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

   - 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 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)
- 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

- 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 biohazard 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 your order.

### Registration

**Registration Summary**

<table>
<thead>
<tr>
<th>Program</th>
<th>Requirements</th>
<th>Qty</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biorisk Management</td>
<td></td>
<td>1</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

**Order Total**: $200.00

### Payment

- 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**

- Enter valid credit card without spaces or hyphens

**Card Type**

- Visa, Mastercard, Discover, American Express, JCB

**Exp Month**

- 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

**Exp Year**

- YYYY

**CVV**

- Ex. 331

*The CVV (Card Validation Value) is a security code printed on the back of your credit card. Your credit card will be linked by International Federation of Biosafety Associations. Test registration fees are non-refundable.*

**Purchase**
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

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