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
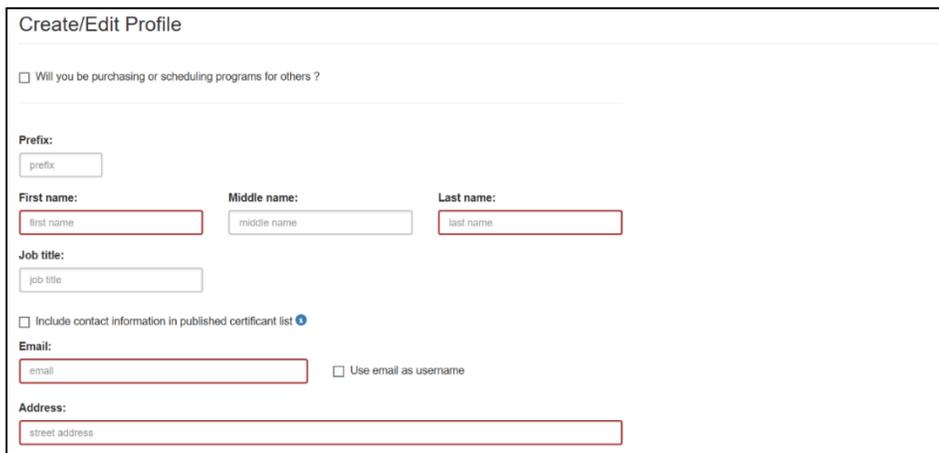
## 1. Create a Certifior Account

- 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
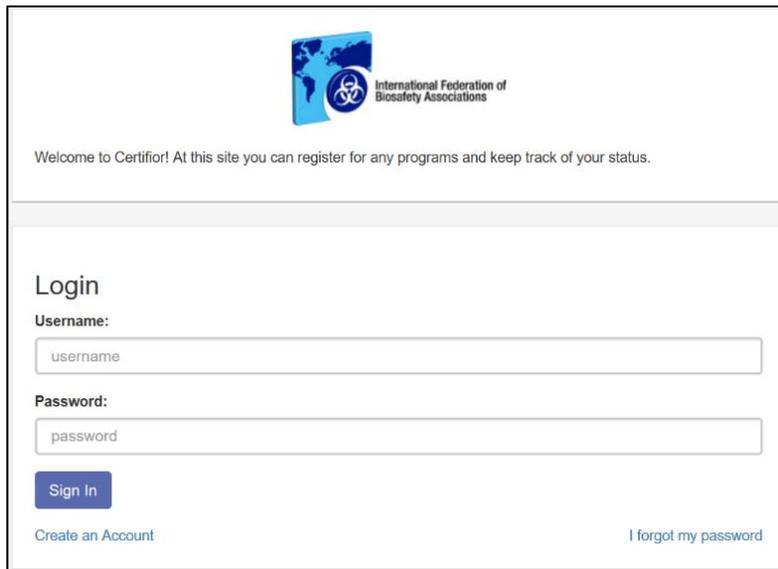


- When creating your account, **enter your name exactly how you would like it to appear on your certificate**
- You must also **enter a complete mailing address** which will be used by the IFBA Secretariat to mail your certificate, wallet card and lapel pin
- If you would like your contact information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



1

- Create your Username and Password and click on the "Save" button
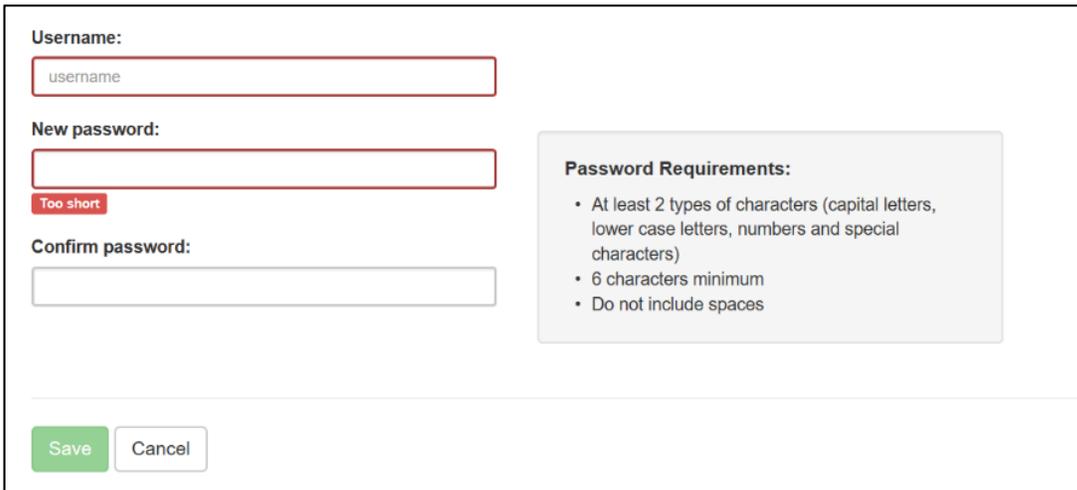
Username:

username

New password:

Too short

**Password Requirements:**

- At least 2 types of characters (capital letters, lower case letters, numbers and special characters)
- 6 characters minimum
- Do not include spaces

Confirm password:

Save    Cancel

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

✓

**Profile Created**

A verification email has been sent to you. Please follow the instructions in the email to verify your account before logging in.

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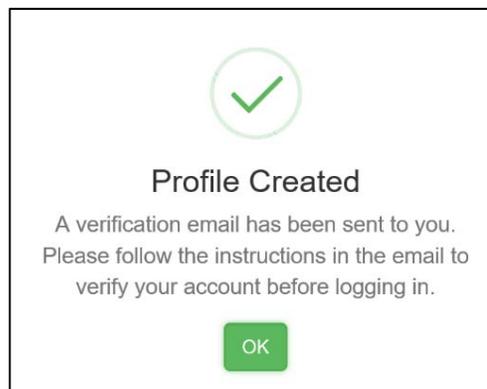
 - You may now login into the system at any time to schedule an exam and keep track of your certification status using your username and password

International Federation of Biosafety Associations

My Programs

# Welcome to Certifior!

You are not registered for any programs.

Click here to register