How to Apply for a CBIC Certification Exam

Follow these steps to apply online for the CIC®, LTC-CIP® or a-IPC™ examination. The same steps apply whether you are taking the exam for initial certification or to recertify by exam.

This guide does not cover the AL-CIP™ portfolio or recertification by Infection Prevention Units (IPUs), which have their own application processes.

Before you begin

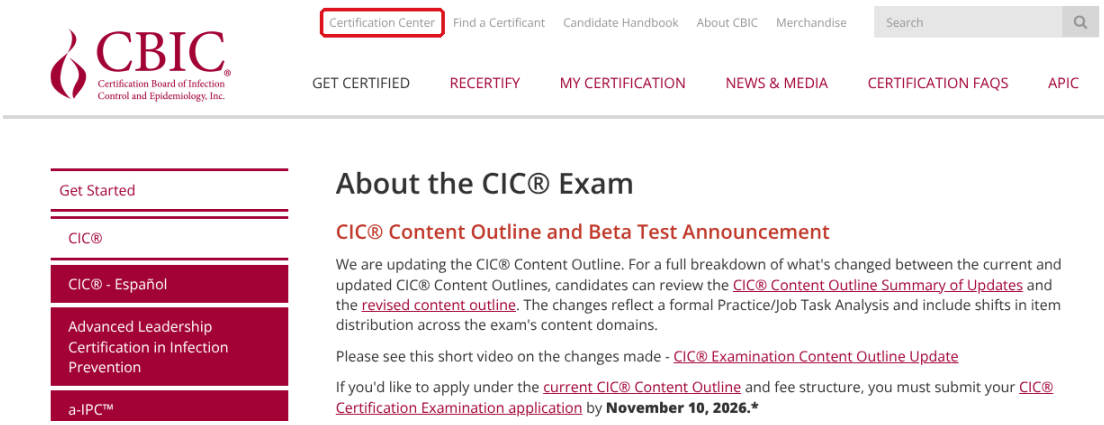
Applications can be submitted through the CBIC Certification Center, and you will need to log in to your account. If you already have an APIC/CBIC account, use that username and password. New users can create an account with an active email address, and returning users can sign in or reset their password.

Have these ready:

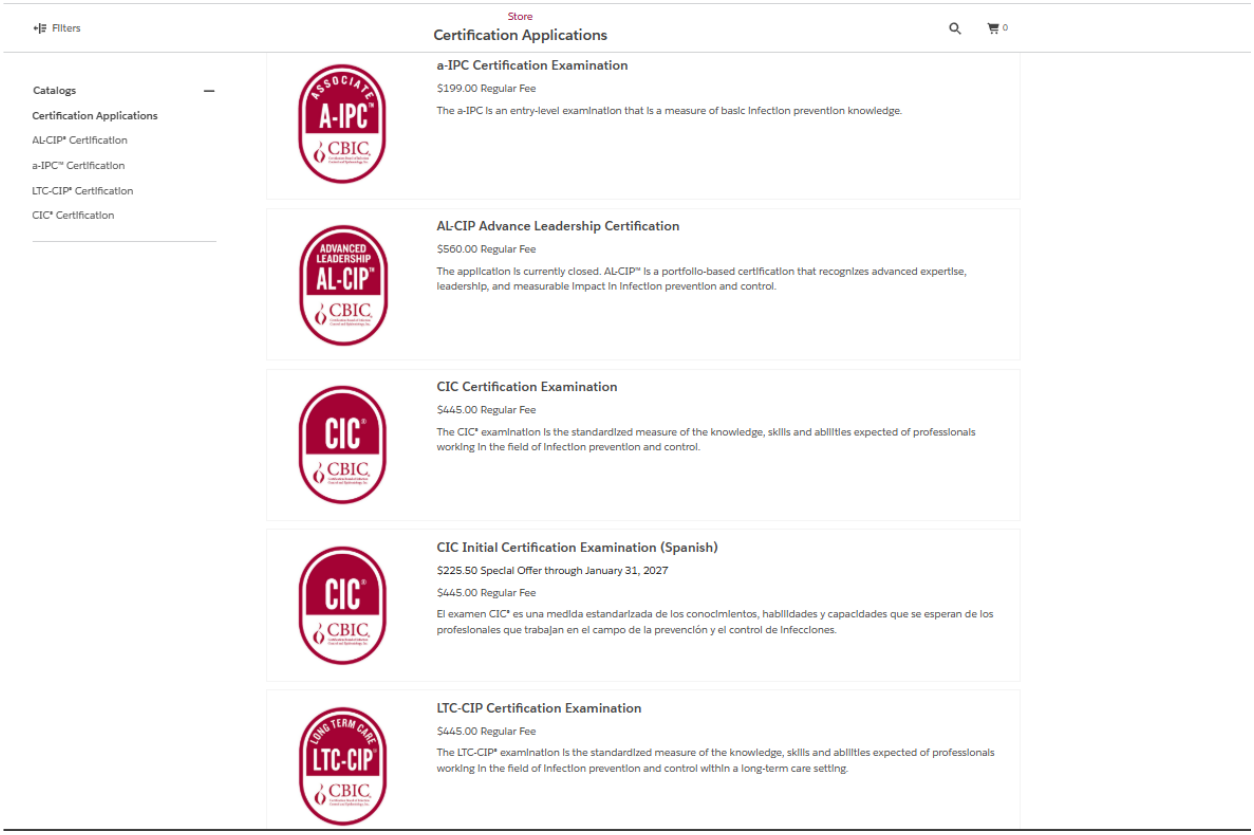
- Your username and password
- A payment method for the application fee
- A completed Request for Testing Accommodations form, if you need testing accommodations

