

**APIC Competency Advancement Assistance  
Pledge to Take the CIC® Exam**

Hello!

As part of the application process for the Competency Advancement Assistance (CAA) program, each applicant must complete both the online application and all indicated areas of this “Pledge to take the CIC® exam.” Doing so will indicate a high level of commitment from the applicant that he/she will use the resources granted through the CAA program either to certify for the first time or recertify.

**Study Plan**

The Study Plan will help you structure how you will prepare for the CIC® exam. However, the amount of time you devote to studying will be up to you, based on your experience level, knowledge of the core competency areas, and personal schedule. Studies show that “cramming” for the exam won’t work, so we strongly recommend that you take a “slow and steady” approach to studying.

The Plan will also help you plan to incorporate the various APIC resources offered through the CAA:

- APIC Infection Prevention Competency Review Online Course
- APIC *Infection Prevention Competency Review Guide, 6<sup>th</sup> edition (Hard copy or Digital)*
- APIC Text Online (1 year subscription)

**Sample Study Plan**

	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>
<b>Event</b>	Award Notifications by mid-November				The deadline to take the CIC® exam is May 1, 2019, so you should register for the exam no later than March 1 and plan to take the exam no later than April 15.		
<b>Study Stage</b>	Comp. Rev. Guide CH1 - 3	Comp. Rev. Guide CH4-8	Comp. Rev. Guide CH 9-10 Practice Exam 1	Online class Practice Exam 2	Online class Practice Exam 3		
<b>Study Stage</b>	Utilize APIC Text Online for review of questions missed and to deepen understanding of IP subject areas that need improvement						

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YOUR STUDY PLAN							
Applicant's Name _____				Applicant's APIC Member ID # _____			
	Nov	Dec	Jan	Feb	Mar	April	May
<b>Deadlines &amp; Notifications</b>	CAA Award Notifications					Deadline for taking CIC Exam is <b>May 1<sup>st</sup> 2019</b>	
<b>APIC Anywhere Infection Prevention Competency Review Online Course</b>							
<b>APIC <i>Infection Prevention Competency Review Guide, 6<sup>th</sup> edition</i></b>							
<b>APIC Text Online</b>							
<b>Other Resource:</b>							
<b>Other Resource:</b>							

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**Supervisor's Letter of Support**

As each applicant prepares for the exam, it will be important to have the support and encouragement of his/her supervisor. Please provide your supervisor's information in the spaces below.

Supervisor's Name \_\_\_\_\_

Title \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Email address \_\_\_\_\_

**Supervisor's signature indicating support**

I sign this pledge of support for my employee \_\_\_\_\_ in her/his effort to gain or maintain CIC® certification. Signing this also serves as an agreement that APIC might contact me, in the event that attempts to contact my employee are unsuccessful.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Pledge to take the CIC® exam**

I understand that if I am selected to receive a Competency Advancement Assistance (CAA) award, I must register to take the examination **no earlier than November 1, 2018 and no later than May 1, 2019 to receive exam reimbursement**, that I must also, follow all of the testing requirements described by CBIC. I understand that failure to test by May 1, 2019 and/or failure to successfully complete the exam will make me ineligible for reimbursement through the CAA program. In order to be reimbursed for my examination fee, I agree to provide written verification of successful completion to APIC, along with a receipt of payment. I understand that the decision of the CAA selection committee is final and that if I am not selected or I change my mind, I may reapply next year but must follow all of the application requirements that will be in place at that time.

By signing below, you agree to all elements contained in this document and to the statements in the above Pledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_