

# The Certification Board of Infection Control & Epidemiology, Inc. (CBIC®)

The Certification Board of Infection Control & Epidemiology, Inc. (CBIC®) is a voluntary, autonomous, multidisciplinary board that provides direction for and administers the certification process for professionals in infection control and applied epidemiology. CBIC® is a subsidiary of the Association for Professionals in Infection Control and Epidemiology, but CBIC® is independent and separate from any other infection control-related organization or association.

## *Mission*

Provide pathways to demonstrate and maintain competence in infection prevention and control.

## *Vision*

A world free of infections through demonstrated professional competency.

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## *Certification Overview*

### **About the Examinations**

The examination content is based upon results of a practice analysis, which is a survey of practicing professionals in infection prevention and control that is conducted by the Certification Board of Infection Control and Epidemiology, Inc. (CBIC®) every five to seven years. The practice analysis determines the scope of knowledge and responsibilities that are currently required by, and are representative of, individuals practicing infection prevention and control. It is important to recognize that examination content is based on this information, even though some elements of the examination may not be directly relevant to every individual taking the exam.

CBIC® is responsible for exam applications and approval. Our testing company, Prometric, is responsible for the examination administration, examination security, scoring and statistical analysis of examination content.

CBIC® is a member of the Institute for Credentialing Excellence (I.C.E.), a professional membership association that develops the National Commission for Certifying Agencies (NCCA) standards. The CIC® certification is NCCA accredited, signifying that CBIC® has met the highest standards for establishing a valid, reliable, and secure certification process.

### **Statement of Non-Discrimination**

CBIC® certification examinations are offered to all eligible candidates, regardless of age, gender, race, religion, national origin, marital status, gender identity, sexual orientation, or disability. Neither CBIC® nor Prometric, the examination service provider, discriminates on the basis of age, gender, race, religion, national origin, marital status, gender identity, sexual orientation, or disability.

### **Disclaimer**

CBIC® administers a test through one or more independent testing services. While CBIC® provides guidance to applicants on the suitability of different available tests, CBIC® does not review or vet the qualifications, education, or experience of any applicant or assess or determine whether the applicant can do anything other than pass the test which was administered. CBIC® does not provide credentialing services of any kind to anyone including, without limitation, any medical, dental, health, or other care institution, organization, or facility. Anyone seeking medical, dental, health, or other care services should carefully review and confirm the qualifications, education, and experience of anyone providing such services before obtaining such services. Anyone seeking to hire or retain any person who took a CBIC® test should independently and carefully review and confirm the qualifications, education, and experience of such person.

CBIC®, FOR ITSELF AND ITS INDEPENDENT TESTING SERVICES, HEREBY EXPRESSLY DISCLAIMS ANY LIABILITY TO ANYONE ANYWHERE AT ANY TIME ARISING OUT OF PRODUCTS AND/OR SERVICES PROVIDED TO ANYONE BY A PERSON WHO SAT FOR A TEST ADMINISTERED BY CBIC®. SUCH LIABILITY DISCLAIMER INCLUDES ALL LIABILITY FOR CLAIMS, DAMAGES, EXPENSES, FINES, PENALTIES, DEBTS, OBLIGATIONS, ATTORNEY FEES, AND COURT, ARBITRAL, MEDIATOR, OR OTHER

SIMILAR COSTS, AND INTEREST ON ANY OF THE FOREGOING. CBIC®'S MAXIMUM LIABILITY TO ANYONE FOR ANY REASON SHALL BE THE COST OF THE TEST ADMINISTERED TO THE IMPUTED INDIVIDUAL.

## About the CIC® Certification Examination

The CIC® examination is the standardized measure of the knowledge, skills and abilities expected of proficient professionals working in infection prevention and control. The CIC® examination is offered five to seven days a week at testing centers throughout the United States, Canada, and international sites. Candidates may also take the examination at home via Prometric's live remote proctoring option, Pro Proctor. The exam is available in English.

The CIC® certification exam is an objective, multiple-choice examination consisting of 150 questions (135 of these questions are used in computing the score).

## Objectives of CIC® Certification and Recertification

The purpose of the CIC® certification and recertification process is to protect the public by:

1. Providing standardized measurement of current essential knowledge needed for infection prevention and control practitioners;
2. Encouraging individual growth and study, thereby promoting professionalism among practitioners in infection prevention and control; and
3. Formally recognizing proficient professionals in infection prevention and control who fulfill the guidelines for CIC® certification and recertification.

To obtain the CIC® credential, professionals in infection prevention and control must pass the initial CIC® certification exam to become certified. Certification in infection prevention and control is valid for five years from the year of successful examination. For example, candidates who certified in 2020 must recertify in 2025, 2030, etc. This is because changes in infection prevention best practices occur frequently. Certified professionals who do not recertify before their certification period expires will lose their CIC® designation as of December 31<sup>st</sup> of the last year of the certification period and are considered lapsed. Use of the CIC® designation is prohibited until they have reapplied and successfully passed the initial certification exam.

## Recertification for the CIC®

The CIC® credential is maintained every five (5) years through an examination or continuing education portfolio.

[Jump to CIC® Recertification](#)

## *CIC® Certification Quick Facts*

The CIC® is for infection prevention and control professionals who currently have direct responsibility for an IP program in a healthcare setting.

### *How many questions are on the exam?*

The CIC® exam has 150 multiple-choice questions on the exam, 135 of which are scored.

### *How much does the initial certification examination cost?*

The initial certification examination costs \$430.

### *What is the timeframe to take the CIC® examination?*

The examination is offered throughout the year. Once your application is approved, you have a **90-day period** to schedule and sit for your exam.

### *Where is my closest Prometric testing center?*

Visit

<https://www.prometric.com/test-takers/search/cbic> to locate your nearest center.

## About the a-IPC™ Certification Examination

The a-IPC™ (Associate – Infection Prevention and Control™) entry-level certification examination is a measure of basic infection prevention competency. It is intended for the novice infection preventionist (IP) and those interested in pursuing careers in infection prevention and control. The a-IPC™ examination is an objective, multiple-choice examination consisting of 100 questions (85 of these questions are used in computing the score).

The examination is offered five to seven days a week at testing centers throughout the United States, Canada, and international sites. Candidates may also take the examination at home via Prometric's live remote proctoring option, Pro Proctor.

## Objectives of a-IPC™ Certification

The purpose of the a-IPC™ certification process is to protect the public by:

1. Providing standardized measurement of current essential knowledge needed for persons interested in a career in infection prevention;
2. Encouraging growth and study in infection prevention and control; and
3. Formally recognizing aspiring professionals pursuing a career in the field of infection prevention and control.

To obtain the a-IPC™ credential, a candidate must only have interest in the field of infection prevention and control and pass the examination.

### a-IPC Recertification

The a-IPC™ credential is valid for five (5) years. The credential is maintained every five (5) years either by retaking the initial, proctored a-IPC™ examination or through a continuing education portfolio.

## *a-IPC™ Certification Quick Facts*

### *Who is the a-IPC™ for?*

The a-IPC™ is for the novice infection preventionist interested in pursuing a career in IPC.

### *How many questions are on the exam?*

The a-IPC™ exam has 100 questions, 85 of which are scored.

### *How much does the a-IPC™ cost?*

There is an application fee of \$325.

### *What is the timeframe to take the examination?*

The a-IPC™ is offered throughout the year. Once your application is approved, you have a **90-day period** to schedule and sit for your exam.

