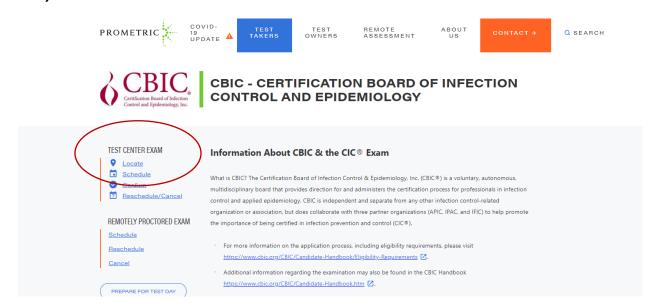
How to Schedule Your Exam

Visit our test page on Prometric's site: https://www.prometric.com/test-takers/search/cbic

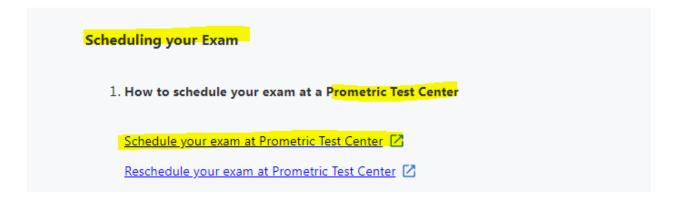
Scheduling options are available on the left-hand side and by scrolling down the page.

*Currently, CBIC only offers remote proctoring for those affected by the COVID-19 closures from March, April and May. This is currently under review for approval for full time use by our accrediting body.

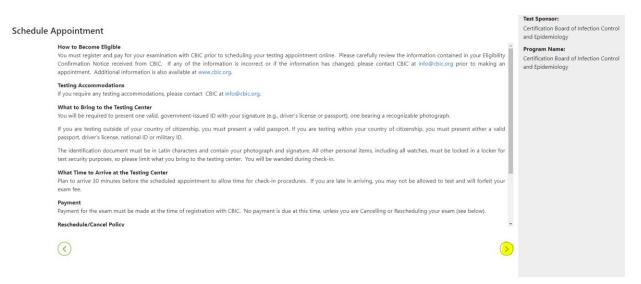


A. For newly approved (or appointments cancelled by Prometric):

1. Click "Schedule your exam at Prometric Test Center".



2. Read through the Schedule Appointment Page, then click the green arrow.



3. Read through the Policy Notice; scroll to the bottom to confirm your age and give your consent, then click the green arrow.

The collection, transfer, processing, use and storage of your Personal Data is necessary to administer a test to you, and Prometric is not authorized to register you for a test if you do not consent to the collection of Personal Data and information processing by Prometric. You must contact your test sponsor if you do not consent to the collection, transfer, processing, use and storage of your Personal Data. I acknowledge that by checking "I consent" below that I am expressly consenting to the collection and processing of my Personal Data, as required by my test sponsor, which may include video and audio-recordings and/or biometric data and assessment results, and that such consent is effective until and unless I affirmatively withdraw that consent in writing to my test sponsor or via www.prometric.com/datasubjectrequests. Do You Consent to the collection, processing, use and storage of your Personal Data and Information including video and audio-recordings, and where required by the test sponsor biometric data, as outlined in the Prometric Privacy Policy? 🔫 confirm that I am at least 18 years of age, or that I am the parent or guardian of the data subject and/or exam candidate, and that I am authorized to make the consent election required below regarding the collection and processing of personal data. I Consent O I Do Not Consent

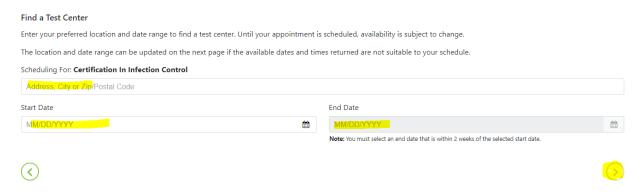




4. Enter your 6 digit eligibility ID (found on your CBIC scheduling email notification) and the first four letters of your last name (spaces count); click "Submit", then click the green arrow.



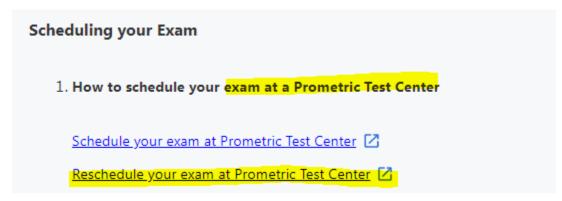
- 5. Your testing window will appear. Click the green arrow to continue.
- 6. Find your test center by entering your zip code or city. Select a date range (limited to two weeks at a time). Click the green arrow.



7. A screen with test center selections and a map will appear, along with dates available. Choose the testing center and date of your choice. You will then choose a time. Follow any remaining prompts. Once your appointment has been scheduled, you will receive a confirmation email from Prometric with an exam confirmation number. Save this number for your records.

B. For those who need to reschedule their exam:

1. Click the Reschedule link.



2. You will need to enter your 16-digit exam confirmation number (provided by Prometric), and the first four letters of your last name (spaces count). Click Submit.

Search for an existing appointment	
Enter your confirmation number	
Confirmation Number	
Enter up to first 4 characters of Last Name	
Enter up to hist 4 characters of East Name	
First 4 characters of last name	
First 4 characters of last name	Submit

- 3. You will confirm your information by checking the box next to your name and exam information. Then click reschedule.
- 4. Follow the prompts to reschedule your testing center location, date, and time. You will receive a new confirmation email from Prometric. Save this for your records.
 - a. *Payment may apply to reschedule your exam dependent upon time prior to scheduled exam.
 - b. **No changes can be made 5 days or less prior to your exam date.