GROUP ORDER FORM AND AGREEMENT

Instructions:

1.   Complete the information requested in Schedules A and C on this page 1 and on page 2. Current group pricing information is provided in Schedule B. Such pricing information is subject to change by CBIC at any time and from time to time.
2.   Review the terms and conditions below.
3.   Complete and have signed the signature block on the last page.
4.   Return the completed and signed Group Order Form and Agreement to CBIC by email to info@cbic.org.

Please note: To improve accessibility, we have implemented exam fees for candidates based on their country of residence, as classified by the World Bank into upper-middle, lower-middle, and low-income categories. You can download the current classification by income in XLSX format from the World Bank website. Please email CBIC at info@cbic.org to request the Agreement form with the applicable fee structure.

Schedule A: Basic Information:

Effective Date:	
Group Client Name:	
Group Client Address	
Contact Person:	
Contact Phone Number:	
Contact Email Address:	
Number of a-IPC™ Exams Ordered:	
Aggregate Price for a-IPC™ Exams Ordered:	$
Number of LTC-CIP® Exams Ordered:	
Aggregate Price for LTC-CIP® Exams Ordered:	$
Number of CIC® Exams Ordered:	
Aggregate Price for CIC® Exams Ordered:	$
Total Price for this Order:	$
Payment Method (check one):	☐ Check ☐ Wire ☐ ACH ☐ Credit Card

The "Total Price" shown above should be paid by (a) check sent to 1400 Crystal Drive, Suite 900, Arlington VA 22202, or (b) wire transfer, ACH, or credit card by contacting CBIC at 202-454-2625. Once paid, the Total Price is non-refundable.

Schedule B: Group Pricing Information:

Exam Type	Number of Candidates (Exam Takers)	Exam Fee
a-IPC™ Exams	Less than 5	$335 each
	5 to 10	$328 each
	11 to 20	$324 each
	21 or more	$320 each
LTC-CIP® Exams	Less than 5	$445 each
	5 to 10	$438 each
	11 to 20	$434 each
	21 or more	$430 each
CIC® Exams	Less than 5	$445 each
	5 to 10	$438 each
	11 to 20	$434 each
	21 or more	$430 each

Schedule C: Candidate (Exam Taker) Information:

Effective Date: _____, 20___   Updated on (if applicable): _____, 20___

Candidate's CBIC ID #[1]	Candidate's First Name	Candidate's Last Name	Candidate's Email Address	Exam to be Taken by Candidate

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[1] Each Candidate must register for a CBIC identification number online at https://secure.cbic.org/imiscbic/cbic/create-account.aspx

(include additional pages if needed)

Terms and Conditions:

(a)   This Group Order Form and Agreement sets forth the terms of an agreement ("Agreement") between the Group Client named on Schedule A ("Group Client") and Certification Board of Infection Control & Epidemiology, Inc., a Massachusetts nonprofit corporation ("CBIC"), with respect to the number of exams described on Schedule A ("Exams") to be taken by the candidates listed on Schedule C ("Candidates"). This Agreement will become effective as of the effective date ("Effective Date") marked on Schedule A above once (i) this Agreement has been executed by Group Client; (ii) this Agreement has been executed by CBIC, CBIC has issued an Invoice for the Total Price to Group Client, or CBIC has updated its systems to allow the Candidates to schedule prepaid Exams; and (iii) Group Client has paid the "Total Price" indicated under Schedule A above ("Total Price"). Without the satisfaction of all conditions (i), (ii), and (iii), this Agreement will not be binding and CBIC will not be under any obligation to provide or schedule an Exam with any Candidate.

(b)   This Agreement shall be in effect for the one (1) year period beginning on the Effective Date and ending at 5:00 p.m. Eastern time on the first anniversary of the Effective Date ("Term").

(c)   During the Term, Group Client may, from time to time, update Schedule C to add additional Candidates until Candidates have been listed for the maximum number of each type of Exam described on Schedule A. Group Client may not exceed the maximum number of Exams for each type of Exam as listed on Schedule A, remove Candidates from Schedule C, or change the type of Exam to be taken by any Candidate. Each time Group Client updates Schedule C, Group Client shall insert the then-current date at the beginning of Schedule C and provide a copy of this Agreement, as updated, to CBIC by email to info@cbic.org. For the avoidance of doubt, Schedule A may not be amended to change the mix of Exams.

(d)   CBIC is not responsible for invalid identification, name, or email address information. It is the responsibility of the Group Client to ensure the accuracy of the provided information. Candidates can create an account and generate a CBIC ID at https://https://portal.cbic.org/s/login/ .

(e)   Once this Agreement becomes effective as described in paragraph (a), CBIC will update its systems to allow each Candidate to schedule the Exam indicated beside the Candidate's name on Schedule C without any additional payment required by the Candidate. Once its systems have been so updated, CBIC will notify each Candidate by email.

(f)   Candidates must adhere to all CBIC policies, procedures, and guidelines as outlined in the current Candidate Handbook which can be found at https://www.cbic.org/CBIC/Candidate-Handbook.htm ("Handbook"). Candidates who wish to reschedule or cancel an appointment, or apply for an extension request, must follow the policies outlined in the Handbook.

(g)   Group Client hereby acknowledges and agrees that it is enjoying a discount from CBIC's usual prices, that scheduling Candidates requires additional work on the part of CBIC, and, therefore, that (i) the Total Price, once paid by Group Client to CBIC, shall be non-refundable; (ii) Candidates must take their tests during the Term; and (iii) any amount of the Total Price which is not used for Candidate Exams taken during the Term shall not roll over to any subsequent period of time or any other Group Order Form, shall be non-refundable, and shall be retained by CBIC. No refunds will be issued for non-activated products or services.

(h)   This Agreement shall be governed by the laws of the Commonwealth of Massachusetts without regard to, or the application of, any rules regarding the conflict of laws. Any dispute arising among the parties regarding or related to this Agreement shall be brought in a state or federal court located in Boston, Massachusetts.

(i)   This Agreement will be binding upon and inure to the benefit of the parties and their respective successors and assigns.

(j)   This Agreement is made solely and specifically among and for the benefit of the Group Client and CBIC. Candidates are third party beneficiaries of this Agreement solely to the extent that they do not have to pay for any Exam paid for by the Group Client, but only the Group Client, not the Candidates, shall have the right to bring any action against CBIC under, or related to, this Agreement.

(k)   This Agreement and the Schedules attached hereto contain the entire understanding between the parties and supersede any prior written or oral agreements between them respecting the subject matter contained herein. This Agreement may be amended or waived only in a written instrument executed by both the Group Client and CBIC; provided, however, that Schedule C may be updated from time to time by the Group Client as described in paragraph (c) only during the Term. No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. Any waiver granted shall apply solely to the specific instance expressly stated.

THE NEXT PAGE IS THE SIGNATURE PAGE

Executed by hand or electronically in one or more counterparts to be effective as of the Effective Date.

GROUP CLIENT

CERTIFICATION BOARD OF INFECTION CONTROL & EPIDEMIOLOGY, INC.

By:_____
Name:
Title:
Hereunto Duly Authorized

By:_____
Name:
Title:
Hereunto Duly Authorized