### *Where is my closest Prometric testing center?*

Visit

[www.prometric.com/test-takers/search/cbic](http://www.prometric.com/test-takers/search/cbic) to locate your nearest center.

### *How do I renew my a-IPC™ certification?*

The a-IPC™ is valid for five years and can be maintained by retaking the initial a-IPC™ examination or through a continuing education portfolio.

## About the LTC-CIP® Certification Examination

The LTC-CIP® (Long-Term Care Certification in Infection Prevention) examination is the standardized measure of knowledge, skills and abilities expected of experienced professionals working in infection prevention and control within a long-term care setting. The examination is offered five to seven days a week at testing centers throughout the United States, Canada, and international sites. Candidates may also take the examination at home via Prometric's live remote proctoring option, Pro Proctor.

The initial LTC-CIP® certification exam is an objective, multiple-choice examination consisting of 150 questions (135 of these questions are used in computing the score).

### Recertification for the LTC-CIP®

The LTC-CIP® credential is maintained every five (5) years either by taking the initial LTC-CIP® examination or through a continuing education portfolio.

## ***LTC-CIP® Certification Quick Facts***

### ***How many questions are on the exam?***

The LTC-CIP® exam has 150 multiple-choice questions on the exam, 135 of which are scored.

### ***How much does the initial certification examination cost?***

The initial certification examination costs \$430.

### ***What is the timeframe to take the LTC-CIP® examination?***

The LTC-CIP® is offered throughout the year. Once your application is approved, you have a **90-day period** to schedule and sit for your exam.

### ***Where is my closest Prometric testing center?***

Visit

<https://www.prometric.com/test-takers/search/cbic> to locate your nearest center.

### ***How often do I need to renew my LTC-CIP® certification?***

Recertification must successfully be completed every five years.

## Applying for Certification

### Applying for the CIC® Examination

#### Eligibility Guidelines for CIC® Certification

1. Completed post-secondary education in a health-related field including but not limited to medicine, nursing, laboratory technology, public health, or biology. A diploma RN, an LPN/LVN, DPN, and a health-related associate's degree, Bachelor's, Master's, or Doctorate would be eligible. Post-secondary includes public or private universities, colleges, community colleges, etc.
2. Within their role this person is responsible for providing consultation to departments or assigned practice settings on infection prevention and control program elements, practices and processes, as well as products used within health care facilities.
3. Work experience, defined as active engagement in infection prevention, determined by a current job description, for compensation, for a minimum of:
  - a. At least one-year full-time employment  
OR
  - b. Two years part-time employment  
OR
  - c. completed 3,000 hours of infection prevention work experience earned during the previous three years

Infection prevention activities include:

1. Identification of infectious disease processes
2. Surveillance and epidemiologic investigation
3. Preventing and controlling the transmission of infectious agents
4. Environment of care
5. Cleaning, disinfection, sterilization, and asepsis

AND at least two (2) of the remaining three (3) components:

1. Employee / occupational health
2. Management and communication
3. Education and research



To apply online:

Go to [www.CBIC.org](http://www.CBIC.org) and select the “Exam Applications and Forms” link under the “Get Certified” tab.

Special Accommodations Forms:

- [Request for Special Accommodations](#)
- [Documentation of Disability-Related Needs](#)

## ***Application Quick Facts***

***How long does it take to process applications?***

Applications take up to seven (7) business days to process, including those for recertification.

***What if I want to cancel my application?***

Applications will be refunded in full and may be cancelled at any time prior to approval of your application.

***What does the application fee include?***

The fee covers the application and the exam.

## **CIC® Examination Fees**

The fee for the initial CIC® certification examination is \$430. Candidates must submit the appropriate fee with a complete examination application.

## **CIC® Confirmation of Acceptance**

Your application is not complete until you receive an email confirmation of approval containing instructions on how to schedule your examination. If a CIC® application is incomplete, a CBIC® staff member will contact the applicant via the email address provided on the application with further instructions.

CBIC® sends candidates an email confirmation of approval containing exam scheduling instructions to the candidate within seven (7) business days of acceptance of the application. *If a confirmation notice is not received within seven business days of submitting an application, and cannot be found in your spam folder, contact CBIC® at [info@CBIC.org](mailto:info@CBIC.org).*

The confirmation email includes instructions detailing how to schedule an examination appointment with Prometric online or by phone.

## **Applying for the a-IPC™ Examination**

To apply online:

Go to [www.CBIC.org](http://www.CBIC.org) and select the a-IPC™ link under the [“Get Certified”](#) tab.

Once an application has been successfully submitted and payment processed, the candidate will receive an email notifying them of submission.

Special Accommodations Forms:

- [Request for Special Accommodations](#)
- [Documentation of Disability-Related Needs](#)

## **a-IPC™ Examination Fees**

The fee for the a-IPC™ is \$325. Candidates must submit the appropriate fee with a complete examination application.

## **a-IPC™ Confirmation of Acceptance**

Your application is not complete until you receive an email confirmation containing instructions on how to schedule your examination. CBIC® sends candidates an email confirmation to the candidate within seven (7) business days of acceptance of the application. If the application is not approved, you will be contacted by CBIC®. *If a confirmation notice is not received within seven business days of submitting an application, and cannot be found in your spam folder, contact CBIC® at [info@CBIC.org](mailto:info@CBIC.org).*

The confirmation email includes instructions detailing how to schedule an examination appointment with Prometric online or by phone.

## Applying for the LTC-CIP® Examination

### Eligibility Guidelines for LTC-CIP® Certification

1. Completed post-secondary education in a health-related field including but not limited to medicine, nursing, laboratory technology, public health, or biology. A diploma RN, an LPN/LVN, DPN, and a health-related associate's degree, Bachelor's, Master's, or Doctorate would be eligible. Post-secondary includes public or private universities, colleges, community colleges, etc.
2. Responsibility for the infection prevention and control programs/activities in a long-term care setting.

To apply online:

Go to [www.CBIC.org](http://www.CBIC.org) and select the Long-Term Care Certification link under the [“Get Certified”](#) tab. Special Accommodations Forms:

- [Request for Special Accommodations](#)
- [Documentation of Disability-Related Needs](#)

### LTC-CIP® Examination Fees

The fee for the LTC-CIP® examination is \$430. Candidates must submit the appropriate fee with a complete examination application.

### LTC-CIP® Confirmation of Acceptance

Your application is not complete until you receive an email confirmation containing instructions on how to schedule your examination with Prometric online. CBIC® sends an email confirmation to the candidate within seven (7) business days of acceptance of the application. If the application is not approved, you will be contacted by CBIC®. *If a confirmation notice is not received within seven business days of submitting an application, and cannot be found in your spam folder, contact CBIC® at [info@CBIC.org](mailto:info@CBIC.org).* The confirmation email includes instructions detailing how to schedule an examination appointment with Prometric online or by phone.

## CIC®, LTC-CIP®, and a-IPC™ Examination Appointment Policy

### ➤ Requesting an Extension

- This is intended for those who would like to extend their 90-day eligibility window, whether they have scheduled their examination appointment or not.

1. Fill out an [Extension Request Form](#).

- Extension requests will **not** be considered under the following circumstances:
  - Not prepared to sit for the examination.
  - Requests submitted within five days of scheduled examination date or eligibility end-date.

