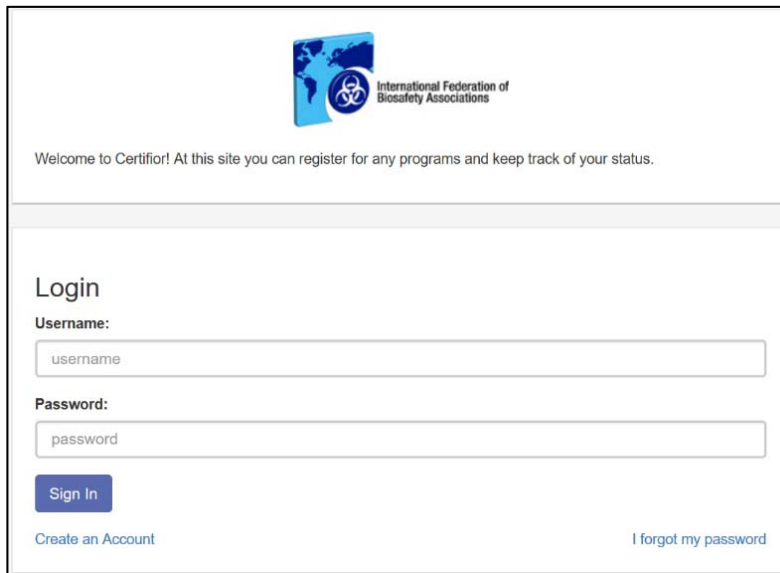


Applications to sit for an IFBA professional certification examination are accepted at any time but must be submitted via the *Certifior* website only at <https://ifba.certifior.com>. This *Guide to Using Certifior* will assist individuals through the process.

