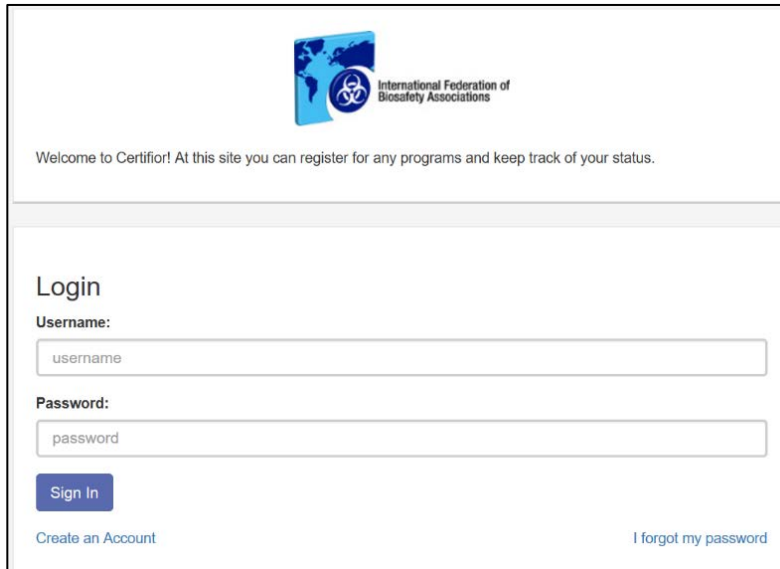Applications to sit for an IFBA professional certification examination are accepted at any time but must be submitted via the *Certifior* website only at https://ifba.certifior.com. This *Guide to Using Certifior* will assist individuals through the process. If you encounter any difficulties or require technical support, contact the HelpDesk at support@assess.com
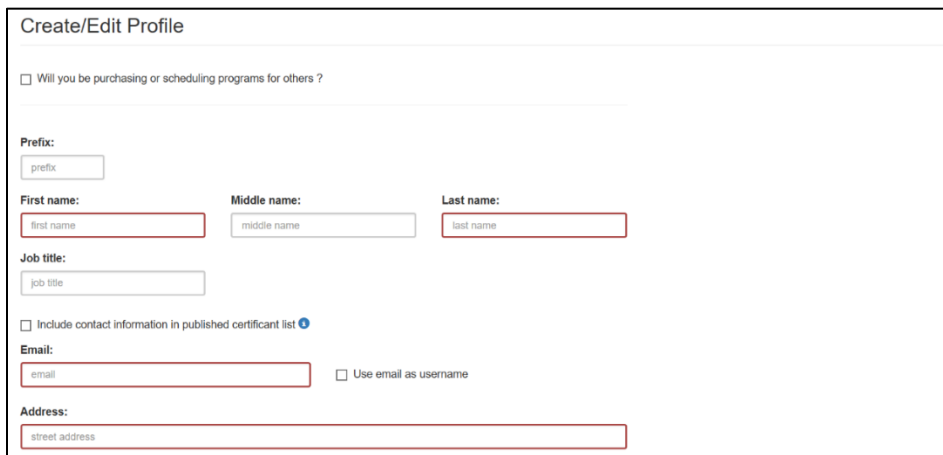
1. Create a Certifior Account
- Open your internet browser and log onto Certifior at https://ifba.certifior.com
- Click on the "Create an Account" button and provide the required information to create your account
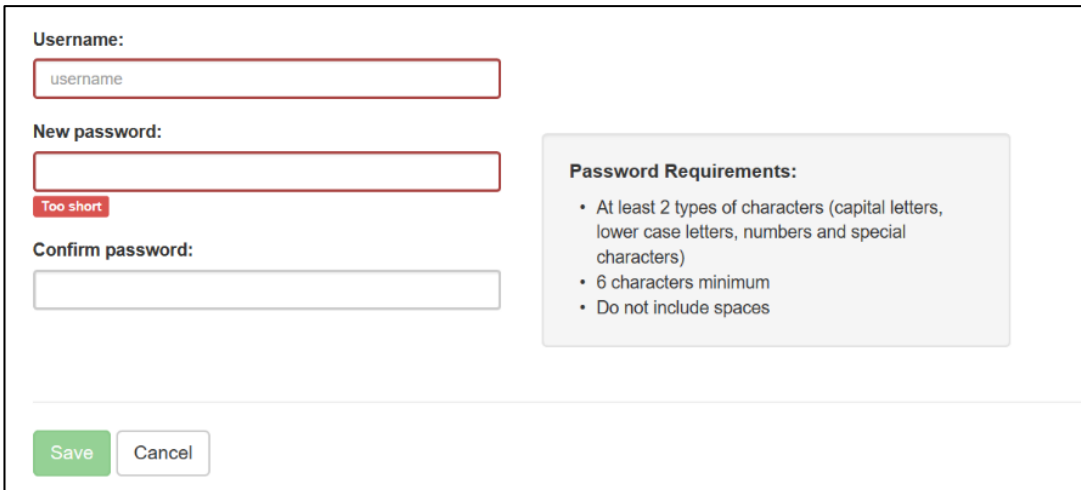
- When creating your account, **enter your name exactly how you would like it to appear on your certificate**
- You must also **enter a complete mailing address** which will be used by the IFBA Secretariat to mail your certificate, wallet card and lapel pin
- If you would like your contact information to be included in IFBA's published list of certified individuals, check the box "Include contact information in published certificants list"

