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 “My Account” link

On the “My Account” screen, click on the “Credential Dashboard” link
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Click on the “Apply for a Credential” drop down box and select “Installer Credentials”

Verify that your personal information is correct, including home address and cell phone numbers. To change or update, click on “Edit”
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Select the Installer Exam that you would like to apply for

- Add Screen Shot

Enter the Exam Date and Exam Location of where you would like to take your hands-on 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

Work Experience must be entered for Installer 2, Copper, Installer 2, Fiber and Technician Exams. To enter work experience, click on the “Add Work Experience” button
Complete the Work Experience Pop-Up Box with as much information and detail as possible.

Review Step 3: Terms & Conditions. Once you have read them, check the box indicating that you have read, understand and agree to the Terms & Conditions and type in your name and today’s date.
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Enter any Special Accommodations you may need in the “Step 4: Special Accommodations” box

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.
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Review the Attestment by scrolling down on the box. Once you have read the attestment, check the box

Click on “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
Review the information on the page and if it is all correct, click on “Next Step”
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Enter your payment information and click “Complete Order”. A confirmation receipt will be sent to your primary email on file.