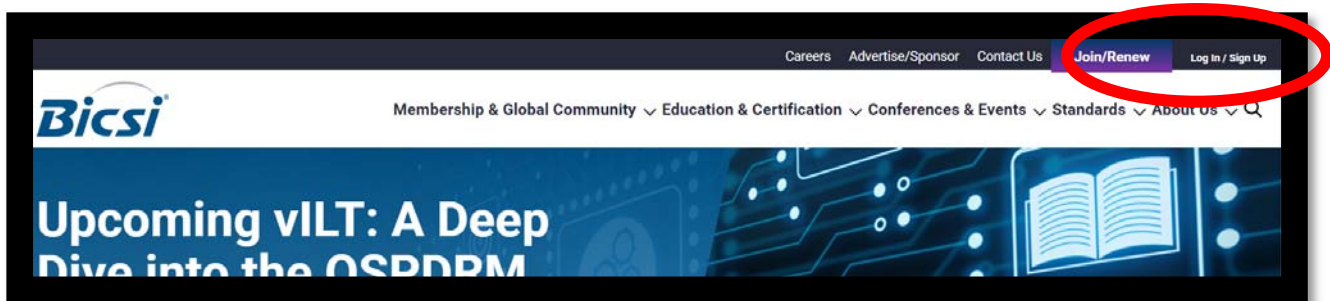# How to Apply for an Exam Online
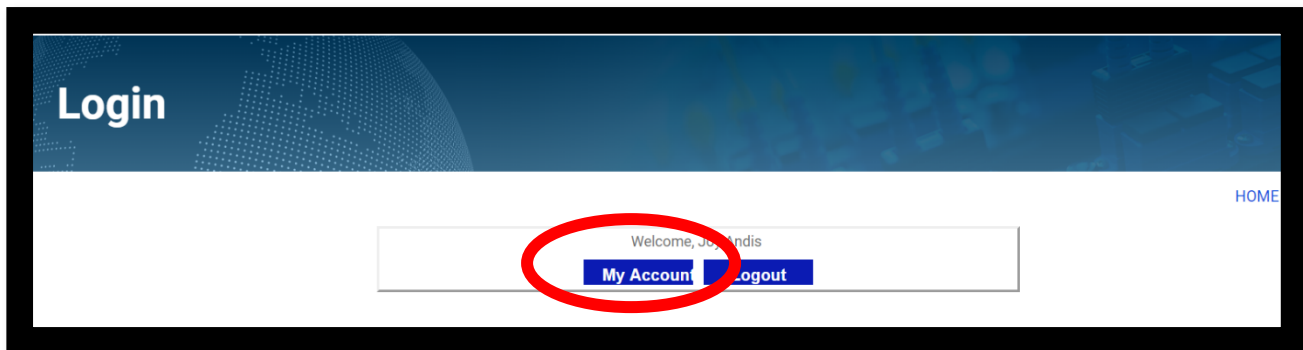## Students Guide

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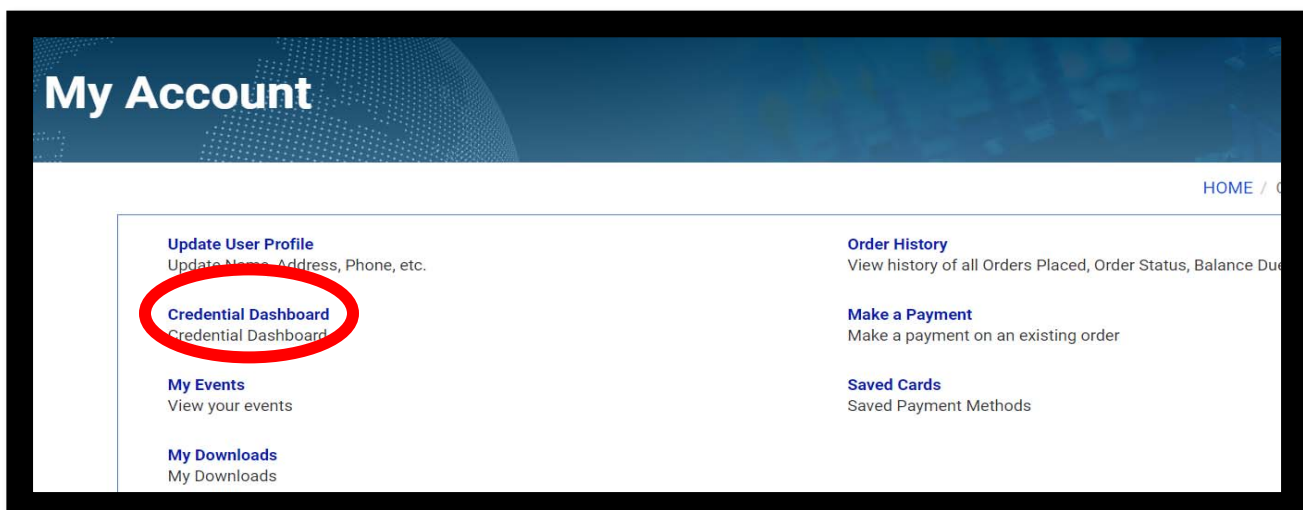
- **Please verify that your BICSI profile has a business address, home address and cell phone number before beginning your application**