- Insufficient supporting documentation. Examples of supporting documentation include: doctors note, verifiable letter from direct manager or supervisor, etc.
  - Request to extend eligibility beyond 60 days of scheduled examination date or eligibility end date.
  - Extension requests do not apply to certification dates (Ex: extending a candidate's certification expiration past 12/31/2029).
  - If you are uncertain if you qualify for an extension, contact the CBIC® Office.
2. Please allow 3-5 business days for your extension to be reviewed.
  3. If your extension request is approved and you have already scheduled an examination appointment through Prometric, you must complete the following in order for CBIC® to process your request:
    - a. Cancel your examination appointment through Prometric:  
<https://www.prometric.com/test-takers/search/CBIC>.
    - b. Provide a screenshot or copy of the confirmation of cancellation email to the CBIC® Office.
    - c. Complete a \$75 non-refundable payment via credit card online (the link will be provided to you upon notification from CBIC®).

If your extension request is approved and you have *not* scheduled an appointment through Prometric, you will only need to submit the \$75 extension request payment.

4. After you have completed the above, staff will extend your eligibility window and contact you with information on how to schedule a new examination appointment through Prometric.

#### ➤ **Cancelling Examination Appointment and/or Eligibility**

- You may cancel your eligibility at any point up until five days of appointment date (if scheduled) or eligibility end date (whichever happens first), at which point examination fees will be forfeited.
1. If you have scheduled your appointment through Prometric, you **must cancel the appointment first** (fees may apply): <https://www.prometric.com/test-takers/search/CBIC>. Then, proceed to step two. If you have not scheduled your appointment, go directly to step two.
  2. Contact the CBIC® Office to make a cancellation request. You may reach CBIC® at [info@CBIC.org](mailto:info@CBIC.org).
  3. You will be refunded the examination fee minus a \$110 processing fee for the CIC® and LTC-CIP® and \$80 processing fee for the a-IPC™.

*\*\*Note: Any cancellation requests submitted outside the 90-day eligibility window will not be accepted.*

*\*\*If you are outside of your 90-day window or missed your appointment, you must resubmit an application and application fee to be considered for certification again.*

## *Preparing for the Certification Examinations*

The expanded examination content outline provided below is a useful tool for course and curriculum preparation and to judge the relevance of topics to the content of the examination.

**Please note:** The CIC<sup>®</sup> recertification examination content outline contains the same content as listed below but the scored domains and number of items in each domain area may vary slightly. This section also contains reference lists for all examinations.

### **Initial CIC<sup>®</sup> Examination Content Outline**

This content outline is available [online](#) and reflects the results of the Practice Analysis conducted in 2020.

### **a-IPC<sup>™</sup> Examination Content Outline**

This content outline is available [online](#) and reflects the results of the Practice Analysis conducted in 2020.

### **LTC-CIP<sup>®</sup> Examination Content Outline**

This content outline is available [online](#) and reflects the results of the Practice Analysis conducted in 2021.

### **CIC<sup>®</sup>, LTC-CIP<sup>®</sup>, and a-IPC<sup>™</sup> References**

References have been categorized as primary and secondary sources for content information. Most questions are based on material in the primary references. Secondary references may be useful to help clarify more detailed issues in specific practice settings or content areas such as microbiology. A list of primary and secondary references is available [online](#).

## Taking the Certification Examinations

### Scheduling the Examinations

A candidate's eligibility is valid for 90 days after receiving the email confirmation notice from CBIC®. **The examination must be scheduled and taken within this 90-day period.** A candidate who fails to schedule an exam appointment **within the 90-day eligibility period** forfeits his/her examination fees and must submit a new completed application and the appropriate examination fee to schedule an examination appointment.

**For the CIC® and LTC-CIP® examination appointments are scheduled for a 3.5 hour window of time** – three hours for the examination itself, and fifteen minutes on each end for completion of the tutorial and the post-exam survey.

**For the a-IPC™, examination appointments are scheduled for a 2.5 hour window of time** – two hours for the examination itself, and fifteen minutes on each end for completion of the tutorial and the post-exam survey.

Candidates can schedule their examination online:

1. Access <https://www.prometric.com/test-takers/search/CBIC>.
2. Click on "Schedule My Test"
3. Select the location at which you would like to test

Follow the instructions provided in your confirmation email for finding and selecting a test center location and test date and time.

You will receive an email with a 16-digit number confirming your appointment. Record and keep this confirmation number for your records.

### Rescheduling Your Appointment

You may reschedule or cancel your appointment online at <https://www.prometric.com/test-takers/search/CBIC> or by calling (800) 278-6222.

Prometric rescheduling fees are as follows:

- Rescheduling 30 days or more in advance – No Charge
- Rescheduling between 5 and 29 days in advance - \$34 Fee
- No rescheduling or cancellations are allowed within five days of your appointment; examination fees will be forfeited.

### Emergency Closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact candidates by phone or email; however, you may check for testing site closures by calling Prometric or logging on to <https://www.prometric.com/closures>. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for testing, your fee will be forfeited, and you will need to pay another full exam fee.

## Special Arrangements for Candidates with Disabilities

In compliance with the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act, special testing accommodations will be considered for individuals with disabilities recognized by the ADA. **Requests for special accommodations must be made at the time of application.** Please complete the Request for Special Accommodations and Documentation of Disability forms found on the CBIC® website, in order to be eligible.

Special Accommodations Forms:

- [Request for Special Accommodations](#)
- [Documentation of Disability Related Needs](#)

## Identification Policy

You should arrive **30 minutes before** your scheduled exam appointment or login to Pro Proctor's platform 30 minutes before your scheduled exam appointment. You will be required to present one valid, government-issued ID (e.g., driver's license or passport, other federal or military ID), with your signature and a recognizable photograph. The identification document must be in Latin characters. The first and last name on your ID **MUST MATCH EXACTLY** what Prometric has in their system. If your first and last name does not match exactly, please contact [info@CBIC.org](mailto:info@CBIC.org) to correct your name.

Candidates may be allowed to use an expired government-issued form of identification if they provide proof of renewal through a copy of a temporary government-issued form of identification along with the expired form of identification.

If the identification presented on exam day does not contain a signature but meets all other CBIC® identification requirements, you must provide a secondary form of identification on exam day. The signature on your secondary identification must match exactly with the first and last name on your primary identification and with the names that you provided when you registered. The secondary identification must contain:

- Signature (in Latin characters)

## Personal Items Policy

- **All candidates are required to remove their eyeglasses** for a close visual inspection by the testing center staff or remote proctor. These inspections will take a few seconds and will be done at check-in and again upon return from breaks.
- **Large jewelry is prohibited.** Hair accessories are subject to inspection. **Candidates should refrain from wearing ornate clips, combs, barrettes, headbands, and other hair accessories** as they may be prohibited from wearing them into the testing room and asked to store them in their locker. Remote proctored candidates will be asked to store these items outside of the testing area.
- If a candidate is caught with a camera or recording device, the exam will be terminated by Prometric. All fees will be forfeited.
- Food is not allowed in the proctored testing area in testing centers or remote proctored exam area. Candidates can access food and drink while on a break in the testing center lobby or outside of the remote proctored testing area during a remote examination.



