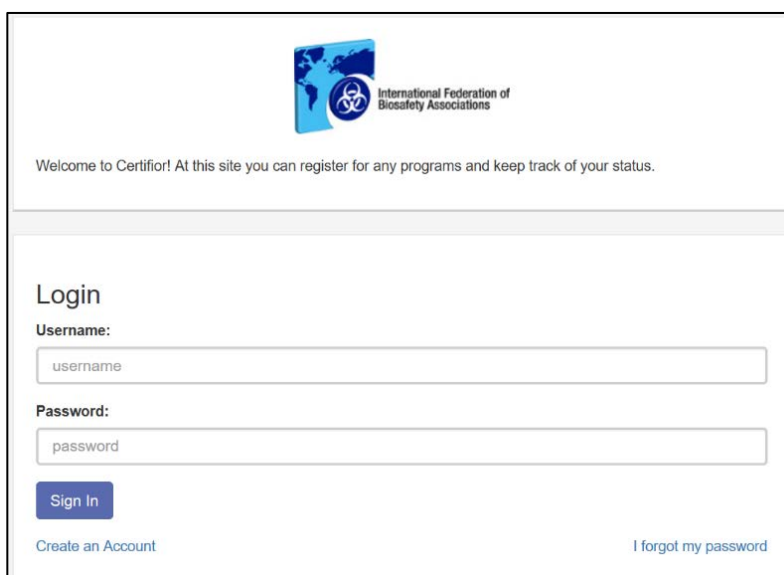


Applications to sit for an IFBA professional certification examination are accepted at any time but must be submitted via the *Certifior* website only at <https://ifba.certifior.com>. This *Guide to Using Certifior* will assist individuals through the process. If you encounter any difficulties or require technical support, contact the HelpDesk at support@assess.com

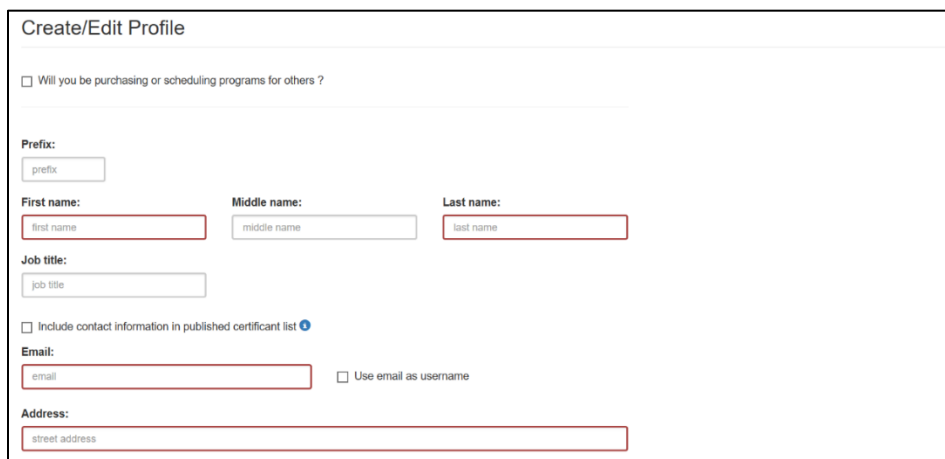
1. Create a Certifior Account

- Open your internet browser and log onto Certifior at <https://ifba.certifior.com>
- Click on the “Create an Account” button and provide the required information to create your account