How to apply

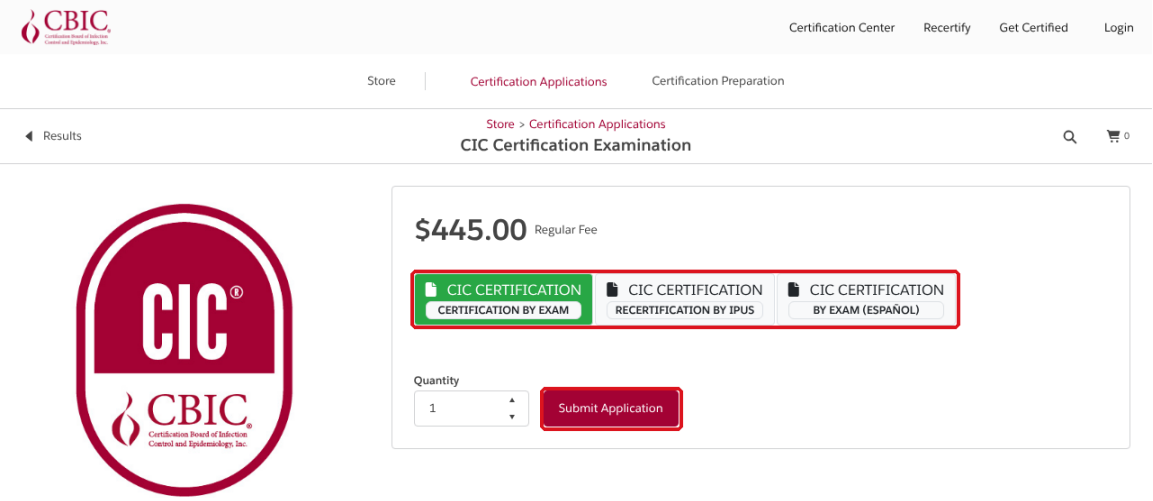
Step 1: Open the Certification Center. Go to www.cbic.org and click **Certification Center** in the top menu.