- Candidates are allowed to bring water into the proctored testing area in testing centers and the remote proctored testing area during their exam. **No other beverages are permitted. All water must be in a clear or transparent container with a lid or cap. All labels must be removed, and the container will be inspected for notes or other test aids during the security check.** The candidate will need to remove the lid/cap for visual inspection by Prometric. Should the container not meet the requirements outlined, the candidate will be required to put it in their locker at the testing center (or remove from the proctored exam area for remote exams) and will not be allowed to take it into the testing area.
- Electronic equipment— cell phones, tablets, laptops—are not permitted in the testing room and must be powered off while stored in a locker. **Candidates are not permitted to access cell phones or other electronic devices while on break. This rule is in place for both testing center and remote proctored candidates.**
- Other personal items—watches, outerwear such as sweaters and jackets not being worn while testing, briefcases, purses, etc.—are not permitted in the testing room or the remote proctored testing area.
- Candidates may bring their own foam ear plugs into the examination room/remote proctored area. The proctor will inspect the ear plugs.
- A list of pre-approved items allowed during the exam are available on Prometric’s website: <https://www.prometric.com/pre-approved-items>
- All other personal items, including watches, jackets, and backpacks, must be secured in a locker or outside the remote proctored area for test security purposes, so please limit what you bring to the testing center. If testing remotely, personal items are not allowed in the testing area. Please review the testing rules and regulations found on the Prometric website at <https://www.prometric.com/test-takers/search/CBIC>.

*Please note: You can find additional information on [Prometric testing policies here](#).*

## Important

- If you do not provide correct identification at the time of the exam, it is considered a missed appointment. Your first and last name on your identification **must match exactly** what you use to submit your application. You will be required to pay another full exam fee before choosing another appointment.
- If you arrive late for an appointment, examination fees will be forfeited. If you are a no-show to your appointment, examination fees will be forfeited.

## Exam Day Regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center and during each remote proctored exam. Failure to follow any of these security procedures may result in the termination of your examination. Prometric reserves the right to audiotape and videotape any examination session.

## References

No reference materials, papers or study materials are allowed at the testing center or in the testing room if testing remotely. If you are found with these or any other aids, you will not be allowed to continue the exam and your exam will not be scored. Candidates do not need to bring a calculator into the examination



room with them – an onscreen calculator is provided for your convenience for both in-person and remote test takers. Candidates testing in a physical testing center will be provided an erasable white board and dry erase pen. Candidates testing remotely will have an online scratch pad available for note taking.

### **Candidate Verification Procedure**

*Prometric uses a biometric identity management system throughout their global testing centers as a means of verifying a candidate's identity upon arrival at the test center to take their examination. The candidate will be required to use the fingerprint reader to capture an image of their fingerprint. Prometric uses an ID Image Verification process as a means of verifying a candidate's identity upon the start of their check-in process for their remotely proctored examination. The candidate will be required to capture a photo of their valid, government-issued ID using the guides on the screen. All text will need to be readable in the photo.*

### **Live Remote Proctoring**

The ProProctor™ system from Prometric is used for live remote testing and permits a candidate to test from their home in place of a brick-and-mortar testing center. This option is available to all candidates taking the CIC®, LTC-CIP®, or a-IPC™ examination if they meet the technical and physical requirements listed in the [ProProctor User Guide](#) and on the CBIC® website. However, for candidates requesting certain ADA accommodations (ex: reader and/or recorder option), testing in a physical Prometric testing center may be required. The candidate does not need prior approval from CBIC® to schedule their exam remotely. The remote proctor protects against academic dishonesty by confirming the test taker's identity and recording the surroundings during the exam through audio and video recording.

Any candidates who wish to take their exam using live remote proctoring may do so **if they meet the technical and physical requirements listed in the [ProProctor User Guide](#)** and on the CBIC® website. Candidates are responsible for ensuring they meet the minimum required system requirements and running a system check prior to their testing day. If a candidate fails to meet the system requirements at the time of their appointment, preventing them from successfully launching their examination, they will be considered a no show and will need to reapply to schedule their next examination appointment.

For more information on ProProctor™ that includes FAQs and a video on how the process works visit the [Prometric site](#).

### **Cell Phone Use**

Use of cell phones, tablets, or other electronic devices while taking an examination at a testing center or via ProProctor is prohibited. Any candidate observed using their cell phone or other electronic device during their examination, including on their scheduled/unscheduled break, is subject to their results being withheld/withdrawn and/or the termination of their examination.

### **Forward Navigation: a-IPC™, CIC®, and LTC-CIP®**

Effective January 2, 2025, the a-IPC™, CIC®, and LTC-CIP® examinations will be delivered with forward navigation. Forward navigation in an examination refers to a format where candidates can only progress through the exam in a linear sequence, answering each question one after another without the option to return to previous questions. Candidates must answer all items in the order they appear, with no option to skip questions. Once a candidate confirms an answer and moves to the next question, they cannot go back to change or modify their response. The forward-only exam navigation aligns with the

best practices of many healthcare examinations and meets the standards of our accrediting body. Additionally, it serves as a security measure for all CBIC® examinations. Candidates can still highlight text within an exam question and use the strikethrough feature on answer choices for each test question.

**Break Policy: CIC® & LTC-CIP®**

The exam will have the following structure:

Introduction & Tutorial: 10 Minutes

Section 1: 90 Minutes

Candidate Break: 16 Minutes

Section 2: 90 Minutes

Survey 5: Minutes

An optional, 16-minute scheduled break is built into the CIC® and LTC-CIP® examinations after 90 minutes. The first 75 questions must be completed in 90 minutes. When you are in the first 90-minute section of the examination, you will receive three timer alert warnings before the break begins. An alert will appear at 30, 15, and 5 minutes indicating the time remaining in that section. **You will not be able to return to the first section of the examination after the break.** If you decide to take the optional candidate break, please ensure you are returned to your seat before the 16 minutes has expired. You will have to allow time (5-6 minutes) to complete the standard check-in procedures when you return to the examination. You are not allowed to access any electronic devices or phones during breaks.

Emergency/unscheduled breaks will be documented and **any** activity that is deemed unusual by the proctor will be documented. If the proctor observes a candidate leaving the testing environment for any reason you may be subject to:

- psychometric review of your examination
- results being placed on hold or withdrawn
- security/video review

**Break Policy: a-IPC™**

There are no breaks built into the a-IPC™ examination, but candidates may signal to the proctor if requesting a break. The exam clock does not stop during a break and any break time is deducted from the allotted exam time. Every time you leave the testing environment, you will have to allow time (5-6 minutes) to complete the standard check-in procedures when you return to the examination. You are not allowed to access any electronic devices or phones during breaks. All breaks will be documented and **any** activity that is deemed unusual by the proctor will be documented. If the proctor observes a candidate leaving the testing environment for any reason you may be subject to:

- psychometric review of your examination
- results being placed on hold or withdrawn
- security/video review

**Important: For all examinations,** candidates are required to notify the proctor and receive their acknowledgement before leaving the camera view prior to taking any kind of break, including

scheduled and emergency/unscheduled breaks. Failure to notify the proctor and wait for their response may result in termination of the examination.

### **Visitors**

No guests, visitors, pets, or family members are allowed at the testing center or in the room while taking an examination via ProProctor.

### **Misconduct or Disruptive Behavior**

Candidates who engage in any kind of misconduct or disruptive or offensive behavior maybe dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

### **Copyrighted Questions**

All test questions are the property of the Certification Board of Infection Control and Epidemiology, Inc. (CBIC®) and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

Test center administrators and/or remote proctors are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability. Opportunity for feedback will be provided in the post-exam questionnaire.

