



Group Application Instructions

We are happy to hear that your organization is assisting in helping those in your facility to become certified. What you may purchase: the CIC® exam, the exam prep webinars and the a-IPC exam*.

Please follow the following steps for group applications:

1. For those interested in purchasing the CIC® exam, please review the CIC® eligibility requirements and candidate handbook with possible candidates. Those who are not eligible for the CIC® examination should not be part of the group application.
2. Fill out the group application found on the CBIC website.
 - a. To process your request, we will need the **total number of candidates** that you will be paying for, the **names and emails of each candidate**, and the **contact information of the payee**, in order for us to create an invoice. Please complete the excel sheet application and send to info@cbic.org.
3. You will be emailed an invoice; upon payment, the application will be processed and profiles will be created in our database for each person (unless already in the CBIC database).
4. Once we have processed the information and created an account for the candidates, we will send you a deadline in which candidates may apply for the examination and instructional information on how they must apply.
5. Periodic updates will be given.
 - a. If an individual applies and is found not eligible for the CIC® exam, a full refund will be provided for that individual.

**The a-IPC exam will be available for purchase in 2020.*

Please do not hesitate to reach out to CBIC for any questions regarding the group application process.

CBIC Staff