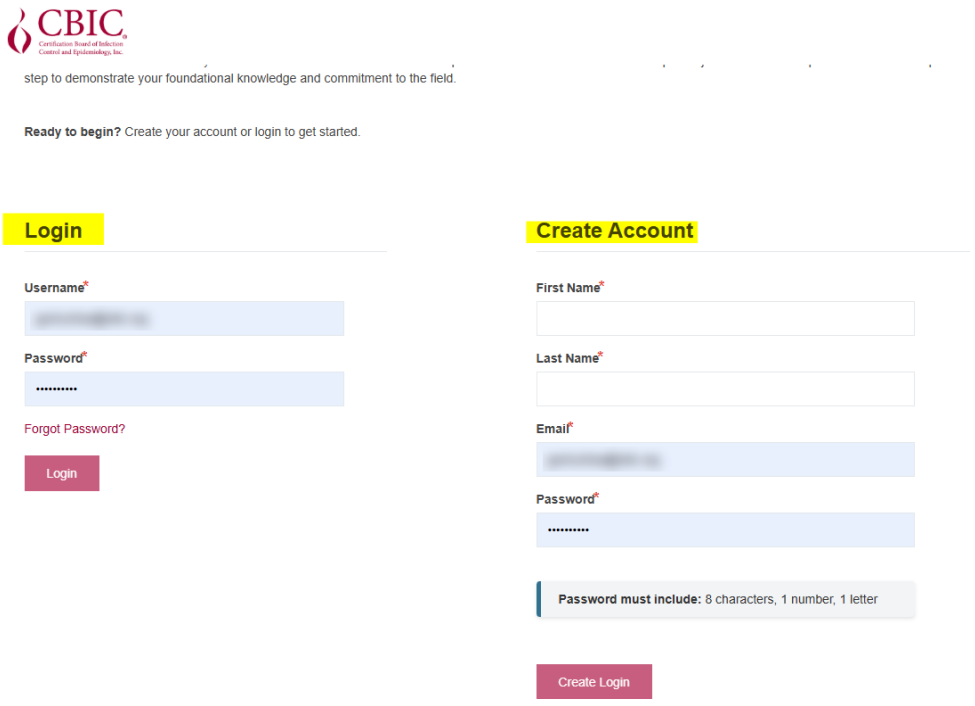
Step 2: Select your exam. The Certification Center lists the available exams. Click the one you are applying for: CIC®, LTC-CIP® or a-IPC™.



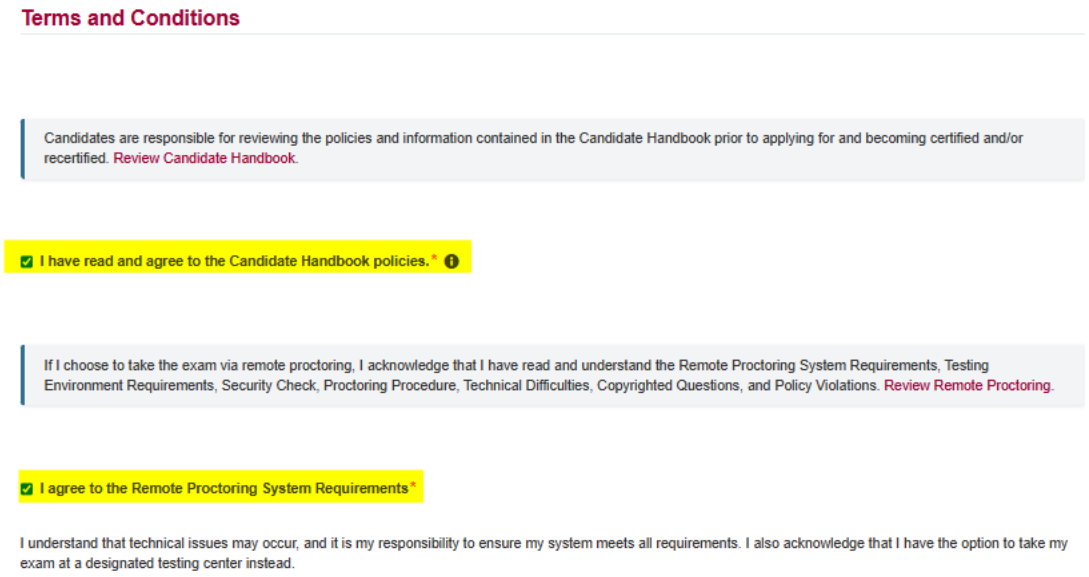
Step 3: Choose your application type and submit. Select the option that matches your application, such as **Certification by Exam**. Recertification candidates choose the recertification-by-exam option for their credential. Then click **Submit Application**.



Step 4: Log in or create an account. Enter your username and password and click **Login**. If you have an APIC account, use your APIC username and password. If you don't have a login yet, complete the **Create Account** section and click **Create Login**.