### **Candidate Non-Disclosure Agreement**

The contents of all CBIC® examinations are copyrighted, proprietary, and confidential. Disclosure or reproduction of any portion is prohibited. Such activity will result in the invalidation of test scores and may result in civil and/or criminal prosecution. If CBIC® and Prometric determine through proctor observation, statistical analysis, and/or other evidence that a candidate's score may not be valid or that the candidate was engaged in collaborative, disruptive or other unacceptable behavior during the administration of the examination, the candidate understands the following outcomes may occur:

- the candidate may be disqualified from taking or continuing to sit for an examination
- the candidate may be disqualified from receiving examination results
- the candidate exam score may be cancelled

Candidates are required to review and agree to comply fully with these terms before they are permitted to proceed in accessing their examination. If candidates do not accept the terms of the agreement, they must click the exit button and forfeit their examination.

## Certification Examination Fees

CIC® Certification	\$430
LTC-CIP® Certification	\$430
Recertifying CIC® & LTC-CIP® by Exam	\$430
Recertifying CIC® & LTC-CIP® by IPUs	\$430
a-IPC™ Certification	\$325
Recertifying a-IPC™ by Exam	\$325
Recertifying a-IPC™ by IPUs	\$325

## Group Payments

*CBIC® offers the convenience of group payments for organizations or individuals wishing to cover the examination fees for multiple candidates in a single transaction. To utilize the group payment option, interested parties must adhere to CBIC®'s group payment policy and complete the process as outlined below. Please review the following steps carefully to ensure accurate and timely processing of your order.*

1. Complete, and have signed on behalf of the Group Client the Group Order Form and Agreement found on the [CBIC® website](#). Once completed and signed, the Group Order Form and Agreement must be sent to [info@CBIC.org](mailto:info@CBIC.org).
2. Pay to CBIC® the "Total Price" set forth in Schedule A of the Group Order Form and Agreement. If paid by check, please forward the check to 1400 Crystal Drive, Suite 900 Arlington, CA 22202. If paid by wire transfer, ACH, or credit card, please contact CBIC® at 202-454-2625 or [info@CBIC.org](mailto:info@CBIC.org).
3. Once CBIC® has received the payment and accepted the signed Group Order Form and Agreement, CBIC® will update its systems to allow each candidate named on the Group Order Form to schedule the specified exam without any additional payment required by the candidate. Once its systems have been so updated, CBIC® will notify each candidate via email.
4. All candidates are required to adhere to the policies, procedures, and guidelines outlined in the Candidate Handbook.

Questions regarding group payments or other questions regarding the payment process can be directed to [info@CBIC.org](mailto:info@CBIC.org).

## After the Examinations

### Score Reports: CIC<sup>®</sup>, LTC-CIP<sup>®</sup>, a-IPC<sup>™</sup>

For candidates taking the CIC<sup>®</sup>, LTC-CIP<sup>®</sup> certification examination or the a-IPC<sup>™</sup> certification examination, a “pass” or “fail” notification will appear on the screen after completing the examination. Prometric will email your score report within an hour of completing the exam. If a candidate does not receive this, please visit <https://scorereports.prometric.com>. Candidates will need their 16-digit exam confirmation number to retrieve their score report from this site.

Because candidates who pass the examination have successfully demonstrated minimum competency in the field, there is no need to provide candidates with diagnostic information on the individual sections.

Candidates who fail the examination are given their overall score, as well as diagnostic information on their performance in each exam section, to guide their preparation for their next exam attempt. Please see the diagram below for information on the diagnostic levels used to indicate the performance of unsuccessful candidates.

Levels of Diagnostic Representation	Performance Level Description
Proficient	Your performance on this content area is <b>above</b> the minimally acceptable level. However, a review of this content area may be helpful to you prior to retaking the examination.
Marginal	Your performance on this content area is <b>around</b> the minimally acceptable level. Further study of this content area is recommended prior to retaking the examination.
Deficient	Your performance on this content area is <b>below</b> the minimally acceptable level. Substantial study of this content area is recommended prior to retaking this examination.

The method used to set the minimum passing score for both exams is the Angoff method, in which content experts have evaluated each examination question and determined how many correct answers are necessary to demonstrate the knowledge and skills required to pass.

Although the CIC<sup>®</sup> and LTC-CIP<sup>®</sup> examinations consist of 150 questions, the candidate’s score is based on 135 questions. Fifteen questions on each exam are “pretest” questions and are used as part of the item evaluation for inclusion in subsequent exams.

The a-IPC<sup>™</sup> exam is 100 questions. The candidate’s score is based on 85 questions. Fifteen questions on each exam are “pretest” questions and are used as part of the item evaluation for inclusion in subsequent exams.

There is one reported pass/fail decision score. A candidate needs a total test scaled score of at least 700 to pass the CIC<sup>®</sup>, LTC-CIP<sup>®</sup>, or a-IPC<sup>™</sup> examination. Scaled scores are determined by converting the number of questions answered correctly to a scaled score that ranges from 300 to 900. Scaled

scores provide a uniform frame of reference, based on the standard adopted by CBIC® of the amount of knowledge necessary to pass, without regard to the specific examination form or version taken.

Passing candidates will receive a Pass message. No numerical scaled score is reported to passing candidates. A Pass message indicates that the candidate has mastered the required knowledge for this examination. Failing candidates will receive a scaled score between 300 and 699. A numerical score indicates that the candidate has failed this examination.

Please note that a scaled score is neither the number of questions answered correctly, nor the percentage of questions answered correctly.

Details of incorrectly answered examination questions, and correct answers to questions, will not be provided to the candidate. This practice is in accordance with best practices in the field of professional credentialing.

## **Candidates Who Pass the Examinations**

Candidates who pass their CIC® examination are allowed to use the designation CIC® after their name for the five-year in which their certification is valid.

Candidates who pass their a-IPC™ examination are allowed to use the designation a-IPC™ after their name for the five-year period in which their certification is valid.

Candidates who pass their LTC-CIP® examination are allowed to use the designation LTC-CIP® after their name for the five-year in which their certification is valid.

CBIC® reserves the right to publicly recognize any candidate who has successfully completed a CBIC® certification examination, thereby earning the certification credential. A digital badge will be issued following successful completion of an exam or portfolio review.

Candidates who pass their CBIC® examination will receive a complimentary digital badge and downloadable digital certificate available through Credly within two weeks from passing their examination.

Candidates who pass their CBIC® examination will be contacted within 30 days by CBIC®'s certificate vendor, The Award Group, regarding paper certificate and frame purchasing options.

## **Candidates Who Do Not Pass the Initial Examination**

### ***First Time Applicants or Lapsed Applicants***

Candidates who do not pass the CIC®, LTC-CIP®, or a-IPC™ certification examination must submit a new application and examination fee. An individual must wait a minimum of 90 days before retaking the CIC® or LTC-CIP® certification. The a-IPC™ may only be taken twice within a twelve (12) month period, and no more than once every six months. The waiting period between attempts allows candidates sufficient time to identify their weaknesses, engage in further study, and improve their knowledge and skills before retaking the exam. Additionally, the waiting period helps ensure that test questions remain secure and that the integrity of the exam is maintained.



## **Scores Cancelled by CBIC® or Prometric**

CBIC® and Prometric are responsible for the integrity of the scores they report. On occasion, occurrences such as computer malfunction or misconduct by a candidate may cause a score to be suspect. CBIC® and Prometric are committed to rectifying such discrepancies as expeditiously as possible. CBIC® may void examination results if, upon investigation, violation of its regulations is discovered.

