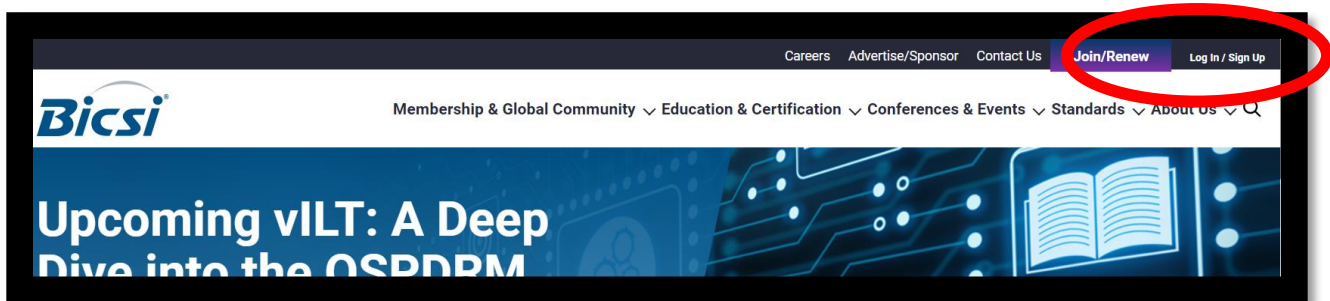


# How to Apply for an Exam Online

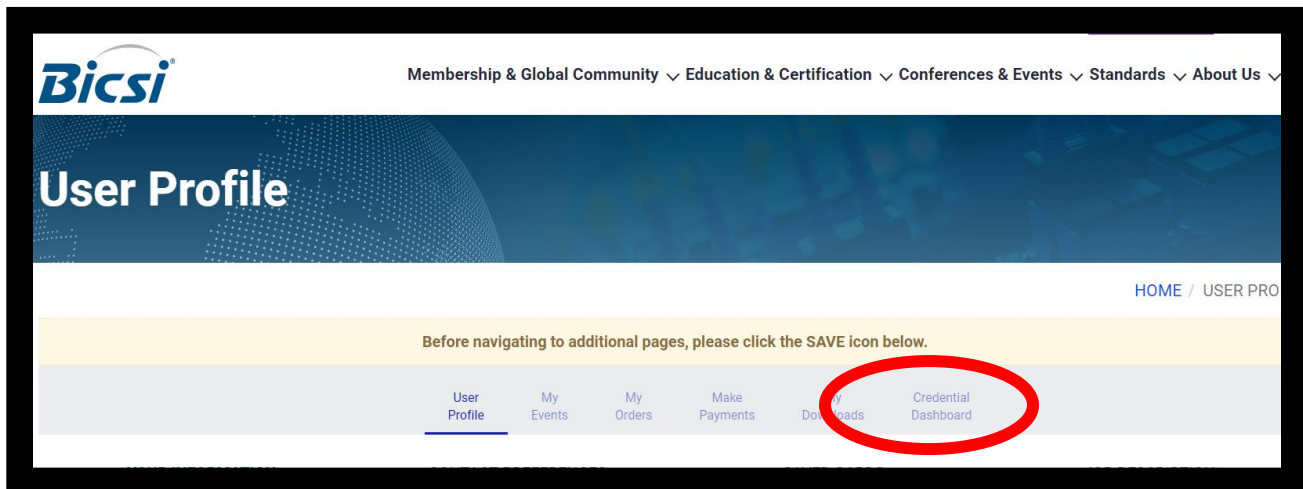
## Students Guide

Click on the “Log In/Sign up” link to log into your BICSI profile or create a new BICSI profile, if you do not already have one

- Please verify that your BICSI profile has a business address, home address and cell phone number before beginning your application