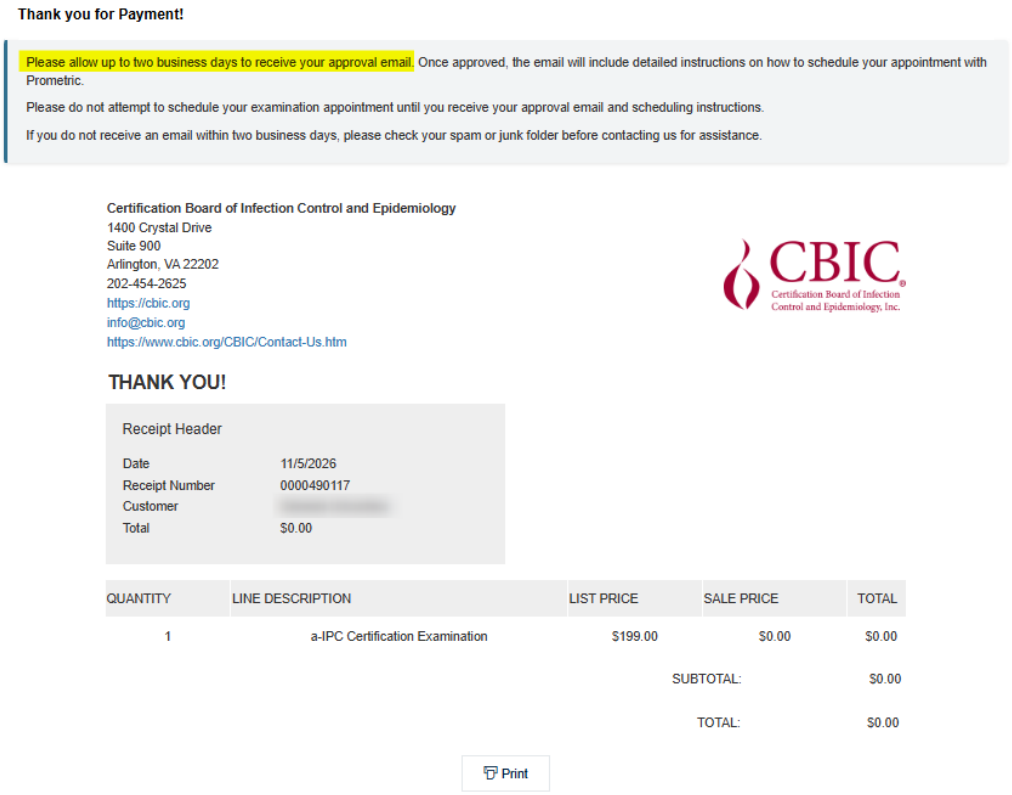
Step 5: Complete the application. Follow the prompts to confirm your contact information and indicate whether you need testing accommodations. If you do, attach your completed Request for Testing Accommodations form. Review and agree to the Candidate Handbook policies and the Remote Proctoring System Requirements.



Step 6: Pay and submit. Enter your payment details and submit your application. Your application is not sent to CBIC until it is fully submitted.

After you apply

A confirmation page appears once your application is submitted. You can **print** this page as proof of submission. Please allow up to **two business days** to receive your approval email.



Thank you for Payment!

Please allow up to two business days to receive your approval email. Once approved, the email will include detailed instructions on how to schedule your appointment with Prometric.

Please do not attempt to schedule your examination appointment until you receive your approval email and scheduling instructions.

If you do not receive an email within two business days, please check your spam or junk folder before contacting us for assistance.

Certification Board of Infection Control and Epidemiology
1400 Crystal Drive
Suite 900
Arlington, VA 22202
202-454-2625
https://cbic.org
info@cbic.org
https://www.cbic.org/CBIC/Contact-Us.htm

CBIC Certification Board of Infection Control and Epidemiology, Inc.

THANK YOU!

Receipt Header

Date	11/5/2026
Receipt Number	0000490117
Customer	[redacted]
Total	$0.00

QUANTITY	LINE DESCRIPTION	LIST PRICE	SALE PRICE	TOTAL
1	a-IPC Certification Examination	$199.00	$0.00	$0.00
			SUBTOTAL:	$0.00
			TOTAL:	$0.00

Print

You will also receive a payment confirmation email with a link to your receipt.



CBIC Certification Board of Infection Control and Epidemiology, Inc.

Dear [redacted]
Thank you for your recent order! The details of your CBIC purchase are below.

