection Prevention Program
6. Education and Research
7. Environment of Care
8. Cleaning, Disinfection, Sterilization of Medical Devices and Equipment

Certificants due to recertify in 2025 will not be required to meet a domain requirement but are encouraged to meet as many of the six (6) domains as they can. Certificants due to recertify between the years of 2026-2029 will be granted a prorated required minimum domain amount since they were not given the full five-year term to earn their IPU. The prorated IPU requirement for those with an a-IPC™ expiration date of 2026-2029, will be required to meet at a minimum four (4) out of eight (8) of the domains across their selected IPU activities.

Certificants with an a-IPC™ expiration date beyond 2029 will be expected to meet the minimum six (6) out of eight (8) domain requirement.



All portfolios are reviewed upon submission to ensure they meet the recertification requirements. The entire portfolio review process can take up to 30 days from the date it was received. **If you do not receive notification within 30 days, please contact CBIC®.**

CBIC® has established a comprehensive audit process to ensure the accuracy and validity of all submitted IPU's. This process is designed to maintain the integrity of the recertification process and to verify that all participants meet the required criteria for recertification.

Payment in U.S. dollars must be included with the official submission. Payment must be made by credit card only. The fee is non-refundable. See [Exam Fees](#).

The recertification portfolio must be submitted by **October 31 of the recertification year**. If the portfolio is not submitted by October 31, the candidate has until November 30 to submit the portfolio with an added late fee of 25% of the recertification fee. The only method to obtain recertification for candidates who miss the November 30 deadline is to purchase and complete the initial proctored exam by December 31.

If the candidate has not passed an examination by their certification end date, they are considered lapsed and are no longer eligible to use the a-IPC™ designation. They must submit a full application and payment for the initial certification examination.

Recertification by Examination

a-IPC™ certificants also have the option to recertify by examination. The initial a-IPC™ examination will be used to recertify by



There is not a separate recertification examination for the a-IPC™. The same examination fees and policies that apply to the initial a-IPC™ exam apply to recertification. A certificant must wait until the fifth year of their certification (ex: if your certification expires 12/31/27, you can take the exam at any time during 2027) to recertify. Recertifying earlier in the year is recommended to avoid a lapse in certification. The exam can only be taken two times in each calendar year.

a-IPC™ certificants choosing to recertify by examination must pass the initial certification exam before their certification cycle ends. All certifications expire December 31 at the end of five years. The initial a-IPC™ examination will be available to you the year of your expiration. (Ex: If you expire 12/31/2029, you can apply for the initial examination starting on 1/1/2029). CBIC® recommends **applying for the exam no later than December 1** to secure an exam appointment by the end of the year. The exam must be passed by **December 31 of your recertification year** to avoid a lapse in certification.

NOTE: An individual may retake the initial certification examination a maximum of two times per year, and no more than once every six months.

If you choose to recertify by the initial examination and you do not pass, you may pay for and submit an IPU portfolio to recertify. Your IPU portfolio must be submitted by October 31 of your recertification year.

Because the initial certification examination is available by appointment only at designated testing sites and via live remote



proctoring, recertification candidates are encouraged to apply and pass the examination early in the year to allow time to reapply, schedule and take the initial certification exam again if they are unsuccessful on the exam.

If a candidate fails to successfully recertify by the deadline, their certification will expire, and the a-IPC™ designation can no longer be used. The candidate will then be required to reapply after six months.

a-IPC™ Recertification Schedule

Portfolio Submission	by 11:59 pm EST on October 31
Portfolio Submission Extension	by 11:59 pm EST on November 30
a-IPC™ Exam Completion	Passed no later than December 31 of the candidate's expiration year

Scheduling the Examinations

Scheduling

A candidate's eligibility is valid for 90 days after receiving the email confirmation notice from CBIC®. **The examination must be scheduled and taken within this 90-day period.** A candidate who fails to schedule an exam appointment within the 90-day eligibility period forfeits their examination fees and must submit a new completed application and the appropriate examination fee to schedule an examination appointment.

The CIC® and LTC-CIP® examination appointments are scheduled for a 3.5-hour window of time – three hours for the examination itself, and fifteen minutes on each end for completion of the tutorial and the post-exam survey.

The a-IPC™ examination appointments are scheduled for a 2.5-hour window of time – two hours for the examination itself, and fifteen minutes on each end for completion of the tutorial and the post-exam survey.