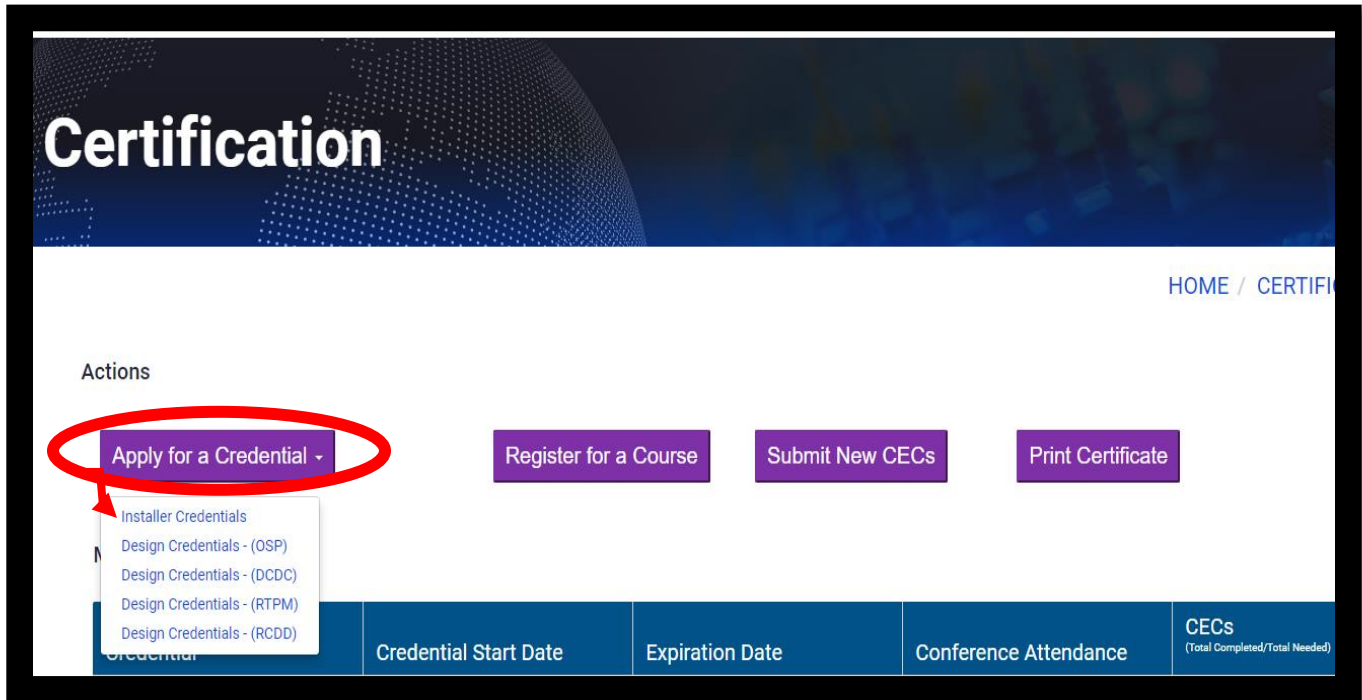
When you are logged in, click on the “Credential Dashboard” link



