

# 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.**

The screenshot shows the Prometric website header with navigation links: PROMETRIC, COVID-19 UPDATE, TEST TAKERS, TEST OWNERS, REMOTE ASSESSMENT, ABOUT US, CONTACT, and SEARCH. Below the header is the CBIC logo and the text 'CBIC - CERTIFICATION BOARD OF INFECTION CONTROL AND EPIDEMIOLOGY'. The main content area is divided into two sections: 'TEST CENTER EXAM' and 'REMOTELY PROCTORED EXAM'. The 'TEST CENTER EXAM' section is circled in red and contains links for 'Locate', 'Schedule', 'Confirm', and 'Reschedule/Cancel'. The 'REMOTELY PROCTORED EXAM' section contains links for 'Schedule', 'Reschedule', and 'Cancel'. To the right of these sections is the 'Information About CBIC & the CIC® Exam' section, which includes a description of CBIC and links to the candidate handbook and eligibility requirements.

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

1. Click “Schedule your exam at Prometric Test Center”.

The screenshot shows the 'Scheduling your Exam' section on the Prometric website. The title 'Scheduling your Exam' is highlighted in yellow. Below the title is the heading '1. How to schedule your exam at a Prometric Test Center'. Under this heading, there are two links: 'Schedule your exam at Prometric Test Center' and 'Reschedule your exam at Prometric Test Center'. Both links are highlighted in yellow.

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

Schedule Appointment

**How to Become Eligible**

You must register and pay for your examination with CBIC prior to scheduling your testing appointment online. Please carefully review the information contained in your Eligibility Confirmation Notice received from CBIC. If any of the information is incorrect or if the information has changed, please contact CBIC at [info@cbic.org](mailto:info@cbic.org) prior to making an appointment. Additional information is also available at [www.cbic.org](http://www.cbic.org).

**Testing Accommodations**

If you require any testing accommodations, please contact CBIC at [info@cbic.org](mailto:info@cbic.org).

**What to Bring to the Testing Center**

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

If you are testing outside of your country of citizenship, you must present a valid passport. If you are testing within your country of citizenship, you must present either a valid passport, driver's license, national ID or military ID.

The identification document must be in Latin characters and contain your photograph and signature. All other personal items, including all watches, must be locked in a locker for test security purposes, so please limit what you bring to the testing center. You will be wanded during check-in.

**What Time to Arrive at the Testing Center**

Plan to arrive 30 minutes before the scheduled appointment to allow time for check-in procedures. If you are late in arriving, you may not be allowed to test and will forfeit your exam fee.

**Payment**

Payment for the exam must be made at the time of registration with CBIC. No payment is due at this time, unless you are Cancelling or Rescheduling your exam (see below).

**Reschedule/Cancel Policy**



**Test Sponsor:**  
Certification Board of Infection Control and Epidemiology

**Program Name:**  
Certification Board of Infection Control and Epidemiology

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

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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](http://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?**

I 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

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.



Exam Selection

Eligibility Information

\* Indicates required field

\* Eligibility Number :

\* First 4 characters of last name :


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.


#### Find a Test Center

Enter your preferred location and date range to find a test center. Until your appointment is scheduled, availability is subject to change.

The location and date range can be updated on the next page if the available dates and times returned are not suitable to your schedule.

Scheduling For: **Certification In Infection Control**

Start Date  

End Date  

**Note:** You must select an end date that is within 2 weeks of the selected start date.




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.

### Scheduling your Exam

#### 1. How to schedule your exam at a Prometric Test Center

[Schedule your exam at Prometric Test Center](#) 

[Reschedule your exam at Prometric Test Center](#) 

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

Enter up to first 4 characters of Last Name

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.