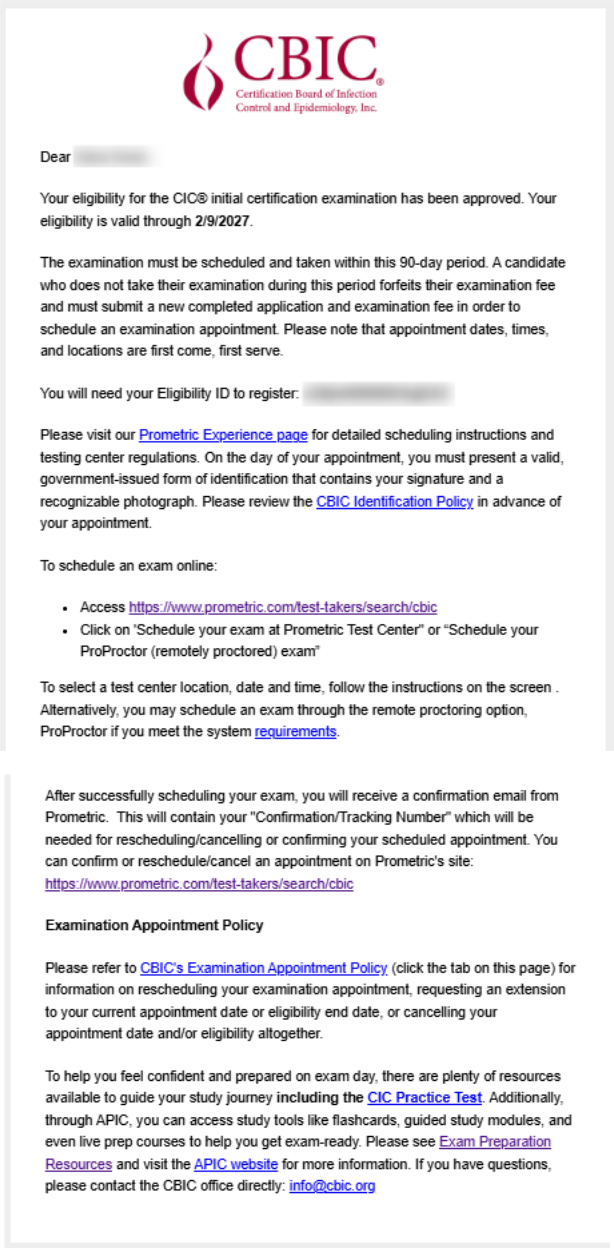
Please follow the link below to download a copy of your receipt.

Receipt

Please retain this email for your records. If you have any questions about your order, contact us at info@cbic.org
Thank you again for your support!
Sincerely,
CBIC Team

cbic.org | Privacy Policy
1400 Crystal Drive, Suite 900 | Arlington, VA 22202
t. (202) 454-2625 | e. info@cbic.org

Once your application is approved, you will receive an approval email with your 90-day eligibility, your Eligibility ID and instructions for scheduling your exam with Prometric.



CBIC
Certification Board of Infection Control and Epidemiology, Inc.

Dear [redacted]

Your eligibility for the CIC® initial certification examination has been approved. Your eligibility is valid through **2/9/2027**.

The examination must be scheduled and taken within this 90-day period. A candidate who does not take their examination during this period forfeits their examination fee and must submit a new completed application and examination fee in order to schedule an examination appointment. Please note that appointment dates, times, and locations are first come, first serve.

You will need your Eligibility ID to register: [redacted]

Please visit our Prometric Experience page for detailed scheduling instructions and testing center regulations. On the day of your appointment, you must present a valid, government-issued form of identification that contains your signature and a recognizable photograph. Please review the CBIC Identification Policy in advance of your appointment.

To schedule an exam online:

- Access https://www.prometric.com/test-takers/search/cbic
- Click on "Schedule your exam at Prometric Test Center" or "Schedule your ProProctor (remotely proctored) exam"

To select a test center location, date and time, follow the instructions on the screen . Alternatively, you may schedule an exam through the remote proctoring option, ProProctor if you meet the system requirements.

After successfully scheduling your exam, you will receive a confirmation email from Prometric. This will contain your "Confirmation/Tracking Number" which will be needed for rescheduling/cancelling or confirming your scheduled appointment. You can confirm or reschedule/cancel an appointment on Prometric's site: https://www.prometric.com/test-takers/search/cbic

Examination Appointment Policy

Please refer to CBIC's Examination Appointment Policy (click the tab on this page) for information on rescheduling your examination appointment, requesting an extension to your current appointment date or eligibility end date, or cancelling your appointment date and/or eligibility altogether.

To help you feel confident and prepared on exam day, there are plenty of resources available to guide your study journey **including the CIC Practice Test**. Additionally, through APIC, you can access study tools like flashcards, guided study modules, and even live prep courses to help you get exam-ready. Please see Exam Preparation Resources and visit the APIC website for more information. If you have questions, please contact the CBIC office directly: info@cbic.org

Do not schedule your exam until you receive this email. If it has not arrived within two business days, check your spam or junk folder before contacting CBIC at info@cbic.org.