# How to Apply for an Exam Online

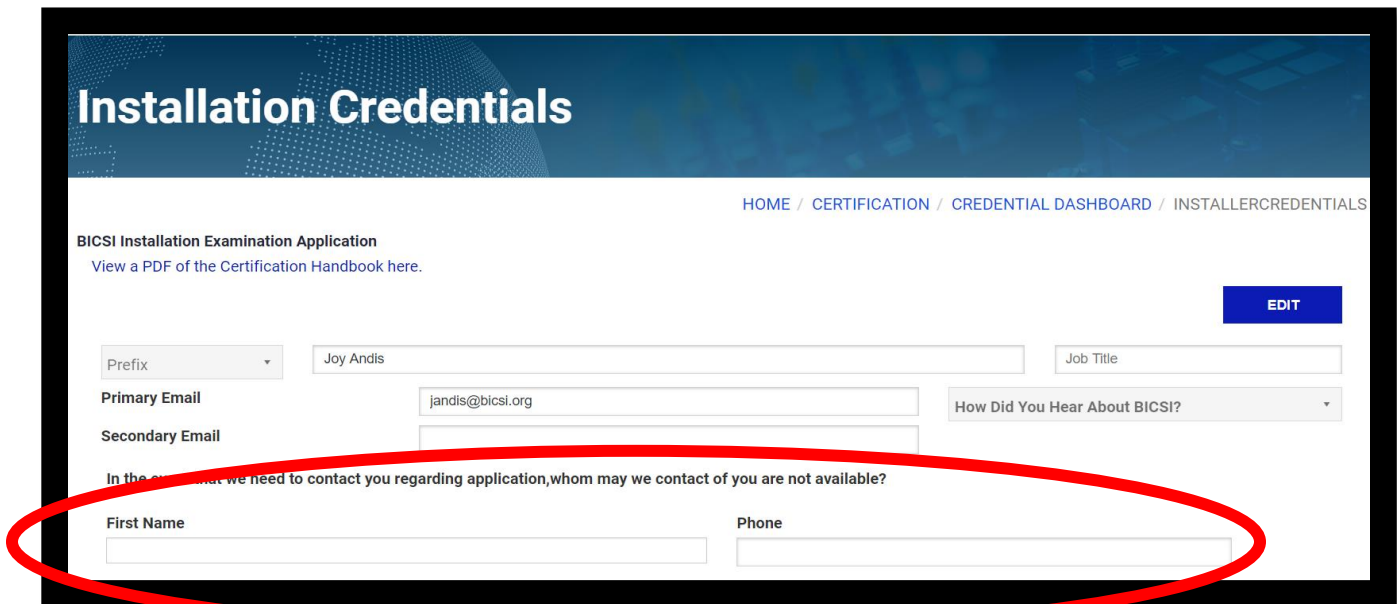
## Students Guide

Click on the “Apply for a Credential” drop down box and select “Installer Credentials”



The screenshot shows the 'Certification' dashboard. At the top left, the word 'Certification' is displayed in large white text. On the right, there is a breadcrumb trail: 'HOME / CERTIFICATION'. Below this, there is an 'Actions' section with four purple buttons: 'Apply for a Credential', 'Register for a Course', 'Submit New CECs', and 'Print Certificate'. The 'Apply for a Credential' button is circled in red, and a dropdown menu is open below it, listing several options: 'Installer Credentials', 'Design Credentials - (OSP)', 'Design Credentials - (DCDC)', 'Design Credentials - (RTPM)', and 'Design Credentials - (RCDD)'. Below the buttons, there is a table with columns for 'Credential', 'Credential Start Date', 'Expiration Date', 'Conference Attendance', and 'CECs (Total Completed/Total Needed)'. The 'Credential' column is partially visible, showing the word 'Credential'.

Verify that your name and email are correct and enter a secondary contact name and phone number



The screenshot shows the 'Installation Credentials' form. At the top left, the title 'Installation Credentials' is displayed in large white text. On the right, there is a breadcrumb trail: 'HOME / CERTIFICATION / CREDENTIAL DASHBOARD / INSTALLER CREDENTIALS'. Below this, there is a section titled 'BICSI Installation Examination Application' with a link to 'View a PDF of the Certification Handbook here.' and an 'EDIT' button. The form contains several input fields: 'Prefix' (a dropdown menu), 'Joy Andis' (text input), 'Job Title' (text input), 'Primary Email' (text input with 'jandis@bicsi.org'), 'Secondary Email' (text input), and 'How Did You Hear About BICSI?' (a dropdown menu). Below these fields, there is a question: 'In the event that we need to contact you regarding application, whom may we contact if you are not available?'. Underneath this question, there are two input fields: 'First Name' and 'Phone'. These two fields are circled in red.

