

CIC[®] Facilitator Resource Toolkit





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Dear Facilitator,

Thank you for supporting certification in infection prevention and control (CIC®). Like you, we believe that certification helps to move the profession forward by building a more competent workforce. We know that you already work hard as a chapter leader, and we want to make things easier for you by building this Facilitator CIC® Resource Toolkit to help you support certification efforts.

The Facilitator CIC® Resource Toolkit includes:

- **A presentation on understanding the CIC® credential**
You can use this to open the conversation regarding certification and review the processes for certification, the meaning of the credential, and how to maintain it.
- **A sample letter that IPs can use to help present certification and its value to their supervisors**
This can help promote the importance of certification to leadership in your facility and gain their support for expenses including study materials and the cost of examination itself.
- **A *What are others doing to support certification?* section**
If you are having trouble coming up with new ways to support certification, you can read about what others are doing to support certification in this section.
- **How to set up a virtual study group**
It is often helpful to surround yourself with others who have similar goals. Developing a study group with peers in your area, or even outside your area, can be a big help. Connecting at times when you can join from home or work makes virtual study groups valuable to study efforts.
- **Ideas on where to find funding resources for the exam and study materials**
With infection prevention and control continuing to be a major topic in healthcare, there continue to emerge organizations and foundations interested in supporting activities such as certification. This resource offers suggestions as to how you might obtain assistance.
- **CBIC References List**
As you prepare for certification, remember that all questions are developed from what we consider to be best practice documents. This reference list includes all of the sources from which the exam questions are derived and will provide you with the resources you will need to study and to continue to broaden your knowledge and skill in the area of infection prevention and control. This information is included in the Candidate Handbook available at www.cbic.org

Please use the items in this toolkit to help you with your journey toward certification. Please freely share the links to the other parts of the toolkit through social media and email. Finally, since CBIC is not permitted to recommend or endorse any study materials, we rely on partners like you to help candidates with exam prep. However, we have provided a list of the references used to write the exam.



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We hope that the contents of this toolkit will help you to support eligible CIC® candidates in becoming certified. In addition, we have brochures available to distribute at your meetings and conferences. If you are interested in receiving these materials or if you have any questions, please contact the CBIC office at info@cbic.org.

Sincerely,

Lita Jo Henman, MPH, CIC
2017 CBIC Board President

Funding Resources for the CIC® Exam

Some employers do not cover the cost of the initial certification examination. Therefore, we found some other ways that you may be able to find funding to support your certification. **Please note:** CBIC is not in charge of or affiliated with any of the programs listed below. If you have questions, you must contact them directly.

United States Funding Opportunities

CAA Program (APIC)

Each year APIC opens applications for their Competency Advancement Assistance (CAA) Program. This program provides financial assistance for certification in infection prevention and control (CIC®) preparatory resources (which are NOT created by CBIC) and reimbursement for exam fees (both the initial certification examination and the recertification examinations are eligible). For more information, visit <http://apic.org/Education-and-Events/Certification/caa>.

State HAI Programs

Some local state HAI programs receive funding that supports certification. To find your local program, visit <https://www.cdc.gov/hai/stateplans/prevention-activity-infrastructure.html>.

Canada Funding Opportunities

IPAC Canada Membership Discount

IPAC Canada offers a \$50 discount on IPAC Canada membership to anyone who certified for the first time the previous year. This does not apply to those who recertify.

IPAC Canada Chapters

Some individual IPAC Canada Chapters offer support for their members. You can find the contact information for your local chapter at <http://ipac-canada.org/ipac-chapters-directory.php>.

Registered Nurses' Foundation of Ontario

The SARS Memorial Fund for Infection Control Practitioners (ICP) is a tuition/certification/professional development reimbursement program funded by the Molson Canada SARS concert (2003) and sponsored by the Ontario Ministry of Health & Long-Term Care. The fund provides grants for **Infection Control Practitioners** from any discipline, who are currently working in Ontario, to support continuing education, certification/re-certification and professional development for individual Infection Control Practitioners so that they can improve their knowledge and lead Infection Control Practices within their health care settings.

Other

Foundations

Some organizations have foundations behind them that provide funding. If your hospital or organization has a foundation, we have created a template letter to ask your foundation for funding. You can download the template letter on the CBIC website, under the CIC® Facilitator Resource Toolkit.



How to Set-up a Virtual Study Group

Since CBIC is limited in how we can provide tools to study for the initial CIC® examination, we have created a guide on how to set-up your own virtual study group. There are a couple ways that you can do this from setting up a very basic free group where members can post questions freely, to a more in-depth virtual study group with facilitated presentations and discussions. Please note: if you need assistance with any of the platforms outlined below, please contact that company/organization for help. CBIC cannot provide technical assistance for these platforms.

Free Discussion Forums

There are many free options for creating online groups. These platforms are linked below with instructions on how to set up a group and what features they offer.

LinkedIn Groups

LinkedIn Groups is an easy way to set up an online study group. Groups can be public (meaning anyone with a LinkedIn account can join the group) or (private meaning group members have to be granted permission by the admin before joining). Each discussion post, or question, will appear on the home page of the group. Anyone in the group can post discussion questions. Once a question or topic is posted to the group any member of the group may respond to the post by clicking on it and commenting. In this way those studying for the exam can ask questions and either group facilitators or others studying for the exam can help answer the question. The steps for setting up your first LinkedIn Group are outlined below:

1. Make sure you are logged in to your LinkedIn account (If you do not have one, you will need to set one up)
2. Along the top of the page you will see tabs. Hover over the tab “Interests” and click on “Groups” in the dropdown menu.
3. Click on “My Groups”
4. Click on “Create group”
5. Fill in all of the starred boxes
6. Click “Create group”
7. Once you have successfully created the group, you can manage the group settings by clicking on the group and then clicking “Manage”

For more in-depth answers on what you can do with LinkedIn Groups, [click here](#).