## **Code of Ethical and Professional Conduct**

### ***Preamble***

CBIC® is an autonomous multidisciplinary board that provides direction for and administers the certification process for professionals in infection control and applied epidemiology. By completing and passing the certification exam, a certified professional is setting a standard of quality care the public expects, demands and deserves. The codes outlined herein are to guide candidates and certified professionals in the performance of their professional responsibilities and to promote the mission of CBIC®: Provide pathways to demonstrate and maintain competence in infection prevention and control.

### ***Professional Care and Competence***

- a) Applicants and certified professionals shall act in a manner that justifies public trust and confidence, enhances the reputation of the profession, and safeguards the interests of individuals and clients.
- b) Applicants and certified professionals shall act diligently in accordance with applicable technical and professional standards when providing professional services.
- c) Applicants and certified professionals shall pursue excellence in performing their duties.
- d) Applicants and certified professionals shall meet and comply with all terms, conditions, or limitations of any professional credential they hold.

### ***Professional Integrity and Objectivity***

- a) Certified professionals shall maintain a professional knowledge and skill level required to ensure that employers receive competent professional service based on current developments in practice, legislation, and techniques.
- b) Certified professionals shall pursue excellence in performing their duties.
- c) Certified professionals shall conduct all business transactions at arm's-length and free from offers and solicitation of gifts and favors, or other improper inducements.
- d) Certified professionals shall ensure accuracy of information and soundness of recommendations forwarded to another involved professional, agency or institution.

### ***Fraud-Related Conduct***

- a) An applicant or certified professional shall not present fraudulent documents when applying for certification or recertification.
- b) An applicant or certified professional shall not use a title, designation, credential or license, company name, letterhead, publication, term, title or document which states or implies an ability, relationship or qualification that does not exist.
- c) An applicant or certified professional shall cooperate with a CBIC® disciplinary investigation or proceeding.
- d) An applicant or certified professional shall not attempt to prevent or interfere with a complaint being filed or CBIC® disciplinary investigation or proceeding to occur. Interference attempts may include but are not limited to:

1. The use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a complaint from being filed, prosecuted or completed;
  2. The use of threats or harassment against, or an inducement to, any consumer or witness in an effort to prevent them from providing evidence in an investigation, disciplinary proceeding or any other legal action; and
  3. The willful misrepresentation of facts before the disciplinary authority or its authorized representative.
- e) Judicial Review for applicants and certified professionals will adhere to the codes and bylaws of the Judicial and Ethics process, herein detailed in the Policy & Procedures Manual under Section 2, Category 5 Judicial and Ethics Process.

## Revocation of Certification

Certified professionals or persons wrongfully using the CIC<sup>®</sup>, a-IPC<sup>™</sup>, or LTC-CIP<sup>®</sup> designation are subject to disciplinary action as defined in CBIC<sup>®</sup>'s Judicial and Ethics Policy and Procedures for the following types of actions: falsification of an application, violation of examination procedures or misrepresentation of the certification status. A copy of the Judicial and Ethics Policy and Procedures can be found in the [Policy & Procedures Manual](#) or by contacting the CBIC<sup>®</sup> Office.

## Appeals & Testing Concerns

We rely on our testing partner to provide a pleasant testing experience for every candidate. If you are dissatisfied, we would like to hear from you. We also provide an opportunity for general comments at the end of your exam. Our personnel will review your comments, but you may not receive a direct response.

An appeal procedure is available to any individual (Appellant) who has applied for or received CBIC<sup>®</sup> certification/recertification and who wishes to contest any adverse decision or proposed action affecting their application for certification/recertification status.

***Appeals must be made within 30 days from when the decision or score took place, no appeals after 30 days will be accepted.***

If you have an examination issue that you would like to have directly addressed, please contact the CBIC<sup>®</sup> office at [info@CBIC.org](mailto:info@CBIC.org) and CBIC<sup>®</sup> will respond to your concerns. Processes for specific issues are outlined below.

***To submit an appeal***, please submit an Appeal Request Form to [info@CBIC.org](mailto:info@CBIC.org) that describes the reason for the eligibility decision appeal.

- Please attach all supporting documentation that provides evidence for your appeal.
- Once the CBIC<sup>®</sup> office has received this information, it is sent to the Exam Advisory Committee who reviews all of the details and supporting evidence. This process may take 7-14 business days to complete.
- Once a decision has been made, the CBIC<sup>®</sup> office will contact you via email with the decision.

Appeal Form:

[Appeal Request Form](#)



**To request a rescore**, please contact the CBIC® office within 30 days date of your examination requesting a re-score of your examination. There is a \$200 fee\* for all rescore requests. The CBIC® office will request a rescore from Prometric and will email the candidate with the rescore results.

*Please note: Prometric does not recommend that candidates have their examination re-scored, as the exam goes through two separate automated scoring processes before the score is presented to the candidate at the testing center. The likelihood of the exam being scored incorrectly is very unlikely.  
\*fee is subject to change by Prometric*

## CIC® Recertification Overview

### CIC® Recertification

Certification is valid for five years. Infection prevention and control is a dynamic field with frequent updates in guidelines, protocols, and best practice. Recertification ensures that professionals stay current with the latest knowledge and techniques essential for effective infection prevention and control.

All recertification candidates are required to take the internet-based recertification examination or submit a continuing education professional portfolio indicating completion of a minimum of 40 approved Infection Prevention Units (IPUs). Candidates who fail the recertification examination or do not have their portfolio submitted or approved by the deadline will need to apply to recertify via the proctored recertification examination as outlined in the policy below. Recertification must be completed before the certification cycle ends. Effective January 1, 2026, recertification can be obtained through infection prevention units (IPUs) or by retaking the initial CIC® proctored examination. The open-book, untimed recertification examination will no longer be offered.

### Recertification by Examination

The recertification exam is a 150-multiple choice question, internet-based examination designed to assess the knowledge of professionals in infection prevention and control and epidemiology. Recertification questions have been developed by CBIC® specifically for the recertification examination. Like the initial certification exam, recertification questions are based on the most current CBIC® practice analysis. The content outline is similar to the one used for the initial certification examination however, the scored domains and number of items in each domain area may vary slightly. The questions developed are held to the same standards as are used for the initial certification exam.

## CIC® Recertification Quick Facts

### **How often do you need to recertify?**

Your certification expires on December 31<sup>st</sup> of the fifth year of your certification regardless of when you first certified.

### **How do you recertify?**

Recertification is attained by achieving a passing score on the recertification exam or submitting a continuing education portfolio with a minimum of 40 approved units.

### **When can you purchase the recertification examination?**

You may purchase the recertification exam beginning in January of your recertification year.

### **When can you begin logging IPUs into your professional portfolio?**

You may begin logging your IPUs as soon as you are CIC® certified.

### **How long do I have to complete the recertification exam?**

You have the entirety of your recertification year to recertify. Therefore, if you buy the exam in January, you have the whole year to take the test. However, if you buy the exam by November 30, you have the remainder of that month to take the exam.

### **How long do I have to log my IPUs?**

You have until October 31 of your recertification year to complete your portfolio.

### **What is the deadline to purchase the exam?**

November 30 of your recertification year.

Unlike the initial certification exam that is completed at a three-hour appointment, time to complete the recertification examination is unlimited, provided it is submitted by December 31 of the year in which certification expires. Recertification candidates can log into and out of the exam site repeatedly and are able to research the answers to questions prior to submitting their responses. The purpose of the recertification examination is to demonstrate continued knowledge and mastery in the field of infection prevention and control.