Candidates can schedule their examination online:

1. Access <https://www.prometric.com/test-takers/search/CBIC>
2. Click on Schedule (under Test Center Exam or Remote Exam)
3. Select the location at which you would like to test

Follow the instructions provided in your confirmation email for finding and selecting a test center location and test date and time.

You will receive an email with a 16-digit number confirming your appointment. Record and keep this confirmation number for your records.



Cancelling Exam Appointment and /or Eligibility

You may cancel your exam at any point **up until six (6) calendar days of your exam appointment (if scheduled) or eligibility end date (whichever happens first)**. You will be refunded the examination fee minus a processing fee (25% of the exam fee). However, if you cancel your eligibility five (5) calendar days or less of your exam appointment or eligibility end date, your fee will not be refunded.

For example, if on June 1st you want to cancel your exam appointment scheduled for June 7th, you will be refunded the examination fee minus 25%. However, if on June 1st you want to cancel your exam appointment scheduled for June 6th, you will not receive a refund.

Another example, if on June 1st, you want to cancel your scheduled exam appointment (any date) and your 90-day eligibility window ends on June 7th, you will be refunded the examination fee minus 25%. However, if on June 1st you want to cancel your scheduled exam appointment (any date) and your 90-day eligibility window ends on June 6th, you will not receive a refund.

If you have scheduled your appointment through Prometric, you must follow these steps:

1. Cancel the appointment first (Prometric fees may apply*):
 - a. Go to <https://www.prometric.com/testtakers/search/CBIC> and click Reschedule/Cancel under Test Center or Remote. You will need your 16-digit Prometric examination confirmation number to make any changes. Or call Prometric (800) 278-6222. CBIC staff cannot cancel with Prometric on behalf of the



candidate. Then, proceed to step two. If you have not scheduled your appointment, go directly to step two.

2. Contact the CBIC® office to make a cancellation request in writing, via email only: info@CBIC.org.
3. You will be refunded the examination fee back to the original form of payment minus a processing fee (25% of the exam fee) if applicable.

NOTE: Any cancellation requests submitted outside the 90-day eligibility window will not be granted a refund. If you are outside of your 90-day window or missed your appointment, you must resubmit an application and application fee to be considered for certification again.

Rescheduling Examination Appointment

If you wish to reschedule your exam date or time, you must do so **at least six (6) calendar days prior to your appointment using the Prometric website** <https://www.prometric.com/exams/cbic> which is available 24 hours a day, seven days a week. Click “Reschedule/Cancel” under Test Center or Remote. You will need your 16-digit Prometric examination confirmation number to make any changes. CBIC staff cannot reschedule on behalf of the candidate.

1. Pay the Rescheduling fees to Prometric:
 - a. Prometric rescheduling fees are as follows:
 - i. Rescheduling 30 days or more in advance – No charge
 - ii. Rescheduling between six and 29 days in advance – Prometric fee (subject to change)
 - iii. Rescheduling or cancelling within five days of your appointment (five days or less), exam fees are not refunded



For example, if your exam is scheduled for Monday, you must reschedule by the previous Tuesday to avoid paying a Prometric fee. However, if your exam is scheduled for Monday and you reschedule on the previous Wednesday, you will not get a refund.

**If you reschedule or cancel within five (5) calendar days of your appointment (five days or less); examination fees will be forfeited. Examination fees will also be forfeited if a candidate fails to appear for a scheduled test. Prometric fees are subject to change.*

NOTE: Your new examination date **MUST** fall within your 90-day eligibility window.

If you do not take your examination within your 90-day eligibility window, your eligibility will be considered lapsed, and you will need to reapply as a first-time applicant with application and application fee.

Extensions

You may request an extension to the 90-day eligibility window by completing the [Extension Request Form](#). There is a \$75 fee associated with extending an eligibility window.

Please see the [Examination Appointment Policy](#) for details. Requests must be submitted within one week (7 calendar days) or more of the scheduled examination date or 90-day eligibility end date. Requests submitted less than seven (7) days will not be accepted.

- If your exam is scheduled for Monday, you must submit the Extension Request Form no later than the previous Monday (by 11:59pm ET)
- If your eligibility date ends on Friday, you must submit the



Extension Request Form no later than the previous Friday (by 11:59pm ET)

Emergency Closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact candidates by phone or email; however, you may check for testing site closures by calling Prometric or logging on to <https://www.prometric.com/closures>. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for testing, your fee will be forfeited, and you will need to pay another full exam fee.