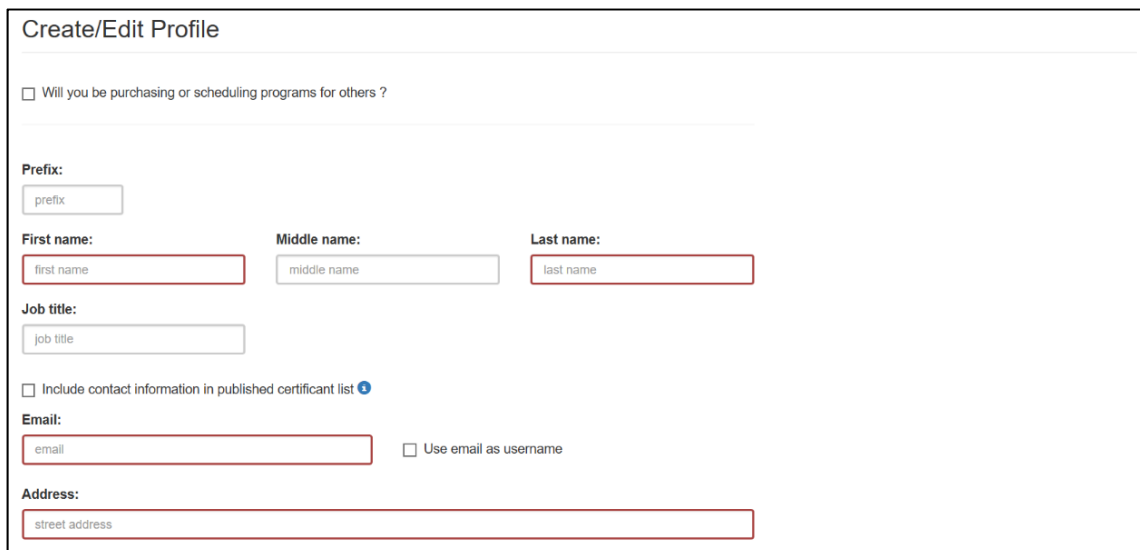
1. Create a Certifior Account

- 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



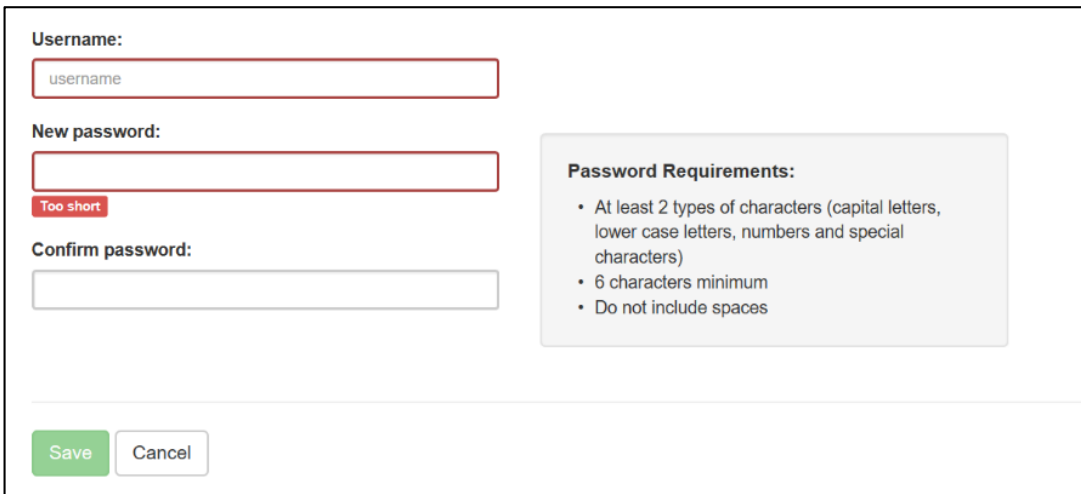
The screenshot shows the Certifior website's login interface. At the top, there is the IFBA logo and the text "Welcome to Certifior! At this site you can register for any programs and keep track of your status." Below this is a "Login" section with a "Username:" label and a text input field containing "username". Underneath is a "Password:" label and a text input field containing "password". A blue "Sign In" button is positioned below the password field. At the bottom left of the login section is a link for "Create an Account", and at the bottom right is a link for "I forgot my password".

- 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”



The screenshot displays the "Create/Edit Profile" form. It begins with a checkbox labeled "Will you be purchasing or scheduling programs for others?". Below this is a "Prefix:" label and a text input field with "prefix". The form then has three input fields for "First name:" (containing "first name"), "Middle name:" (containing "middle name"), and "Last name:" (containing "last name"). A "Job title:" label is followed by a text input field with "job title". There is a checkbox for "Include contact information in published certificant list" with a help icon. The "Email:" section includes a text input field with "email" and a checkbox for "Use email as username". Finally, the "Address:" section has a text input field with "street address".

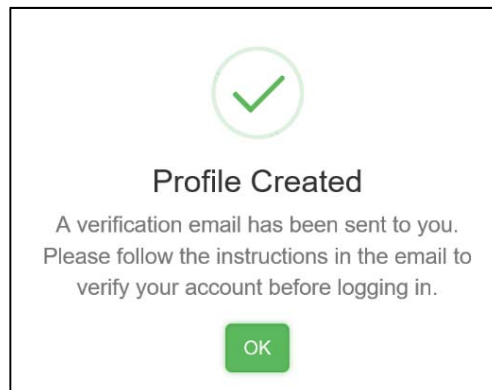
- Create your Username and Password and click on the “Save” button