## Applying for the CIC® Recertification Examination

***Application for the recertification examination must be submitted before November 30 of the same calendar year the candidate is due for recertification.*** Candidates are encouraged to purchase their examination early in their recertification year.

### To apply online:

Go to [www.CBIC.org](http://www.CBIC.org) and proceed to the “My Certification” tab and then “My Profile”. Once in your profile, click on “Recertification” on the left-hand side.

The cost of the recertification examination is \$430. Payment in U.S. dollars must be included with the application. Payment can be made by credit card. The fee is non-refundable.

The recertification exam must be submitted by 11:59 pm Greenwich Mean Time (6:59 pm EST) on December 31 of the same year. There are no extensions to this deadline for any reason. Candidates should allow themselves ample time to complete the recertification exam, researching information as needed.

## Taking the CIC® Recertification Examination

Within seven (7) business days of receipt of an application for the recertification exam, the candidate will receive a confirmation email with specific instructions on how to log in to the examination. Candidates will be able to log in and out as many times as necessary, prior to certification expiration, to complete the examination. Responses provided during previous sessions will be saved; however, it is important to read all instructions prior to exiting each session.

## Score Reports: CIC® Recertification Examination

For candidates taking the recertification examination, an instant notification in the candidate’s web browser, immediately following exam submission **and** post-exam survey, will indicate a numerical score. For the CIC® recertification examination, there is one reported pass/fail decision score. A candidate needs a total test scaled score of at least 700 to pass the CIC® recertification examination. Scaled scores are determined by converting the number of questions answered correctly to a scaled score that ranges from 300 to 900. Scaled scores provide a uniform frame of reference, based on the standard adopted by CBIC® of the amount of knowledge necessary to pass, without regard to the specific examination form or version taken.

## Recertification by Continuing Education Portfolio

Recertification by Infection Prevention Units (IPUs) is achieved every five years by submitting a “professional portfolio” of earned points from projects or activities using the interactive online submission system. IPUs can be achieved through a variety of activities including presentations, publications, academic education, national conferences, multi-day educational offerings, participation in a professional organization, participation in a mentorship program, research and teaching. IPUs may be earned throughout the five years before the recertification deadline. A minimum of 40 units must be achieved and reported. Unit documentation will be accepted electronically via the online portfolio only. CBIC® has established a comprehensive audit process to ensure the accuracy and validity of all submitted IPUs. This process is designed to maintain the integrity of our recertification process and to verify that all participants meet the required criteria for recertification.

## Infection Prevention Unit Portfolio

The [CBIC® website](#) has an IPU manual, criteria chart, sample portfolio and professional organization participation templates available online.

All submitted educational activities must fall into one of the categories listed in the chart below and be relevant to at least one of the eight domains of the CIC® exam.

1. Identification of Infectious Disease Processes
2. Surveillance and Epidemiologic Investigation
3. Preventing/Controlling the Transmission of Infectious Agents
4. Employee/Occupational Health
5. Management and Communication
6. Education and Research
7. Environment of Care
8. Cleaning, Sterilization, Disinfection, Asepsis

The total activities you submit for IPUs must align with at least six of those domains. The CBIC® Board *recommends* candidates earn at least two IPUs from DEI and Health Equity within healthcare as a part of the minimum required 40 IPUs. DEI and Health Equity should be self-evident in the title or learning objectives.

All portfolios are reviewed upon submission to ensure they meet the recertification requirements. The entire portfolio review process can take up to 30 days from date of submission received. If you have not received notification within 30 days, please contact CBIC®.

The cost of recertification by continuing education is \$430. Payment in U.S. dollars must be included with the official submission. Payment must be made by credit card only. The fee is non-refundable.

The recertification portfolio must be submitted by October 31 of the recertification year. If the portfolio is not submitted by October 31, the candidate has until November 30 to submit the portfolio with an added late fee of 25% of the recertification fee. The only method to obtain recertification for candidates who miss the November 30 deadlines are to purchase and complete the initial proctored examination by December 31.

If the candidate has not passed an examination by their certification end date, they are considered lapsed and are no longer eligible to use the CIC® designation. They must submit a full application and payment for the initial certification examination.

## CIC® Recertification Schedule

Portfolio Submission	11:59 pm Greenwich Mean Time (6:59 pm EST) on October 31
Portfolio Submission Extension	11:59 pm Greenwich Mean Time (6:59 pm EST) on November 30
Recertification Exam Purchased	11:59 pm Greenwich Mean Time (6:59 pm EST) on November 30
Recertification Exam Completion	11:59 pm Greenwich Mean Time (6:59 pm EST) on December 31

## LTC-CIP® Recertification Overview

### Recertification by Examination

Certification is valid for five years. Infection prevention and control is a dynamic field with frequent updates in guidelines, protocols, and best practice. Recertification ensures that professionals stay current with the latest knowledge and techniques essential for effective infection prevention and control. LTC-CIP® certificants also have the option to recertify by examination. The initial LTC-CIP® examination will be used to recertify by examination. There is not a separate recertification examination for the LTC-CIP®.

LTC-CIP® certificants choosing to recertify by examination must pass the initial certification exam before his/her certification cycle ends. All certifications expire December 31 at the end of five years. The initial LTC-CIP® examination will be available to you the year of your expiration. (Ex: If you expire 12/31/2029, you will not be able to apply for the initial examination until 1/1/2029). CBIC recommends applying for the exam no later than December 1 to secure an exam appointment by the end of the year. The exam must be passed by December 31 of your expiration year to avoid a lapse in certification. **An individual may retake the initial certification examination a maximum of four times per year, and no more than once every 90 days.** If you choose to recertify by the initial examination and you do not pass, you may pay for and submit an IPU portfolio to recertify. Your IPU portfolio must be submitted by October 31 of your recertification year.

Because the initial certification examination is available by appointment only at designated testing sites and via live remote proctoring, recertification candidates are encouraged to apply and pass the examination early in the year to allow time to reapply, schedule and take the initial certification exam again if they are unsuccessful on the exam.

If a candidate fails to successfully recertify by the deadline, his/her certification will be expired, and the LTC-CIP® designation can no longer be used. The candidate will then be required to reapply after 90 days.

## Infection Prevention Unit Portfolio

The [CBIC® website](#) has an IPU manual, criteria chart, sample portfolio and professional organization participation templates available online.

Recertification by Infection Prevention Units (IPUs) is achieved every five years by submitting a “professional portfolio” of earned points from projects or activities using the interactive online submission system. IPUs can be achieved through a variety of activities including presentations, publications, academic education, national conferences, multi-day educational offerings, participation in a professional organization, participation in a mentorship program, research, and teaching. IPUs may be earned throughout the five years before the recertification deadline. A minimum of 40 units must be achieved and reported. Unit documentation will be accepted electronically via the online portfolio only.

Candidates will need to meet 7 out of 9 of the knowledge domains as listed in the LTC-CIP® content outline.

1. Long-Term Care Settings
2. Management and Communication of the Infection Prevention Program
3. Identification of Infectious Diseases
4. Surveillance and Epidemiology
5. Prevention and Control of Infectious and Communicable Diseases
6. Environment of Care
7. Cleaning, Disinfection, Sterilization of Medical Devices and Equipment
8. Antimicrobial Stewardship
9. Employee/Occupational Health

Candidates are required to provide a minimum of five (5) long-term care specific IPUs every five years. The long-term care focus of the educational offering should be self-evident in the topic/title itself or within the learning objectives of the offering. These can be from any of the nine domains.