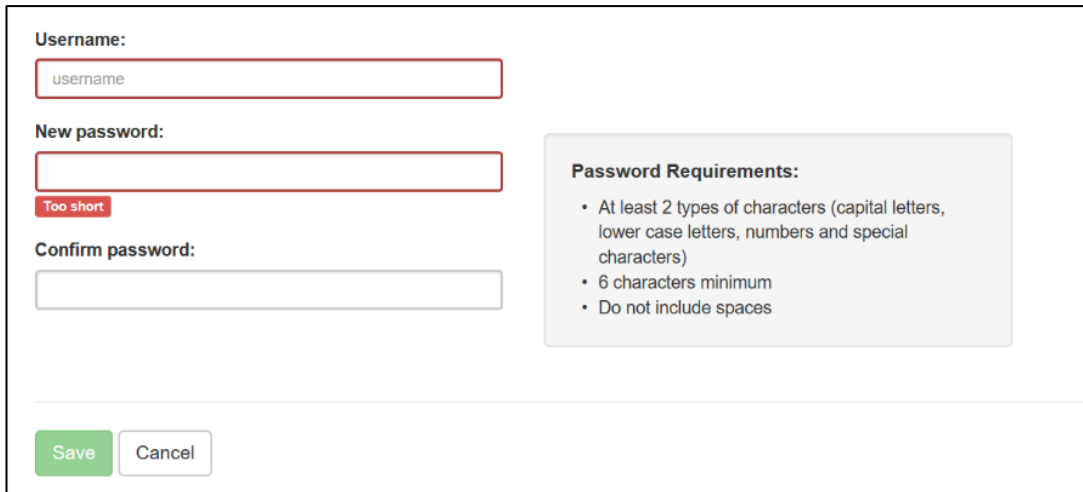
The screenshot shows the Certifior login page. At the top, there is the IFBA logo and the text "Welcome to Certifior! At this site you can register for any programs and keep track of your status." Below this is a "Login" section with a "Username:" label and a text input field containing "username". Below that is a "Password:" label and a text input field containing "password". A blue "Sign In" button is positioned below the password field. At the bottom left of the login section is a link "Create an Account" and at the bottom right is a link "I forgot my password".

- When creating your account, **enter your name exactly how you would like it to appear on your certificate**
- You must also **enter a complete mailing address** which will be used by the IFBA Secretariat to mail your certificate, wallet card and lapel pin
- If you would like your contact information to be included in IFBA’s published list of certified individuals, check the box “Include contact information in published certificants list”



The screenshot shows the "Create/Edit Profile" form. It starts with a checkbox "Will you be purchasing or scheduling programs for others?". Below this is a "Prefix:" label and a text input field containing "prefix". The "First name:" label is followed by a text input field containing "first name". The "Middle name:" label is followed by a text input field containing "middle name". The "Last name:" label is followed by a text input field containing "last name". Below these is a "Job title:" label and a text input field containing "job title". There is a checkbox "Include contact information in published certificant list" with a blue dot next to it. Below this is an "Email:" label and a text input field containing "email", followed by a checkbox "Use email as username". At the bottom is an "Address:" label and a text input field containing "street address".

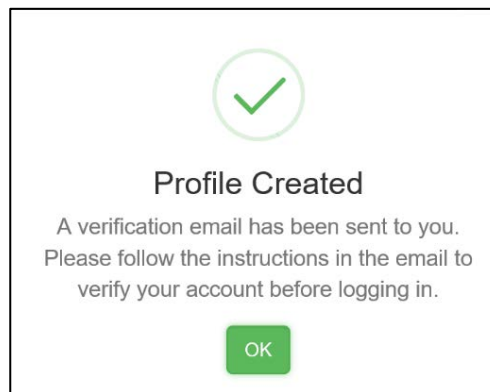
- Create your Username and Password and click on the “Save” button



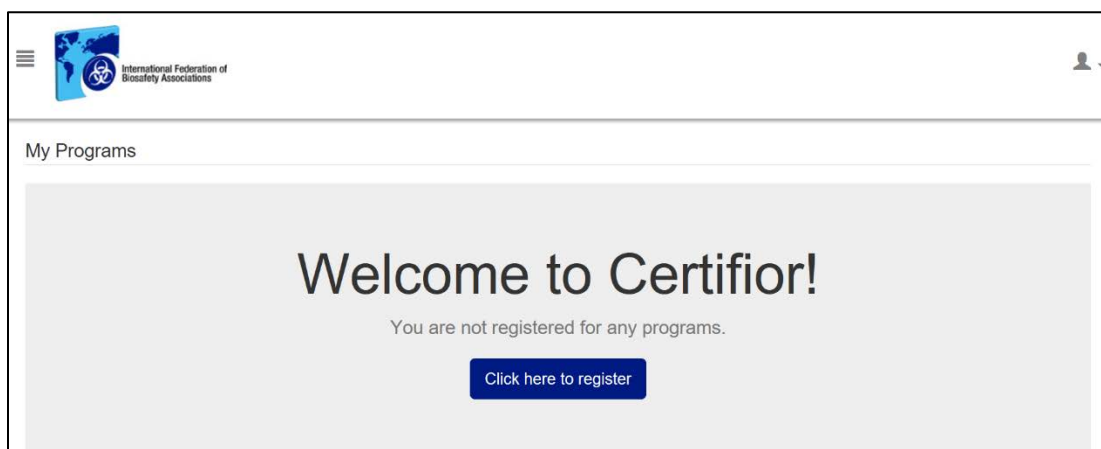
The registration form contains the following elements:

- Username:** A text input field containing the placeholder text "username".
- New password:** A text input field with a red border. Below it is a red error message that says "Too short".
- Confirm password:** A text input field.
- Password Requirements:** A grey box containing the following list:
 - At least 2 types of characters (capital letters, lower case letters, numbers and special characters)
 - 6 characters minimum
 - Do not include spaces
- Buttons:** A green "Save" button and a white "Cancel" button with a grey border.

- You will be sent an automatic email to verify your email address before being able to enter the Certifior system

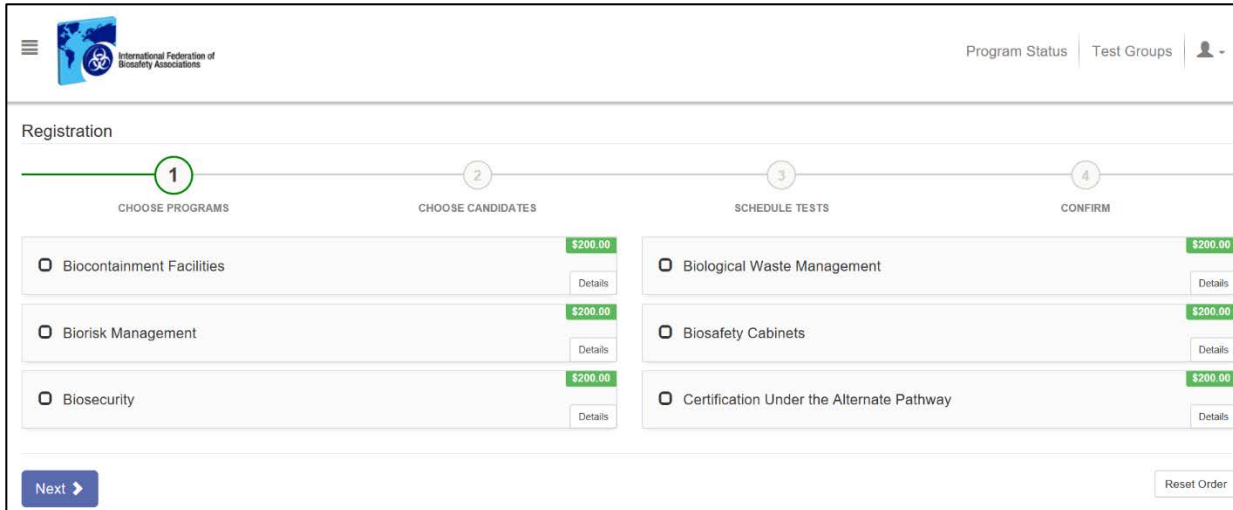


- You may now login into the system at any time to schedule an exam and keep track of your certification status using your username and password



2. Register for an Exam

- Click on the checkbox next to the certification examination you wish to sit for (e.g. for the Biorisk Management certification, click next to the Biorisk Management choice); click next to continue



The screenshot shows the 'Registration' process in four steps: 1. CHOOSE PROGRAMS, 2. CHOOSE CANDIDATES, 3. SCHEDULE TESTS, and 4. CONFIRM. Step 1 is active. Under 'CHOOSE PROGRAMS', there are three options, each with a checkbox, a price of \$200.00, and a 'Details' button:

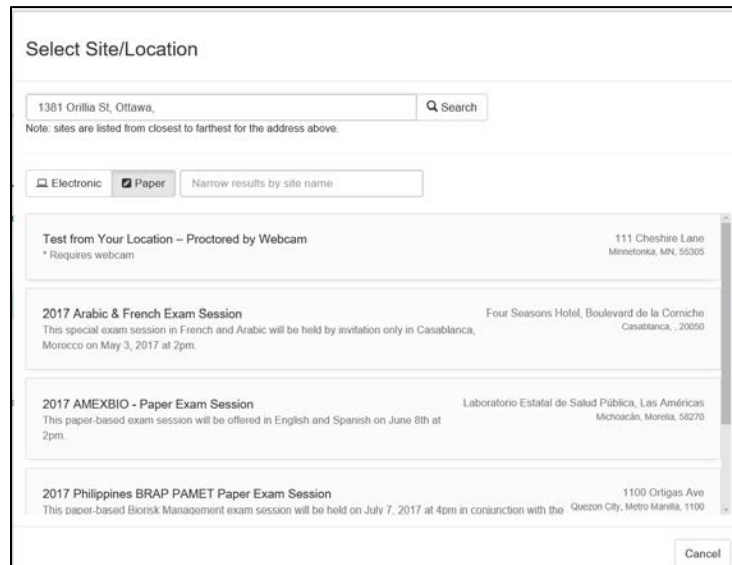
- Biocontainment Facilities \$200.00 Details
- Biorisk Management \$200.00 Details
- Biosecurity \$200.00 Details

Under 'SCHEDULE TESTS', there are three options, each with a checkbox, a price of \$200.00, and a 'Details' button:

- Biological Waste Management \$200.00 Details
- Biosafety Cabinets \$200.00 Details
- Certification Under the Alternate Pathway \$200.00 Details

At the bottom left is a 'Next >' button, and at the bottom right is a 'Reset Order' button.

- For an online exam session, click on “Test for Your Location – Proctored by Webcam”;
- Note that the online exam may be taken at any date and time of your choosing; once you have completed registering, you will be sent a special Exam Code to access the exam online (please refer to the Guide to Online Exams for further details)
- For a scheduled paper-based session at a biosafety conference, click on the applicable scheduled exam session



The 'Select Site/Location' interface includes a search bar with the address '1381 Orillia St, Ottawa,' and a 'Search' button. Below the search bar, it notes: 'Note: sites are listed from closest to farthest for the address above.' There are radio buttons for 'Electronic' and 'Paper' (which is selected), and a text input field for 'Narrow results by site name'. The list of exam sessions is as follows:

- Test for Your Location – Proctored by Webcam** (111 Cheshire Lane, Minnetonka, MN, 55305)
 - * Requires webcam
- 2017 Arabic & French Exam Session** (Four Seasons Hotel, Boulevard de la Corniche, Casablanca, Morocco)
 - This special exam session in French and Arabic will be held by invitation only in Casablanca, Morocco on May 3, 2017 at 2pm.
- 2017 AMEXBIO - Paper Exam Session** (Laboratorio Estatal de Salud Pública, Las Américas, Michoacán, Morelia, 58270)
 - This paper-based exam session will be offered in English and Spanish on June 8th at 2pm.
- 2017 Philippines BRAP PAMET Paper Exam Session** (1100 Ortigas Ave, Quezon City, Metro Manila, 1100)
 - This paper-based Biorisk Management exam session will be held on July 7, 2017 at 4pm in conjunction with the

A 'Cancel' button is located at the bottom right of the list.

- Click on the exam date and time on the calendar; click next to continue

Requesting an appointment from 2017 Arabic & French Exam Session
Four Seasons Hotel, Boulevard de la Corniche, Casablanca 20050

Pick a date to take this test. Pick a time to take this test on May 3.

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Starting at 2:30 PM

← Back
Next →
Cancel

- Your order summary will appear on the next page; click next to continue

Registration

✓
CHOOSE PROGRAMS

2
SCHEDULE TESTS

3
CONFIRM

Written/Conventional requirements

Tests	Date/Time	Location	Delivery Type	Actio...
✓ Biocontainment Facilities Exam	May 3, 2017 @ 14:30	2017 Arabic & French Exam Session @Four Seasons H...	✓ Paper	Cancel

Request Appointment

Note: Charges may apply if scheduling at a later date.