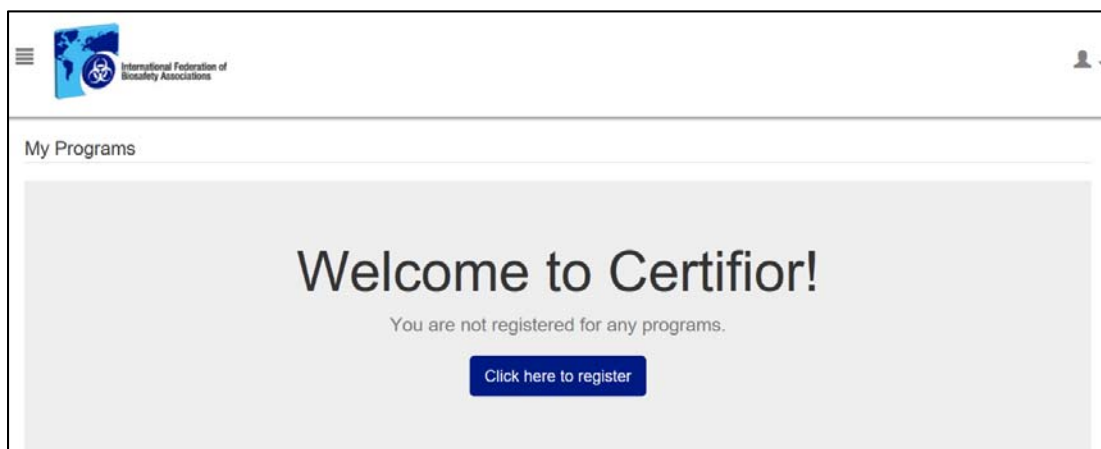
The registration form contains the following elements:

- Username:** A text input field containing the placeholder text "username".
- New password:** A text input field with a red border. Below it is a red error message that says "Too short".
- Confirm password:** A text input field.
- Password Requirements:** A grey box containing the following list:
 - At least 2 types of characters (capital letters, lower case letters, numbers and special characters)
 - 6 characters minimum
 - Do not include spaces
- Buttons:** A green "Save" button and a white "Cancel" button with a grey border.

- 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



Registration

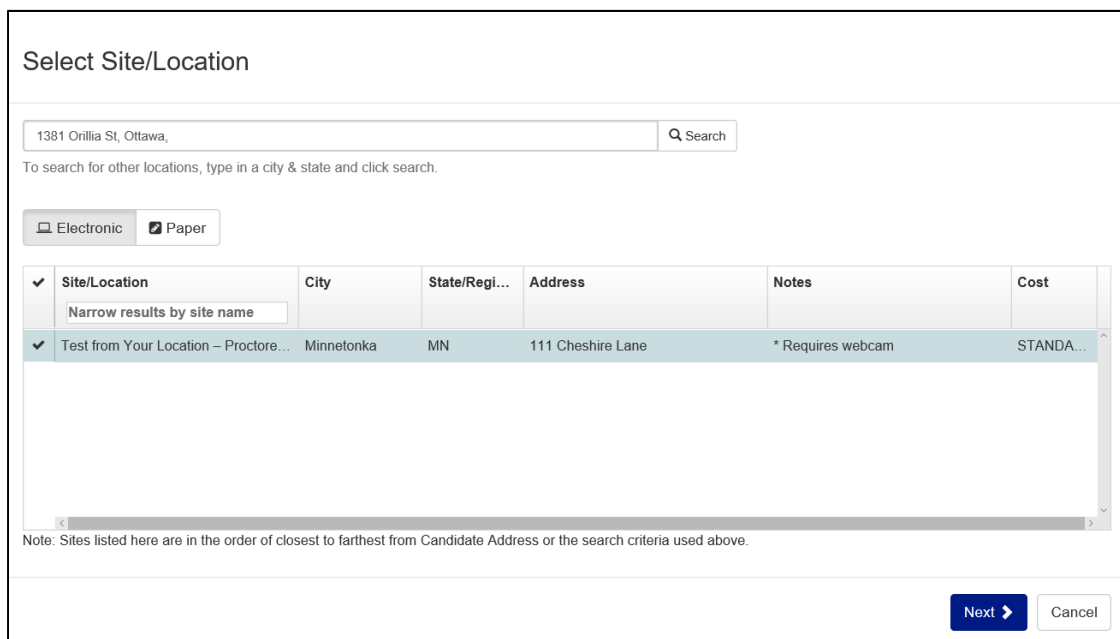
1 CHOOSE PROGRAMS 2 SCHEDULE EXAMS 3 CONFIRM