The CBIC® Board *recommends* candidates earn at least two IPUs from DEI and Health Equity within healthcare as a part of the minimum required 40 IPUs. DEI and Health Equity should be self-evident in the title or learning objectives.

All portfolios are reviewed upon submission to ensure it meets the recertification requirements. The entire portfolio review process can take up to 30 days from date of submission received. If you have not received notification within 30 days, please contact CBIC®.

The cost of recertification by continuing education is \$430. Payment in U.S. dollars must be included with the official submission. Payment must be made by credit card only. The fee is non-refundable.

The recertification portfolio must be submitted by October 31 of the recertification year. If the portfolio is not submitted by October 31, the candidate has until November 30 to submit the portfolio with an added late fee of 25% of the recertification fee. The only method to obtain recertification for candidates who miss the November 30 deadlines are to purchase and complete the initial proctored examination by December 31.



If the candidate has not passed an examination by their certification end date, they are considered lapsed and are no longer eligible to use the LTC-CIP® designation. They must submit a full application and payment for the initial certification examination.

## LTC-CIP® Recertification Schedule

Portfolio Submission	11:59 pm Greenwich Mean Time (6:59 pm EST) on October 31
Portfolio Submission Extension	11:59 pm Greenwich Mean Time (6:59 pm EST) on November 30
LTC-CIP® Exam Completion	11:59 pm Greenwich Mean Time (6:59 pm EST) on December 31

CBIC® has established a comprehensive audit process to ensure the accuracy and validity of all submitted IPUs. This process is designed to maintain the integrity of our recertification process and to verify that all participants meet the required criteria for recertification.

## *a-IPC™ Recertification Overview*

Certification is valid for five years. Infection prevention and control is a dynamic field with frequent updates in guidelines, protocols, and best practice. Recertification ensures that professionals stay current with the latest knowledge and techniques essential for effective infection prevention and control. The credential is maintained every five (5) years either through retaking the initial a-IPC™ examination or through continuing education.

### Recertification by Examination

The initial a-IPC™ examination will be used to recertify by examination. There is not a separate recertification examination for the a-IPC™. The same examination fees and policies apply to recertification. A certificant must wait until the fifth year of their certification (ex: if you expire 12/31/27, you can take the exam at any time during 2027) to recertify. Recertifying earlier in the year is recommended to avoid a lapse in certification. The exam can only be taken two times in each calendar year.

a-IPC™ certificants choosing to recertify by examination must pass the initial certification exam before his/her certification cycle ends. All certifications expire December 31 at the end of five years. The initial a-IPC™ examination will be available to you the year of your expiration. (Ex: If you expire 12/31/2029, you will not be able to apply for the initial examination until 1/1/2029). CBIC recommends applying for the exam no later than December 1 to secure an exam appointment by the end of the year. The exam must be passed by December 31 of your expiration year to avoid a lapse in certification. **An individual may retake the initial certification examination a maximum of two times per year, and no more than once every six months.** If you choose to recertify by the initial examination and you do not pass, you may pay for and submit an IPU portfolio to recertify. Your IPU portfolio must be submitted by October 31 of your recertification year.

Because the initial certification examination is available by appointment only at designated testing sites and via live remote proctoring, recertification candidates are encouraged to apply and pass the examination early in the year to allow time to reapply, schedule and take the initial certification exam again if they are unsuccessful on the exam.

If a candidate fails to successfully recertify by the deadline, his/her certification will be expired, and the a-IPC™ designation can no longer be used. The candidate will then be required to reapply after six months.

## Infection Prevention Unit Portfolio

The [CBIC® website](#) has an IPU manual, criteria chart, sample portfolio and professional organization participation templates available online.

Recertification by Infection Prevention Units (IPUs) is achieved every five (5) years by submitting a “professional portfolio” of earned points from projects or activities using the interactive online submission system. IPUs can be achieved through a variety of activities including presentations, publications, academic education, national conferences, multi-day educational offerings, participation in a professional organization, participation in a mentorship program, research, and teaching. IPUs may be earned throughout the five years before the recertification deadline. A minimum of 40 units must be achieved and reported. Unit documentation will be accepted electronically via the online portfolio only.

Current a-IPC™ certificants due to recertify between the years of 2025-2029 will be granted a prorated required minimum IPU amount since they were not given the full five-year term to earn their IPUs. The prorated IPU requirements for each corresponding year have been listed below.

### a-IPC™ Expiration Date & Number of IPUs required

- 12/31/2025 – 5 IPUs
- 12/31/2026 – 12 IPUs
- 12/31/2027 – 20 IPUs
- 12/31/2028 – 27 IPUs
- 12/31/2029 – 35 IPUs

**Certificants with an a-IPC™ certification expiration date beyond 2029 will be expected to meet the full 40 IPU minimum requirement. Certificants must also demonstrate that a portion of their IPUs have been attained in different years of the five-year certification cycle.**

Candidates will need to meet 6 out of 8 of the knowledge domains as listed in the a-IPC™ content outline.

1. Processes to Identify Infectious Diseases.
2. Surveillance and Epidemiologic Investigation
3. Preventing/Controlling the Transmission of Infectious Agents
4. Employee/Occupational Health
5. Management and Communication of the Infection Prevention Program
6. Education and Research
7. Environment of Care
8. Cleaning, Disinfection, Sterilization of Medical Devices and Equipment

Certificants due to recertify in 2025 will not be required to meet a domain requirement but are encouraged to meet as many of the six (6) domains as they can. Certificants due to recertify between the years of 2026-2029 will be granted a prorated required minimum domain amount since they were not given the full five-year term to earn their IPUs. The prorated IPU requirement for those with an a-IPC expiration date of 2026-2029, will be required to meet at a minimum four (4) out of eight (8) of the domains across their selected IPU activities.

**Certificants with an a-IPC™ expiration date beyond 2029 will be expected to meet the minimum six out of eight domain requirement.**

The CBIC® Board *recommends* candidates earn at least two IPUs from DEI and Health Equity within healthcare as a part of the minimum required 40 IPUs. DEI and Health Equity should be self-evident in the title or learning objectives.

All portfolios are reviewed upon submission to ensure it meets the recertification requirements. The entire portfolio review process can take up to 30 days from date of submission received. If you have not received notification within 30 days, please contact CBIC®.

The cost of recertification by continuing education is \$325. Payment in U.S. dollars must be included with the official submission. Payment must be made by credit card only. The fee is non-refundable.

The recertification portfolio must be submitted by October 31 of the recertification year. If the portfolio is not submitted by October 31, the candidate has until November 30 to submit the portfolio with an added late fee of 25% of the recertification fee. The only method to obtain recertification for candidates who miss the November 30 deadlines is to purchase and complete the initial proctored examination by December 31.

**If the candidate has not passed an examination by their certification end date, they are considered lapsed and are no longer eligible to use the a-IPC™ designation. They must submit a full application and payment for the initial certification examination.**

**a-IPC™ Recertification Schedule**

Portfolio Submission	11:59 pm Greenwich Mean Time (6:59 pm EST) on October 31
Portfolio Submission Extension	11:59 pm Greenwich Mean Time (6:59 pm EST) on November 30
a-IPC™ Exam Completion	11:59 pm Greenwich Mean Time (6:59 pm EST) on December 31

CBIC® has established a comprehensive audit process to ensure the accuracy and validity of all submitted IPUs. This process is designed to maintain the integrity of our recertification process and to verify that all participants meet the required criteria for recertification.