← Back
Next →
Reset Order

3. Check Out & Payment for an Exam

- You may pay by credit card or paypal directly online; if you wish to pay by any other means (cash, bank transfer, cheque) enter the word "INVOICE" in the space beside the key code and click the "Apply" button; you will be sent an email invoice for payment
- If you currently reside and have responsibility for biorisk management in the listed countries eligible for discounted pricing of \$100.00, please contact the IFBA Secretariat at secretariat@internationalbiosafety.org to receive the key code and indicate the method of payment (e.g. credit card, paypal, cash, bank transfer, cheque); enter the word provided by the Secretariat in the space beside the key code and click the "Apply" button to refresh your pricing
- click the green "Purchase" button to complete you order

Registration


✓ CHOOSE PROGRAMS
 ✓ SCHEDULE TESTS
 3 CONFIRM

Order Total: \$200.00

Biocontainment Facilities	\$200.00
Total	\$200.00

Enter a keycode or voucher code

- Payment for your IFBA Certification exam is required prior to completing your exam registration. Payment by credit card (using PayPal) can be made automatically online. For payment by check, bank transfer or cash, please enter the word INVOICE in the key code box above and you will be contacted by the IFBA Secretariat.
- IFBA implements an international scholarship fee structure for applicants who currently reside in eligible countries. If you have received a scholarship key code, please type it in the key code box above. If you would like to request a scholarship key code, please contact the IFBA Secretariat at secretariat@internationalbiosafety.org

Enter valid credit card without spaces or hyphens
 

MM
 YYYY
 EX 331


*The Card Verification Value (CVV) is an extra code printed on the back of your debit or credit card. Your credit card will be billed by International Federation of Biosafety Associations. Test registration fees are **non-refundable**.

Purchaser: Maureen Best
Billing Address:
 1381 Orillia St
 Ottawa, CA

4. Completing the Prerequisites

- You must **complete a number of prerequisites** in order to sit for the exam (your certificate will not be mailed to you until this step has been completed)
- Read and accept the both the “Code of Conduct” and “Confidentiality Statement” prerequisites by entering your name and today’s date; click on the submit button; you will receive an email verification when this prerequisite has been verified and the status will change to a ✓ icon

Your program is in progress.
1 of 4 Completed External ID:

Complete all tabs with  icon.


Requirements
 Status

Payment

BioRisk Management Exam

Confidentiality Statement

Code of Conduct

 International Federation of Biosafety Associations

Candidate Confidentiality Acceptance Form

All candidates are required to abide by a statement of confidentiality which restricts candidates from sharing any information about the examination with other individuals, including discussions with fellow test takers following the examination, and the sharing of information with colleagues who might be planning to take the examination in the near future. All candidates who register for a CB certification examination are required to sign the following attestation.

My signature below indicates that I have read, understood and agree to be bound by the requirements of the following Statement of Confidentiality:

1. This examination and the test questions contained herein are the exclusive property of Certification Body.
2. This examination and the test questions contained herein are protected by copyright law. No part of this exam may be copied or reproduced in part or whole by any means whatsoever, including memorization.
3. The theft or attempted theft of an examination booklet is punishable.
4. My participation in any irregularity occurring during this examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent analysis, may result in termination of my participation, invalidation of the results of my examination or other appropriate action.
5. Further discussion or disclosure of the contents of the examination orally, in writing, or by any other means, is prohibited. Failure to comply can result in termination of my participation, invalidation of the results of my examination, or other appropriate action.

Further, by providing my name in the signature below, I recognize that I am providing an electronic signature and affirm that I am indeed the person whose name I am providing.

Signature (type name):

Date (yyyy-mm-dd):

5. Confirmation of Exam Registration

- For paper-based exams, you will receive an email confirming that your exam has been scheduled with details of the exam location, time and date; you must bring a copy of this confirmation email and a government issued photo ID to enter the exam site; plan to arrive at the exam site 15 minutes early to check in; the paper-based examinations are closed-book and personal items such cell-phones, iPads and other electronic devices are not permitted; the exam is scheduled for 2 hours with 100 questions

- For online exams, you will receive an email confirming that your on-line exam has been scheduled; the email will also include your unique Exam Code to access the online exam through Remote Proctor; the Guide to taking an online exam is available from the IFBA Secretariat or on the IFBA's website at www.internationalbiosafety.org

- Review your order and confirm the accuracy of the registration information

- You are now ready to take the certification examination as selected.

6. Technical Support

- If you encounter any difficulties or require technical support, contact the HelpDesk at support@assess.com

