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

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 Text Online (1 year subscription)

### Sample Study Plan

<table>
<thead>
<tr>
<th>Event</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
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<tbody>
<tr>
<td>Award Notifications by mid-September</td>
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<td>The deadline to take the CIC® exam is May 1, so you should register for the exam no later than March 1 and plan to take the exam no later than April 15.</td>
<td>Take the exam by May 1</td>
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<tr>
<td>Certification Study Guide CH1 - 2 and review related ATO sections</td>
<td>Certification Study Guide CH3 – 5; review related ATO sections</td>
<td>Certification Study Guide CH 6-8 and related ATO sections</td>
<td>Certification Study Guide CH 9-10 and related ATO sections</td>
<td>Certification Study Guide CH 11-12</td>
<td>Online course: Modules 6-8</td>
<td>Online course: Modules 9-10</td>
<td>Online course timed practice exam</td>
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<td></td>
<td>Explore online course content and become familiar with the format and layout (view first 2 videos)</td>
<td>Practice Exam 1</td>
<td>Practice Exam 2</td>
<td>Practice Exam 3</td>
<td>Practice Exam 4</td>
<td>Revisit weak topic areas in the online course for further review</td>
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<td></td>
<td></td>
<td>Online course: Modules 1-2</td>
<td>Online course: Modules 3-5</td>
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<td><strong>Utilize APIC Text Online for review of questions missed and to deepen understanding of IP subject areas that need improvement</strong></td>
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- APIC Infection Prevention Competency Review Online Course
- APIC Text Online (1 year subscription)
## Your Study Plan

<table>
<thead>
<tr>
<th>Deadlines &amp; Notifications</th>
<th>September</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
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<tbody>
<tr>
<td>CAA Award Notifications</td>
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<td></td>
<td>Register for the exam by March 1</td>
<td>Take CIC Exam by May 1</td>
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</table>

#### IP Certification Review Online Course

#### Infection Prevention Certification Review Guide

#### APIC Text Online

### Other Resources:
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 __________________________
APIC Competency Advancement Assistance
Pledge to Take the CIC® Exam

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 October 1, 2020 and no later than May 1, 2021 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, 2021 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 ___________________________