# How to Apply for an Exam Online

## Students Guide

Select the Installer Exam that you would like to apply for

A separate exam application is required for each exam. Please select the credentialing exam for which you are applying.

Choose one: \*

Select	Name	Experience, knowledge and abilities needed to sit for the exam
<input type="radio"/>	Installer 1 Exam	Installer 1 Exam Application Fee
<input type="radio"/>	Installer 2, Copper Exam	Installer 2 Copper Exam Fee
<input type="radio"/>	Installer 2, Optical Fiber Exam	Installer 2 Fiber Exam Fee
<input type="radio"/>	Technician Exam	Technician Exam Fee

Enter the Exam Date and Exam Location of where you would like to take your exam

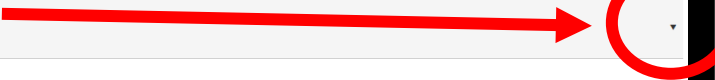
- If you are taking the exam at an ATF, this date would be the date provided to you by the ATF's certified Instructor

Exam date preferred (Please refer to exam schedule. We cannot guarantee your preference.)

Select Date

Location

Work Experience must be entered for Installer 2, Copper, Installer 2, Fiber and Technician Exams. To enter work experience, click on the small down arrow next to "Step 2: Cabling Installation Work Experience"

Step 2: Cabling Installation Work Experience 

\*Supervisor's name

\*Title

\*Company Name

\*Company Phone

# How to Apply for an Exam Online

## Students Guide

When the work experience box has been expanded, click on the “+Add Work Experience” button to add all work experience

Step 2: Cabling Installation Work Experience

Please list your work experience, beginning with your current position.

+ Add Work Experience

Position/Title	Company	Start Date	Currently working?	End Date	Years Of Experience	Actions
----------------	---------	------------	--------------------	----------	---------------------	---------

5 items per page

No items to display

Complete the Work Experience Pop-Up Box with as much information and detail as you can

Position/Title

Company

Start Date: 02/08/2019

Currently working?

End Date: 02/08/2019

Years Of Experience: 0

Months Of Experience: 0

Name/Title of Supervisor

Phone

Description of cabling installation job duties

Employment verification Contact (if not Supervisor)

Contact Phone

# How to Apply for an Exam Online

## Students Guide

Once you have entered all your work experience, please enter your Current Supervisor's Name, Title, the Company Name and Company Phone Number

\*Supervisor's name

\*Title

\*Company Name

\*Company Phone

**Application Checklist**

- Application form
- Applicable Experience Checklist
- Non-refundable Application Fee (payment information collected after submission)

Review the Code of Ethics by scrolling down on the box. Once you have read the Code of Ethics, check the box saying you have read and agree to the Code of Ethics. Review the Terms & Conditions. Once you have read the Terms & Conditions, check the box saying you have read and agree to the Terms & Conditions.

**Code of Ethics**

BICSI's Code of Ethics is based on the principles which assume that societies are governed by a profound respect for human rights and the rule of law.

\*I have read and agree to the BICSI Code of Ethics and Standard of Conduct

**Terms & Conditions**

The undersigned applicant hereby agrees to be bound by the following terms and conditions as they pertain to the BICSI Design examination that is being applied for :

- No reevaluation of the examination of the undersigned applicant shall be undertaken by BICSI, its agents or employees unless a written request for reevaluation is received by BICSI at 8610 Hidden River Parkway, Tampa, Florida 33637-1000, before the expiration of 30 days from the date of the examination in question.
- If disputes concerning any aspect of the Design program that is being applied for arise between the applicant and BICSI, they shall be adjudicated in Hillsborough County, Florida
- If the applicant does not adhere to BICSI exam guidelines, BICSI has the right to negate the exam and prohibit the applicant from taking subsequent exams.
- Agree to recognition by BICSI in publications, meetings, website and through other means. (If you wish to not be publicly recognized, please send written notice to credentialing@bicsi.org.
- I attest that the information provided is a true and accurate statement of my qualifications and experience.
- I agree to have read, understand and will abide by the BICSI Code of Ethics and the Standards of Conduct

\* The undersigned applicant has read and understands the information, terms and conditions contained within this examination application, as well as sections of the Exam Application and Handbook, which apply to the credential for which the undersigned applicant is applying as indicated in Section Cabling Installation Exam Requested above.