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

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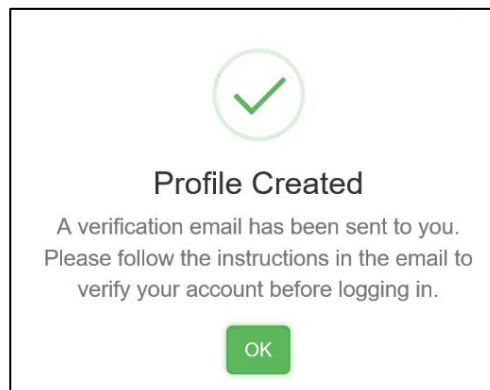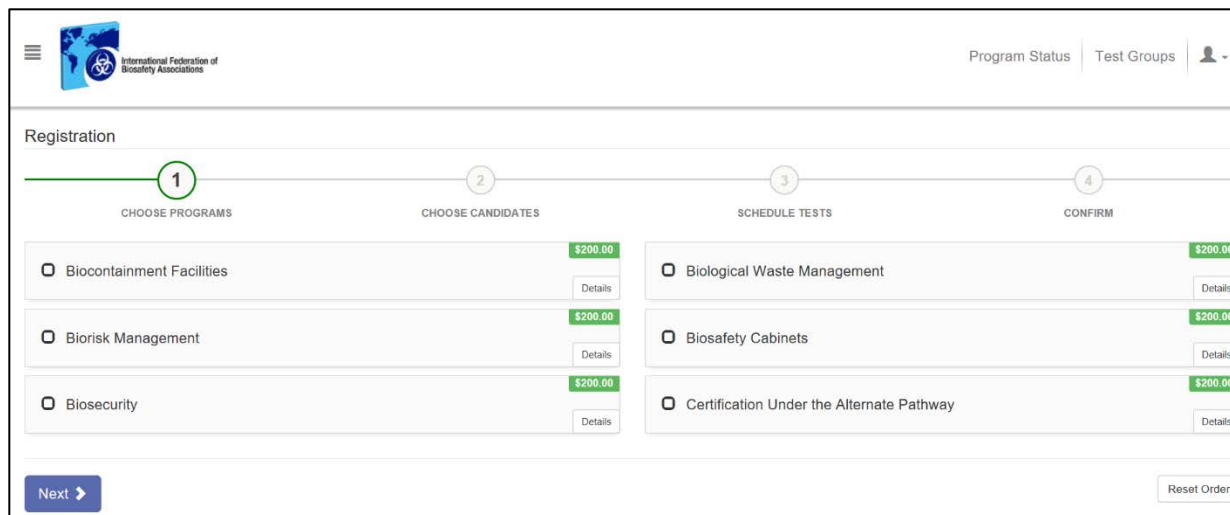

- You may now login into the system at any time to schedule an exam and keep track of your certification status using your username and password
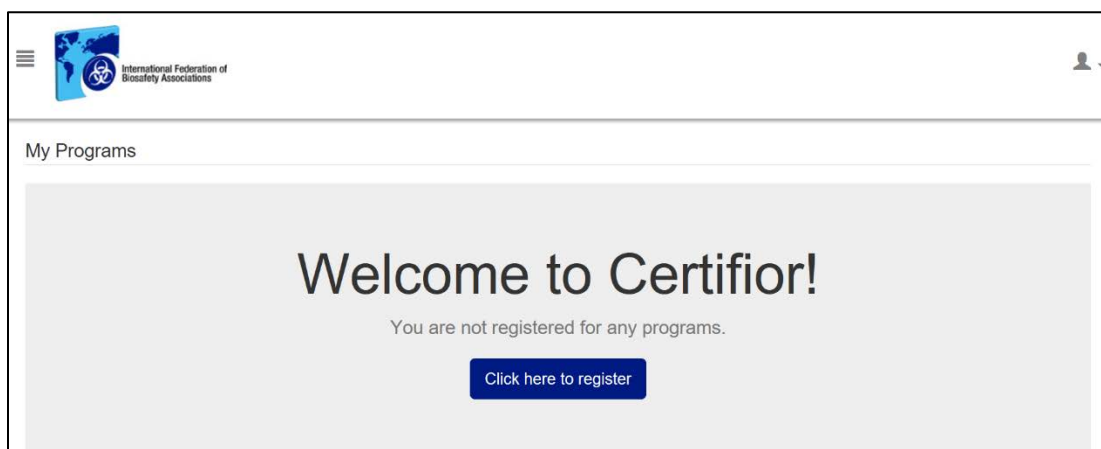
2. Register for an Exam

- 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

- 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

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

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

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

International Federation of Biosafety Associations

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

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