Request for Testing Accommodations and Documentation of Disability

In compliance with the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act, testing accommodations will be considered for individuals with disabilities recognized by the ADA. Requests for testing accommodations must be made at the time of application.

Please complete the [Request for Testing Accommodations](#) in order to be eligible.

Fees and Group Payments

[Fees](#)



Group Payments

CBIC® offers the convenience of group payments for organizations or individuals wishing to cover the examination fees for multiple candidates in a single transaction. To utilize the group payment option, interested parties must adhere to CBIC®'s group payment policy and complete the process as outlined below. Please review the following steps carefully to ensure accurate and timely processing of your order:

1. Complete, and have signed on behalf of the Group Client, the [Group Order Form and Agreement](#) found on the [CBIC® website](#). Once completed and signed, the Group Order Form and Agreement must be sent to info@CBIC.org.
2. Pay to CBIC® the “Total Price” set forth in Schedule A of the Group Order Form and Agreement. If paid by check, please forward the check to 1400 Crystal Drive, Suite 900 Arlington, VA 22202. If paid by wire transfer, ACH, or credit card, please contact CBIC® at 202-454-2625 or info@CBIC.org.
3. Once CBIC® has received the payment and accepted the signed Group Order Form and Agreement, CBIC® will update its systems to allow each candidate named on the Group Order Form to schedule the specified exam without any additional payment required by the candidate. Once systems have been updated, CBIC® will notify each candidate via email.
4. All candidates are required to adhere to the policies, procedures, and guidelines outlined in the Candidate Handbook.

Questions regarding group payments or other questions regarding the payment process can be directed to info@CBIC.org.



Taking the Examinations

Format

All exams are multiple choice, single response examinations.

All CBIC® examinations are delivered using forward navigation. Forward navigation in an examination refers to a format where candidates can only progress through the exam in a linear sequence, answering each question one after another without the option to return to previous questions. Candidates must answer all items in the order they appear, with no option to skip questions. Once a candidate confirms an answer and moves to the next question, they cannot go back to change or modify their response. The forward-only exam navigation aligns with the best practices of many healthcare examinations. Additionally, it serves as a security measure for all CBIC® examinations. Candidates can highlight text within an exam question and use the strikethrough feature on answer choices for each test question.

What to Expect on Exam Day

Arrival and Late Policy

Candidates should arrive at the test center 30 minutes before their scheduled exam appointment or login to Pro Proctor's platform 30 minutes before the scheduled exam appointment. **If you arrive late for an appointment, examination fees will be forfeited. If you are a no-show to your appointment, examination fees will be forfeited.**

Identification Policy

You will be required to present one valid, government-issued ID (e.g., driver's license or passport, other federal or military ID), with your signature and a recognizable photograph.



The identification document must be in Latin characters. The first and last name on your **ID MUST MATCH EXACTLY** what Prometric has in their system. If your first and last name does not match exactly, please contact info@CBIC.org to correct your name.

Acceptable Name Discrepancies:

- One version of a candidate's name has a middle initial or middle name while the other does not. For example, John E. Smith vs. John Smith or Mary R. Smith vs. Mary Rose Smith.
- First name is provided formally on one document, but a typical variation is used on another document. For example, Michael Jones vs. Mike Jones
- Maiden name is used as a middle name in one document while given name is used on another document. For example, Donna Jones White vs. Donna Liz White.

Unacceptable Name Discrepancies:

- Substitution of another name for either the first or last name or both names. For example, Smith to Jones or John to James is not permitted.

Candidates may be allowed to use an expired government-issued form of identification if they provide proof of renewal through a copy of a temporary government-issued form of identification along with the expired form of identification.

If the identification presented on exam day does not contain a signature but meets all other CBIC® identification requirements, you must provide a secondary form of identification on exam day.



The signature on your secondary identification **MUST MATCH EXACTLY** with the first and last name on your primary identification and with the names that you provided when you registered. The secondary identification must contain your signature (in Latin characters).

NOTE: If you do not provide correct identification at the time of the exam, it is considered a missed appointment. Your first and last name on your identification must match exactly what you use to submit your application. You will be required to pay another full exam fee before choosing another appointment.

