How to apply for the LTC-CIP Examination


2. Hover your mouse over the “GET CERTIFIED” tab, and click the link for Long Term Care Certification.

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**Application Instructions**

1. Create a login and password.

   - **New Users:** Follow this link to create a login and password: [https://secure.cbic.org/imischbic/cbic/create-account.aspx](https://secure.cbic.org/imischbic/cbic/create-account.aspx) You will need an active email address to proceed.

   - **Returning Users:** For those who already have a CBIC login, follow this link to either sign-in to your profile or to reset your login and password: [https://secure.cbic.org/imischbic/cbic/profile/](https://secure.cbic.org/imischbic/cbic/profile/)

2. Fill out an application.

   - **Apply online**
4. New users that do not have an existing CBIC account should click the below link to create a new account: https://secure.cbic.org/imiscbic/cbic/create-account.aspx

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Once your account has been created, return to the About the LTC-CIP page and click the “Apply online” link: https://secure.cbic.org/iMISCBIC/cbic/ltcip-application/

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2. Fill out an application.
   - **Apply online**
5. Enter your Username and Password and click “Sign In” to sign into your CBIC account.
6. Once logged in, click the “Start My Application” button.
7. The next screen will list your name and preferred mailing address. Click “Continue”.

Jessica Dangles
Executive Director
CBIC

Preferred Mailing
1400 Crystal Dr
Ste 900
Arlington, VA 22202-4153
UNITED STATES
jdangles@cbic.org

Go Back  Continue
8. The next screen will ask if you require special accommodations for your examination. If you do not require accommodations under ADA (Americans with Disabilities Act), do not check this box. Click “Save and Continue”.
NOTE: Candidates who have a learning disability, a psychological disability, or other disability that requires an accommodation in testing should check this box and upload both the Documentation of Disability Form and the Request for Special Exam Accommodations Form before clicking “Save and Continue”.

Special Accommodations

Do you require special accommodations?  

**Documentation of Disability Form**
Upload
Browse... No file selected.

**Request for Special Examination Accommodations Application**
Upload
Browse... No file selected.

Save and Continue
9. Next, confirm the rest of your demographic information and click “Save and Continue”.

### Professional Information

**Highest degree earned**
- Associates Degree

**Year started in IC**
- 2014

**Practice Setting**
- All
  - Acute Care/Hospital
  - Ambulatory Care
  - Behavioral Health
  - EMS/Public Health
  - Home Care
  - Long Term Care
  - Other practice setting
  - Self-Employed/Consultant
  - Veterans Affairs

**Practice area(s)**
- All
  - Allergy/Immunology
  - Radiology
  - Surgery
  - Thoracic and Cardiac Surgery
  - Vascular Surgery

**Practice area - other**

**Other Profession**

[Save and Continue button highlighted]
10. Upload all required documents and click “Save and Continue”.

Documents Upload

Upload Highest Degree Diploma or Transcript:

[View file] [Replace file]

Please upload a completed and signed [attestation statement form] attesting that you meet the eligibility requirements for the LTC-CIP examination.

[View file] [Replace file]

11. Select your preferences and check the “I have read and AGREE with the CBIC Examination Appointment Policy” and click “Save and Continue”.
12. On the next screen, enter in your payment details and click “Submit Order”.

**Policy and Preferences**

I do not allow CBIC permission to publish my certifying information on the Find a certified professional directory

**Professional Organizations**

If you are not a member of APIC or IPAC Canada and would like more information, please indicate below:

I would like more information about:
- APIC
- IPAC Canada

**Payment Details**

- **Pay Now**
- **Payment amount**
- **Payment method**: American Express
- **Card number**
- **Name on card**: Jessica Dangles
- **Expiration date**: 01/2022
- **CSC**
- **Card address**: 1400 Crystal Dr
  Ste 900
  Arlington, VA 22202-4153
  UNITED STATES
  [Choose another address]
13. On the next screen, click the “Submit My Application for Review” button.

14. Now you will see a green bar that states, “Application was successfully submitted!”. Your application has been submitted and you should receive a follow up communication from our office within 7-10 business days.