This Guide to Creating an IFBA Certification Portal Account is a companion document to the Certification Candidate Handbook and will assist candidates in creating their account within the IFBA Certification Portal.

1. Logging into the IFBA Certification Portal
Before beginning, ensure you are using Google Chrome and your pop-up blocker is disabled.
- Pop-ups are turned on in the Chrome Settings menu, under Privacy & Security, Site Settings.
- When Chrome blocks a pop-up, it displays an icon with a red X in the right corner of the address bar; you can enable pop-ups by clicking on this icon and selecting “Always Allow Pop-ups”.

To access the IFBA Certification Portal, open your Chrome browser and navigate to the following page: https://candidate.internationalbiosafety.org/
- If you already have an account, enter your email address and password, click on the “Sign In” button
- New users can create their account by clicking on the “Sign Up” button.

Individuals must not create duplicate records. If in doubt or experiencing issues, please contact the IFBA Secretariat at secretariat@internationalbiosafety.org
An automated email will be sent from certification@internationalbiosafety.org to the email address provided with your invitation to join the Portal and create a new password;
- If you do not receive the email, remember to check your spam account for an email “IFBA Certification Portal – Complete your Account”
2. Completing Your Candidate Profile
When you first log into the Portal, you will be prompted to complete your Candidate Profile.
- You must enter your first and last name exactly how it is 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.
- To confirm you have finished entering your profile, click on the small box (circled in red below) and then click on the green Update button (circled in red below).

3. Code of Conduct & Statement of Confidentiality
All candidates must agree to abide by the IFBA’s Statement of Confidentiality and Code of Conduct before they are eligible to register for an examination.
- Read and accept both these documents by entering your name and today’s date and clicking on the “Submit” button.
In order to continue, please read and accept the following Code of Conduct:

My signature below indicates that I have read, understood and agree to be bound by the Certification Body’s Code of Conduct. Failure to comply can result in termination of my participation in the certification process and suspension under circumstances of my certification.

I hereby certify that the information given during this certification process is true and correct to the best of my knowledge and belief.

I understand and agree that the accuracy and completeness of the information submitted by me during the certification process is false, I will not be certified, and if such has been granted to me, it will be canceled.

If certified by Certification Body, I agree to make clients regarding certification only as requested by the terms for which certification has been granted. Further, I agree not to use the certification as such a manner as to bring the Certification Body into disrepute and not make any statement regarding the certification which the Certification Body may consider misleading or unwarranted. Further, I agree to ensure that neither certificate nor any portion thereof is used for misleading manner.

Upon suspension or withdrawal of certification, I agree to discontinue the use of all claims to certification that contain any reference to the Certification Body or its certification, and to return any certificate issued by Certification Body.

CODE OF CONDUCT
Regarding certification:
- Fully complies with the relevant provision of the certification requirements.
- Responsible for the reliable information to the Certification Body, all certification results, including but not limited to, the statement, examination, and examination results.
- Provides the Certification Body with the requested information, including examination information, examination results, and examination results.
- Refuses to make any false statements about the certification results.
- Refuses to misuse any examination results, examination results, or examination results.

Regarding my personal information:
- Authorized to provide only as necessary to the Certification Body, person or organization, who require certification.
- Endorsed in providing true and accurate information in the certification process.
- Responsible for the responsible examination, examination results, and examination results.
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Regarding personal information:
- Refuses to provide any false information, examination results, examination results, or examination results.
- Refuses to make any false statements about the certification results.
- Refuses to misuse any examination results, examination results, or examination results.
- Refuses to make any false statements about the certification results.
- Refuses to misuse any examination results, examination results, or examination results.

Regarding the confidentiality of all personally acquired information and shall not disclose such information only when properly authorized or when legally obligated to do so.

Furthermore, by providing my signature below, I understand that I have providing an electronic signature and affirm that I am the person whose name I am providing.

Success
Your IFBA Certification Portal Account has been Created. You may now register for examinations

Welcome to the IFBA’s Certification Portal
From: certification@internationalbiosafety.org
To: Mike
Date: 10/20/2020 at 3:19 PM

Dear Mike,

You have successfully created your account in the IFBA’s Certification Portal where you may register for an IFBA certification exam and keep track of your certification status.

We encourage you to read the Certification Candidate Handbook which details the program requirements. Additional information on how to register and sit for an examination is detailed in the accompanying Certification Portal User Guide.

If you have any questions, please contact the IFBA Secretariat at secretariat@internationalbiosafety.org.

Thank you,
IFBA Certification Portal Administrator