Google Groups

Similar to LinkedIn, Google Groups gives you a platform to meet online and post questions and discussion topics. Once again, the group can be public or private and anyone in the group can post to the group and comment on the posts.

Here are instructions on how to set-up a Google Group:

1. Make sure you are logged in to your Google account (If you do not have one, you will need to set one up) and on the [Google Groups](#) page.
2. Click “Create Group” along the top.
3. Fill out the applicable sections in the form. (This is where you can set the permissions.)
4. Click “Create”
5. Once the group is created, you can post topics to the forum and users can comment on them.



For more in-depth answers on what you can do with Google Groups, [click here](#).

Groupbox or ProBoards

Groupbox and ProBoards are online forums that offer more structure to your online study group. They both have more advanced features than Google Groups and LinkedIn Groups. They allow you to set up specific discussion boards, have more administrative control, and are more customizable. For more information on both of these forums, please use the links below.

[How does Groupbox work?](#)

[Getting Started with ProBoards](#)

Online Learning Platforms

There are many online learning platforms out there, both free and at a cost, that allow you to set-up more facilitated virtual study groups with educational presentations. You can learn more about these platforms and their capabilities by clicking on the links below.

[COURSEsites](#) (Free)

[Moodle](#)

[Ruzuku](#)

[Teachable](#)

There are a number of other free and subscription based online learning platforms and group forums that you can search for on your own. Be sure to look at the platform's features to find what will work best for your study group.



What are Others Doing to Support Certification?

There are many groups out there (including, but not limited to, APIC and IPAC Canada chapters and state funded programs) that offer resources to assist Infection Prevention and Control Professionals in preparing for certification. If you are looking to start a group, or if you already run a group or class that supports or helps prepare Infection Prevention and Control Professionals for certification, we have compiled a list of activities that other chapters and groups have found to be successful.

Formal meetings

If you have regularly scheduled meetings, there are a number of ways that you can support and promote certification at each meeting.

Exam Practice Questions

Some APIC and IPAC chapters use practice questions from the CBIC Facebook page and the APIC text to help candidates practice the different knowledge sets required to answer the questions on the exam. If you are using the questions posted on the Facebook page, just keep in mind that they are retired questions. They may have been retired for a number of reasons. Other textbooks and study guides have not been written by CBIC and may not reflect the actual questions on the exam. Asking your group or class to answer a question or a handful of questions each meeting, and then going through the reasoning behind the answer, can help people prepare for the exam. The content outline for the initial certification examination can be found [here](#).

Distribute brochures and other resources

CBIC has created brochures, presentations, and other resources available on the website and by request. If you would like CBIC brochures, we would be happy to mail them to you, just email info@cbic.org stating how many brochures you would like and where they should be mailed to. If you would like to access a pre-written presentation to present on certification click [here](#). You can find other resources throughout this Facilitator CIC® Resource Toolkit.

Recognition/announcements

Some groups have a Pinning Ceremony and order CIC® pins to give their recent certificants. CBIC also sells mugs, business card holders, and padfolios, which make great gifts for new CICs. You can find the online order form for these [here](#). If you do not have the budget to order giveaways, you can always recognize your recent certificants and help promote certification on social media, your website, and in an e-newsletter or other email announcements. If you need assistance writing communications for your online presence, you can take a look at recent CBIC e-newsletters [here](#), or email info@cbic.org for more ideas.

Study groups (in person and virtual)

If you want to start smaller study groups, you can do so in person or online. These groups can be self-led by the whole group studying for the exam, or can be facilitated by an instructor, going over all eight of the different [core competencies](#). CBIC has created a how-to guide for setting up an online study group, and that can be accessed [here](#).



Other suggestions

Mentorship

Many novice Infection Prevention and Control Professionals can benefit from the mentorship of an experienced CIC®. Someone who has already certified has proven competence in the field of infection prevention and control and has already gone through the studying and examination process. They can help candidates as they have questions on best practices, answering study questions, considering when to apply, and more! If you are looking to start a mentorship program, you can view our mentorship program information and documents [here](#) for more ideas. Please note: at this time the CBIC Mentorship Program is only for people who are already CIC® certified.

Spread the word!

Some chapters share member's certification with the person's hospital or community. This can be done by sending a congratulatory letter to the recent certificant's workplace explaining the hard work that goes into certification, the importance of the CIC® credential, and the importance of continuing education through a program such as yours. You can also email info@cbic.org to request a sample press release to announce certification.

In addition to this, you can create a bulletin or publish a list of CICs in your state, hospital, organization, chapter, etc. One APIC chapter is even working with their state hospital association to do this! You can verify certification on the CBIC website [here](#).

Create a library

CBIC provides a list of primary and secondary resources used to write the exam. If you have a library with some or all of these resources, future CICs can check them out or use them in study groups to help prepare for certification. They are also great to have on hand for general infection prevention and control resources.

CBIC loves to hear what you are doing to support certification. You can find more stories about what APIC and IPAC Canada chapters are doing here. If you would like your chapter/group to be featured, please email us at info@cbic.org.