- Biocontainment Facilities - \$200.00
- Biological Waste Management - \$200.00
- Biorisk Management - \$200.00
- Biosafety Cabinets - \$200.00
- Biosecurity - \$200.00
- Certification Under the Alternate Pathway - \$200.00

Next → Reset Order

- For an online exam session, click on the “Electronic” button, and, click on the checkmark beside “Test for Your Location”; click next to continue

- 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)



Select Site/Location

1381 Orillia St, Ottawa, Search

To search for other locations, type in a city & state and click search.

Electronic Paper

| ✓ Site/Location | City | State/Regi... | Address | Notes | Cost |
|---|------------|---------------|-------------------|-------------------|-----------|
| Narrow results by site name | | | | | |
| ✓ Test from Your Location – Proctore... | Minnetonka | MN | 111 Cheshire Lane | * Requires webcam | STANDA... |

Note: Sites listed here are in the order of closest to farthest from Candidate Address or the search criteria used above.

Next → Cancel

- For a scheduled paper-based session at a biosafety conference, click on the “Paper” button, and, click on the checkmark beside the exam location ; click next to continue
- Click on the exam date and time on the calendar; available dates are highlighted and available times are listed below the clock; click next to continue

Select Site/Location

1381 Orilla St, Ottawa, Search

To search for other locations, type in a city & state and click search.

Electronic Paper

| Site/Location | City | State/Regl... | Address | Notes | Cost |
|---|-------------|---------------|----------------------------------|--|-----------|
| Narrow results by site name | | | | | |
| <input type="checkbox"/> Test from Your Location – Proctore... | Minnetonka | MN | 111 Cheshire Lane | * Requires webcam | STANDA... |
| <input type="checkbox"/> ASC - Paper Only | Minnetonka | MN | 111 Cheshire LN | This is for Phil attempting to use th... | STANDA... |
| <input type="checkbox"/> 2016 Baku Russian Exam Session | Baku | Baku | Maryam Plaza, Bagirova 12 street | This paper-based exam will be in R... | STANDA... |
| <input checked="" type="checkbox"/> 2017 Philippines BRAP PAMET Ex... | Quezon City | Metro Manila | 1100 Ortigas Ave | This paper-based Biorisk Manage... | STANDA... |
| <input type="checkbox"/> 2016 ABSANZ Conference - Paper... | Albert Park | AU-VI | 65 Queens Road | This paper-based exam session wil... | STANDA... |

Note: Sites listed here are in the order of closest to farthest from Candidate Address or the search criteria used above.

Requesting an appointment from 2017 Philippines BRAP PAMET Exam Session

1100 Ortigas Ave, Quezon City, Metro Manila 1100

Pick a date to take this test.

Pick a time to take this test on Jul 7:

July 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

16 : 00

Available Hours: 1600 - 1830

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

Registration

1 2 3

CHOOSE PROGRAMS SCHEDULE EXAMS CONFIRM

Written/Conventional requirements


| Tests | Date/Time | Location | Delivery Type | Action |
|-------------------------|---------------------|---|---|---------------------------------------|
| Biorisk Management Exam | Jul 7, 2017 @ 16:00 | 2017 Philippines BRAP PAMET Exam Session @1100... | <input checked="" type="checkbox"/> Paper | <input type="button" value="Cancel"/> |


Note: Charges may apply if scheduling at a later date


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

Registration


 CHOOSE PROGRAMS


 SCHEDULE EXAMS


 CONFIRM





Registration Summary

| Order 1 | Requirements | Qty | Price |
|--------------------|--------------|-----|-------------------------------|
| Program | | | |
| Biorisk Management | ----- | 1 | \$200.00 |
| | | | Order Total : \$200.00 |