# How to Apply for an Exam Online

## Students Guide

Enter your full name into the “Signature” field and the date that you are completing the application. Enter any Special accommodations you may have the Box and click on “Submit & Checkout” to go to payment information

Signature \*  Date \*

(Application will NOT be processed without signature.)

Please indicate any special accommodations. Special accommodations may require additional documentation and additional time for processing. If a retest is necessary, you must contact credentialing for any special needs before scheduling with Pearson VUE.

The application deadline is 15 business days prior to your exam date. An exam application may be expedited if received between 5-14 business days prior to the exam (fee applies). The final exam application and fee deadline is 5-14 business days prior to the exam date. Exam applications will not be processed after the deadline.

**NOTE : Your application will not be reviewed until payment has been received .**

[SAVE APPLICATION](#) [SUBMIT & CHECKOUT](#)

Once you click on “Submit & Checkout”, you will be directed to your cart to enter payment information. If you have a Campaign Code, you will enter it here. Otherwise, click “Check Out” to enter payment information

### View Cart

**Note:** If you wish to remove a meeting from your cart, please click the hyperlink in the meeting name. This will bring you back a step where you will have the option to remove.

Remove	Product	Item Description	Unit Price	Quantity	Total Price	Auto Renew	Coupon
<input type="checkbox"/>	Installer 1 Exam	Installer 1 Exam Application Fee	\$295.00	1	\$295.00		

If you have a campaign code, please enter:  [Apply](#)

Sub-Total:\$295.00  
Discount (-):\$0.00  
Tax: \$0.00  
Shipping: \$0.00  
Total: \$295.00

[Continue Shopping](#) [Update](#) [Save Cart](#) [Check Out](#)

# How to Apply for an Exam Online

## Students Guide

Review the information on the page and if it is all correct, click on "Next Step"


Please review and submit your order

Default shipping address and other settings are shown below. Use the buttons to make any changes. When you are done, click the **Next Step** button.

Shipping Details

**Shipping To:**

**Change Address**

Billing Same as Shipping  Items in shopping cart

Remove	Product	Item Description	Unit Price	Quantity	Total Price	Auto Renew	Coupon
<input type="checkbox"/>	Installer 1 Exam	Installer 1 Exam Application Fee	\$295.00	1	\$295.00		

**Continue Shopping** **Update** **Next Step>>**

Order Summary

Sub-Total:	\$295.00
Discount (-):	\$0.00
Shipping & Handling:	\$0.00
Tax:	\$0.00
Total:	\$295.00

Enter your payment information and click "Complete Order". A confirmation receipt will be sent to your primary email on file.


Please review and submit your order

Your default shipping address and other settings are shown below. Use the buttons to make any changes. When you're done, click the "Complete Order" button.

Billing Details

**Billing To:**  
Joy Andis/BICSI  
915 Brenton Leaf Dr  
Ruskin FL 33570  
United States

**Change Address**


Billing Same as Shipping  Items in shopping cart

Product	Description	Quantity	Unit Price	Total Price
Installer 1 Exam	Installer 1 Exam Application Fee	1	\$295.00	\$295.00

Payment Information

PayPal

Bill Me Later



\* Card Number:

\* Security # :

Expiration Date:  
February 2020

Sub-Total: \$295.00  
Discount (-): \$0.00  
Shipping & Handling: \$0.00  
Tax: \$0.00  
Total: \$295.00

**<< Back** **Complete Order**