Personal Items Policy

- All candidates are required to remove their eyeglasses for a close visual inspection by the testing center staff or remote proctor. These inspections will take a few seconds and will be done at check-in and again upon return from breaks.
- Large jewelry is prohibited. Hair accessories are subject to inspection. Candidates should refrain from wearing ornate clips, combs, barrettes, headbands, and other hair accessories as they may be prohibited from wearing them in the testing room and asked to store them in their locker. Remote proctored candidates will be asked to store these items outside of the testing area.
- If a candidate is caught with a camera or recording device, the exam will be terminated by Prometric. All fees will be forfeited.
- Food is not allowed in the proctored testing area, in testing centers, or in the remote proctored exam area. Candidates can access food and drink while on a break in the testing center lobby or outside of the remote proctored testing area during a remote examination. Food and drink may not be brought back into the



testing room or in front of the remote proctored testing area camera.

- Candidates are allowed to bring water into the proctored testing area in testing centers and the remote proctored testing area during their exam. No other beverages are permitted. All water must be in a clear or transparent container with a lid or cap. All labels must be removed, and the container will be inspected for notes or other test aids during the security check. The candidate will need to remove the lid/cap for visual inspection by Prometric. Should the container not meet the requirements outlined, the candidate will be required to put it in their locker at the testing center (or remove from the proctored exam area for remote exams) and will not be allowed to take it into the testing area.
- Electronic equipment— cell phones, tablets, laptops—are not permitted in the testing room and must be powered off while stored in a locker.
- **Candidates are not permitted to access cell phones or other electronic devices while on break. This rule is in place for both testing center and remote proctored candidates.**
- Other personal items—watches, outerwear such as sweaters and jackets not being worn while testing, briefcases, purses, etc.—are not permitted in the testing room or the remote proctored testing area.
- Candidates may bring their own foam ear plugs into the examination room/remote proctored area. The proctor will inspect the ear plugs.
- A list of pre-approved items allowed during the exam are available on Prometric’s website: <https://www.prometric.com/pre-approved-items>.
- All other personal items, including watches, jackets, and



backpacks, must be secured in a locker or outside the remote proctored area for test security purposes, so please limit what you bring to the testing center. If testing remotely, personal items are not allowed in the testing area. Please review the testing rules and regulations found on the Prometric website at <https://www.prometric.com/test-takers/search/CBIC>.

NOTE: You can find additional information on [Prometric testing policies here](#).

Exam Day Regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center and during each remote proctored exam. Failure to follow any of these security procedures may result in the termination of your examination. Prometric reserves the right to audiotape and videotape any examination session.

References

No reference materials, papers or study materials are allowed at the testing center or in the testing room if testing remotely. If you are found with these or any other aids, you will not be allowed to continue the exam, and your exam will not be scored. Candidates do not need to bring a calculator into the examination room with them – an onscreen calculator is provided for your convenience for both in-person and remote test takers. Candidates testing in a physical testing center will be provided with an erasable white board and dry erase pen. Candidates testing remotely will have an online scratch pad available for note taking.



Test center administrators and/or remote proctors are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability. Opportunity for feedback will be provided in the post-exam questionnaire.

Candidate Verification Process

Prometric uses a biometric identity management system throughout their global testing centers as a means of verifying a candidate's identity upon arrival at the test center to take their examination. The candidate will be required to use the fingerprint reader to capture an image of their fingerprint. Prometric uses an ID Image Verification process as a means of verifying a candidate's identity upon the start of their check-in process for their remotely proctored examination. The candidate will be required to capture a photo of their valid, government-issued ID using the guides on the screen. All text will need to be readable in the photo.

Break Policy

Please see details of the break policy for each examination in the corresponding section of the Handbook.

The exam clock does **NOT** stop during unscheduled breaks, and any break time is deducted from the allotted exam time.

For all examinations, candidates are required to notify the proctor and receive their acknowledgement before leaving the camera view prior to taking any kind of break, including scheduled and emergency/unscheduled breaks. Failure to notify the proctor and wait for their response may result in termination of the examination.



During breaks, you may use the restroom, refresh with a light snack or beverage, and stand or stretch. You are **NOT** permitted to use any electronic devices, engage in conversations with anyone, or leave the designated break area (in a test center). You must return to your seat promptly when the break time is over, do not bring anything new with you, and tell your proctor that you are ready to begin the check-in procedures.