STANDARD

- Payment for your IFBA Certification exam is required prior to completing your exam registration. Payment by credit card (using PayPal) can be made automatically online. For payment by check, bank transfer or cash, please enter the word INVOICE in the key code box above and you will be contacted by the IFBA Secretariat.
- IFBA implements an international scholarship fee structure for applicants who currently reside in eligible countries. If you have received a scholarship key code, please type it in the key code box above. If you would like to request a scholarship key code, please contact the IFBA Secretariat at secretariat@internationalbiosafety.org.

Card Number **Card Type**

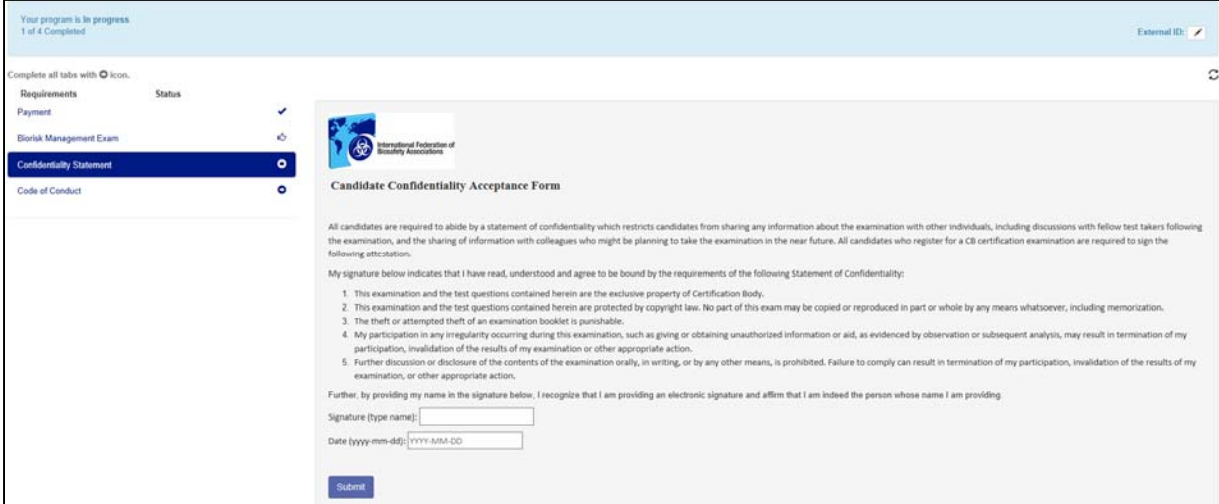
Exp Month **Exp Year** **CVV***

The Card Verification Value (CVV) is an extra code printed on the back of your debit or credit card.
Your credit card will be billed by International Federation of Biosafety Associations
Test registration fees are **non-refundable**

Purchaser: Maureen Best
Billing Address:
 1381 Orillia St
 Ottawa, , CA

4. Completing the Prerequisites

- You will need to complete a number of prerequisites in order to sit for the exam
- Read and accept the both the “Code of Conduct” and “Confidentiality Statement” prerequisites by entering your name and 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



The screenshot shows a web interface for the International Federation of Biosafety Associations. On the left, a sidebar lists prerequisites: Requirements, Payment, Biorisk Management Exam, Confidentiality Statement (highlighted with a blue bar and a checkmark), and Code of Conduct. The main content area displays the 'Candidate Confidentiality Acceptance Form'. It includes a biohazard logo, a paragraph of text explaining the confidentiality requirements, a list of five numbered points, and a signature section with fields for 'Signature (type name):' and 'Date (yyyy-mm-dd):' followed by a 'Submit' button.

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. If you encounter any difficulties in using the Certifior system or have any further questions, please contact the IFBA Secretariat at secretariat@internationalbiosafety.org

