

Retaking the AL-CIP™

Please review the following instructions for retaking the Advanced Leadership Certification in Infection Prevention and Control (AL-CIP™).

As a retake candidate:

- Your fee will be 50% off the original certification fee.

You are only required to re-submit the sub-competencies that were not passed in your initial submission. These will be listed when you login to reapply. You can only reapply during the set testing windows. The screenshot below shows a preview of the application process for retakes.

The screenshot shows a web interface for retaking the AL-CIP certification. At the top, there is a blurred ID field. Below it, a message states 'Application fees are not paid -' followed by a dark blue button labeled '\$ Pay now'. A red arrow points to this button. Below the button is a yellow warning box with text about the Candidate Handbook and non-refundable payments. Another red arrow points to the main instructions section below. This section is titled 'Please review the following instructions for retaking the Advanced Leadership Certification in Infection Prevention and Control (AL-CIP™).' and includes the text 'As a retake candidate:'. It lists two bullet points: 'Your fee will be 50% off the original certification fee.' and 'You are only required to re-submit the sub-competencies that were not passed in your initial submission. These are listed below.' Below these are two numbered items in a grey box: '1 Interpersonal Communication' and '2 Quality Improvement'. Further down, under the heading 'Important notes about the application platform:', there are three bullet points regarding system requirements and submission rules. At the bottom, a paragraph advises following steps carefully and mentions a video tutorial on the CBIC website.

ID

Application fees are not paid - **\$ Pay now**

Please read the [Candidate Handbook](#) before applying. Please note that all payments for the Advanced Leadership Certification in Infection Prevention and Control are non-refundable. Once you register, refunds cannot be provided for any reason.

! Please review the following instructions for retaking the Advanced Leadership Certification in Infection Prevention and Control (AL-CIP™).

As a retake candidate:

- Your fee will be 50% off the original certification fee.
- You are only required to re-submit the sub-competencies that were not passed in your initial submission. These are listed below.

- 1 Interpersonal Communication
- 2 Quality Improvement

Important notes about the application platform:

- The system requires you to select and address at least 50% of the sub-competencies within each competency area to submit your portfolio. This is a system limitation and cannot be adjusted.
- For the sub-competencies you previously passed, please:
 - Upload the **sample PDF** as evidence. ([Download the sample PDF here](#))
 - Type "N/A" in the text box.
 - This ensures your portfolio can be submitted successfully, even though only the unsuccessful sub-competencies will be reviewed by the judges.

Please follow these steps carefully to ensure a smooth resubmission process. Incomplete retake applications (i.e. not resubmitting each unsuccessful sub-competency) will not be reviewed. A video tutorial is also available on the [CBIC website](#). If you have any questions, don't hesitate to reach out.

Important notes about the application platform:

- The system requires you to select and address at least 50% of the sub-competencies within each competency area to submit your portfolio. This is a system limitation and cannot be adjusted.
- For the sub-competencies you *previously passed*, please:
 - Upload the **sample PDF** as evidence.
 - Type “**N/A**” in the text box.
 - This ensures your portfolio can be submitted successfully, even though only the unsuccessful sub-competencies will be reviewed by the judges.

Please follow these steps carefully to ensure a smooth resubmission process. Incomplete retake applications (i.e. not resubmitting each unsuccessful sub-competency) will not be reviewed.