Cell Phone Use

Use of cell phones, tablets, or other electronic devices while taking an examination at a testing center or via ProProctor™ is prohibited. Any candidate observed using their cell phone or other electronic device during their examination, including on their scheduled/unscheduled break, is subject to their results being withheld/withdrawn and/or the termination of their examination.

Visitors

No guests, visitors, pets, or family members are allowed at the testing center or in the room while taking an examination via ProProctor™.

Misconduct or Disruptive Behavior

Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples include giving or receiving test taking assistance, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Copyrighted Questions / Content

All test questions are the property of the Certification Board of



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Candidate Non-Disclosure Agreement (NDA)

The contents of all CBIC® examinations are copyrighted, proprietary, and confidential. Disclosure or reproduction of any portion is prohibited. Such activity will result in the invalidation of test scores and may result in civil and/or criminal prosecution. If CBIC® and Prometric determine through proctor observation, statistical analysis, and/or other evidence that a candidate's score may not be valid or that the candidate was engaged in collaborative, disruptive or other unacceptable behavior during the administration of the examination, the candidate understands the following outcomes may occur:

- the candidate may be disqualified from taking or continuing to sit for an examination
- the candidate may be disqualified from receiving examination results
- the candidate exam score may be canceled

Candidates are required to review and agree to comply fully with these terms before they are permitted to proceed in accessing their examination. If candidates do not accept the terms of the agreement, they must click the exit button and forfeit their examination.



Taking the Exam at a Test Center

All of the policies and information previously listed including: *Arrival and Late Policy, Identification Policy, Personal Items Policy, Exam Day Regulations, References, Candidate Verification Procedure, Break Policy, Cell Phone Use, Visitors, Misconduct or Disruptive Behavior, Copyrighted Questions/Content & Candidate NDA* apply when a candidate takes an exam at a test center.

Taking the Exam with a Live Remote Proctor

All of the policies and specific information about remote proctored exams previously listed including: *Arrival and Late Policy, Identification Policy, Personal Items Policy, Exam Day Regulations, References, Candidate Verification Procedure, Break Policy, Cell Phone Use, Visitors, Misconduct or Disruptive Behavior, Copyrighted Questions/Content & Candidate NDA* apply when a candidate takes an exam at home with a live remote proctor.

The ProProctor™ system from Prometric is used for live remote testing and permits a candidate to test from their home in place of a brick-and-mortar testing center. This option is available to all candidates taking the CIC®, LTC-CIP®, or a-IPC™ examination if they meet the technical and physical requirements listed in the [ProProctor User Guide](#) and on the CBIC® website.

However, for candidates requesting certain ADA accommodations (ex: reader and/or recorder option), testing in a physical Prometric testing center may be required.

The candidate does not need prior approval from CBIC® to schedule their exam remotely. The remote proctor protects against academic



dishonesty by confirming the test taker's identity and recording the surroundings during the exam through audio and video recording.

Any candidates who wish to take their exam using live remote proctoring may do so **if they meet the technical and physical requirements listed in the [ProProctor User Guide](#)** and on the CBIC® website. Candidates are responsible for ensuring they meet the minimum required system requirements and running a system check prior to their testing day. If a candidate fails to meet the system requirements at the time of their appointment, preventing them from successfully launching their examination, they will be considered a no show and will need to reapply to schedule their next examination appointment.

For more information on ProProctor™ that includes FAQs and a video on how the process works visit the [Prometric site](#).

After the Examinations

Score Reports

For candidates taking the CIC[®], LTC-CIP[®], or a-IPC[™] certification examination, a “pass” or “fail” notification will appear on the screen after completing the examination. Prometric will email your score report within an hour of completing the exam. If a candidate does not receive this, please visit <https://scorereports.prometric.com>.

Candidates will need their 16-digit exam confirmation number to retrieve their score report from this site.

Because candidates who pass the examination have successfully demonstrated minimum competency in the field, there is no need to provide candidates with diagnostic information on the individual sections.

Candidates who fail the examination are given their overall score within an hour of completing the exam, as well as diagnostic information on their performance in each exam section, to guide their preparation for their next exam attempt. Please see the diagram below for information on the diagnostic levels used to indicate the performance of unsuccessful candidates.

Levels of Diagnostic Representation	Performance Level Description
Proficient	Your performance in this content area is above the minimally acceptable level. However, a review of this content area may be helpful to you prior to retaking this examination.
Marginal	Your performance in this content area is around the minimally acceptable level. Further study of this content area is recommended prior to retaking this examination.
Deficient	Your performance in this content area is below the minimally acceptable level. Substantial study of this content area is recommended prior to retaking this examination.



