IPAC Canada CIC® Certification Award Program Guidelines

Deadline for online applications: April 1, 2022 and October 1, 2022.

Potential applicants should review the following information thoroughly to ensure eligibility and requirements before applying for funding. Applicants must determine their eligibility to challenge the CIC® exam at http://apps.cbic.org/certification-tools/eligibility-tool/. At this time, the Award is for new or renewing Certification in Infection Control (CIC®) only. An award for a-ICP applicants will be considered at a future date.

Applications will be accepted online only, at
https://www.confmanager.com/main.cfm?cid=3146&tid=56

PURPOSE

IPAC Canada has introduced an award program to encourage the achievement and maintenance of Certification in Infection Control (CIC®) designation for those who may not have the financial resources, (either personal or institutional) for the initial examination or renewal fees. IPAC Canada endorses certification as a core component of professional development which signifies the specialized body of knowledge required for competent performance of infection prevention and control practice has been attained. IPAC Canada's complete position statement on certification is available at https://ipac-canada.org/position-statements-practice-recommendations.php.

The CIC® Award Program (the Program) is funded entirely by members of the IPAC Canada Corporate Relations Committee, which is comprised of IPAC Canada Corporate Members, and is chaired by an IPAC Canada Director. The Corporate Relations Committee fosters a mutually beneficial relationship between Corporate Members, the Board, and the membership at large. Administrative support for this program will be provided by IPAC Canada.

OBJECTIVE

To provide financial assistance for eligible IPAC Canada members seeking initial or renewed certification. The award is to offset the testing fees for applicants who successfully pass the CIC® examination (see Criteria below). No other expenses related to the examination will be reimbursed by the award.

PROCESS

Following successful completion of the initial certification examination or on renewal, and on having been added to the published list of certificants by the Certification Board of Infection Control and Epidemiology Inc. (CBIC) (https://www.cbic.org/CBIC/Find-a-CIC.htm), interested applicants are invited to apply online at https://www.confmanager.com/main.cfm?cid=3146&tid=56 by completing the Award Application Form. The applicant must submit a copy of the score report or official certificate from CBIC. Candidates must also download a scanned receipt for examination or renewal fees
Applications will be accepted from applicants who have completed new or renewed certification on or after October 1, 2021 (for the April 1, 2022 intake) or on or after April 1, 2022 (for the October 1, 2022 intake).

The award is not transferrable.

Unsuccessful applicants may re-apply through the same process in the next intake period.

Expenses for study resources including textbooks and preparatory courses are not covered. Travel to a designated testing center and related expenses are also not eligible for the award.

The Award will be presented to a successful applicant one time only.

The IPAC Canada Board of Directors and/or their delegates, shall, at their sole discretion, select award recipients from all applications received. The amount of funding and the number of awards is dependent on annual funding of the Award. Applicants may not be awarded the full cost of exam fees. Award criteria will be reviewed annually.

Successful applicants will be notified within 60 days of the close of applications.

CRITERIA/ELIGIBILITY

1. Before submitting an application, applicants must review the award application guidelines and submission instructions posted at: https://ipac-canada.org/cic-certification-award.php.
2. Applicants must submit an Application which will include a Chapter Participation Confirmation; a scanned copy of CBIC confirmation of initial certification or renewal, an Employer letter of attestation (see 4 below), and a scanned examination or renewal fee receipt.
3. Applicants must have been a member of IPAC Canada for at least one year. Current IPAC Canada Board of Directors are not eligible.
4. Applicants must attest that they have no other means of financial support for certification or renewal (e.g. workplace reimbursement or other scholarship). A letter of attestation is required from the employer that no financial support for examination fees will be offered to successful certificants (Form 3).
5. Only completed applications received using the online Award application form will be considered.
6. Unsuccessful applicants to this Award must wait until the next published intake date before re-applying.
7. Preference will be given to applicants who have:
    a) Demonstrated an ongoing dedication to continued professional dev elopement in the field of infection prevention and control, in the form of local IPAC Canada chapter/national conference attendance, and/or furthering their post-secondary education;
    b) Actively participated (where possible) in their local IPAC Canada chapter (through volunteering on the chapter executive/committees and/or by attending chapter meetings and continuing education offerings);
    c) Actively participated (where possible) on IPAC Canada committees, interest groups, or working groups and/or national task forces, committees, or special project teams;
    d) Participated on infection prevention and control related committees or working groups at their workplace;
    e) Participated in CIC® study groups (at the chapter level, or online);
    f) Served in their community (e.g. outreach programs) to promote infection prevention and control.

RELEASE

All applicants and recipients must comply with the rules and requirements set by the Board of Directors of IPAC Canada. Each applicant and recipient agrees that IPAC Canada, the IPAC Canada Corporate Relations Committee, the Certification Board of Infection Control and Epidemiology Inc. and their respective directors, officers, employees, agents and assigns are released from any claims, damages, costs or expenses relating to the Award or certification. Applicants and recipients are aware that award recipients will not necessarily receive the maximum funding allocation.

Submission of this application indicates the applicant's approval to have their name and photograph(s) published.