The method used to set the minimum passing score for all exams is the Angoff method, in which content experts have evaluated each examination question and determined how many correct answers are necessary to demonstrate the knowledge and skills required to pass.

Although the CIC[®] and LTC-CIP[®] examinations consist of 150 questions, the candidate's score is based on 135 questions. Fifteen questions on each exam are “pretest” questions and are used as part of the item evaluation for inclusion in subsequent exams.

The a-IPC[™] exam consists of 100 questions. The candidate's score is based on 85 questions. Fifteen questions on the exam are “pretest” questions and are used as part of the item evaluation for inclusion in subsequent exams.

There is one reported pass/fail decision score. A candidate needs a total test scaled score of at least 700 to pass the CIC[®], LTC-CIP[®], or a-IPC[™] examination. Scaled scores are determined by converting the number of questions answered correctly to a scaled score that ranges from 300 to 900. Scaled scores provide a uniform frame of reference, based on the standard adopted by CBIC[®] of the amount of knowledge necessary to pass, without regard to the specific examination form or version taken.

Passing candidates will receive a Pass message. No numerical scaled score is reported to passing candidates. A Pass message indicates that the candidate has mastered the required knowledge for the examination. Failing candidates will receive a scaled score between 300 and 699. A numerical score indicates that the candidate has failed this examination.



NOTE: A scaled score is neither the number of questions answered correctly, nor the percentage of questions answered correctly.

Details of incorrectly answered examination questions, and correct answers to questions, will not be provided to the candidate. This practice is in accordance with best practices in the field of professional credentialing.

Candidates Who Pass the Examinations

Candidates who pass the CIC[®] examination may use the designation CIC[®] after their name for the five-year period in which their certification is valid.

Candidates who pass their LTC-CIP[®] examination may use the designation LTC-CIP[®] after their name for the five-year period in which their certification is valid.

Candidates who pass the a-IPC[™] examination may use the designation a-IPC[™] after their name for the five-year period in which their certification is valid.

A digital badge will be issued following successful completion of an exam or portfolio review.

Candidates who pass their CBIC[®] examination will receive a complimentary digital badge and downloadable digital certificate available through Credly within **two weeks from passing their examination.**

Candidates who pass their CBIC[®] examination will be contacted within



30 days by CBIC®'s certificate vendor, The Award Group, regarding paper certificate and frame purchasing options.

Candidates have the option to opt in or out of the public facing directory of certificants at the time of application.

Candidates Who Do Not Pass the Examinations

Candidates who do not pass the CIC®, LTC-CIP®, or a-IPC™ certification examination must submit a new application and examination fee. An individual must wait a minimum of 90 days before retaking the CIC® or LTC-CIP® certification. The a-IPC™ may only be taken twice within a twelve (12) month period, and no more than once every six months. The waiting period between attempts allows candidates sufficient time to identify their weaknesses, engage in further study, and improve their knowledge and skills before retaking the exam. Additionally, the waiting period helps ensure that test questions remain secure, and that the integrity of the exam is maintained.

Scores Canceled by CBIC® or Prometric

CBIC® and Prometric are responsible for the integrity of the scores they report. On occasion, occurrences such as computer malfunction or misconduct by a candidate may cause a score to be suspect. CBIC® and Prometric are committed to rectifying such discrepancies as expeditiously as possible. CBIC® may void examination results if, upon investigation, violation of its regulations is discovered.



Helpful Forms and Links

- [Exam Application Forms](#)
- [Exam Fees](#)
- [Request for Testing Accommodations](#)
- [Extension Request Form](#)
- [Disclaimer](#)
- [Prometric Experience](#)
- [Examination Appointment Policy](#)
- [Appeal Request Form](#)
- [2025 Group Order Form and Agreement](#)
- [Exam Content Outlines](#)
- [Exam Prep Resources](#)
- [Emeritus Application](#)

Prometric Links

- [Exam Appointment Reschedule or Cancellation](#) (via Prometric)
- Locate your nearest [Prometric Test Center](#)
- [Test Center Closures](#)
- [Test Center Pre-Approved Items](#)
- [Prometric Testing Rules and Regulations](#)
- [Prometric Testing Policies](#)
- [Pro-Proctor User Guide](#)
- [What to Expect with Pro-Proctor](#)

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