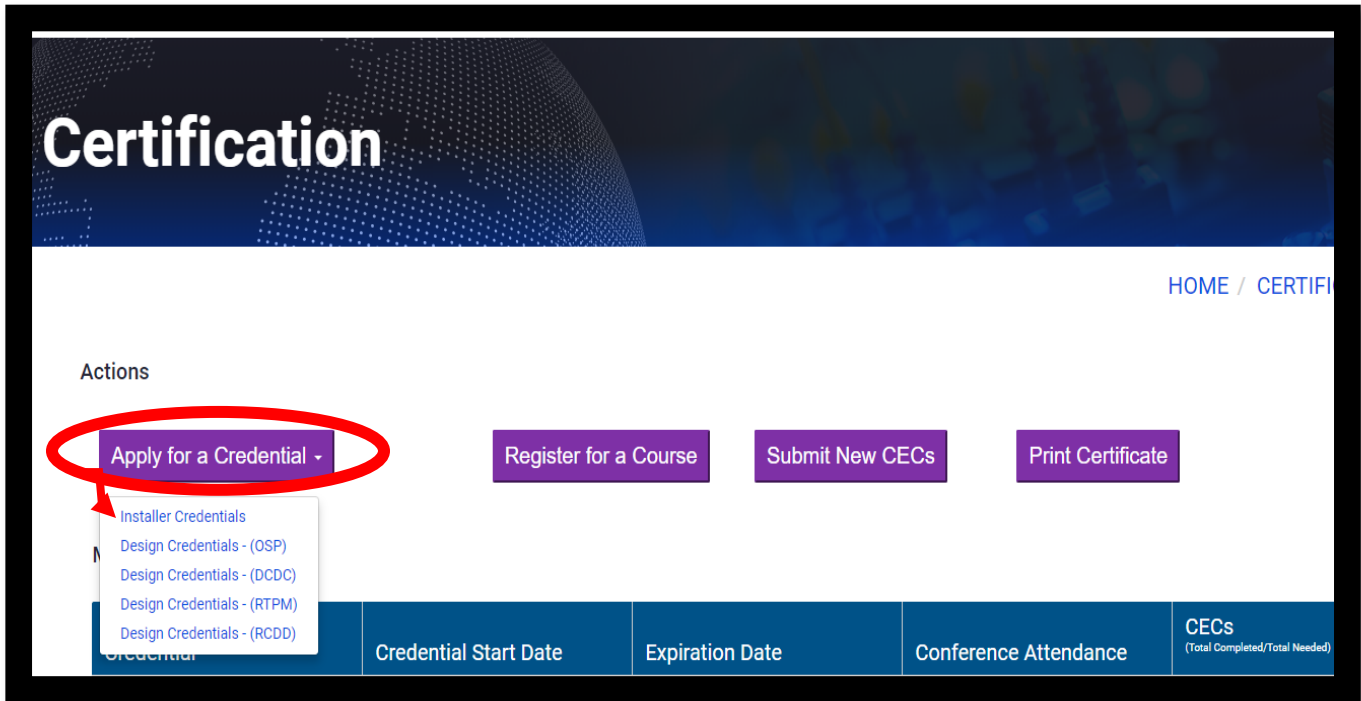**When you are logged in, click on the "My Account" link**

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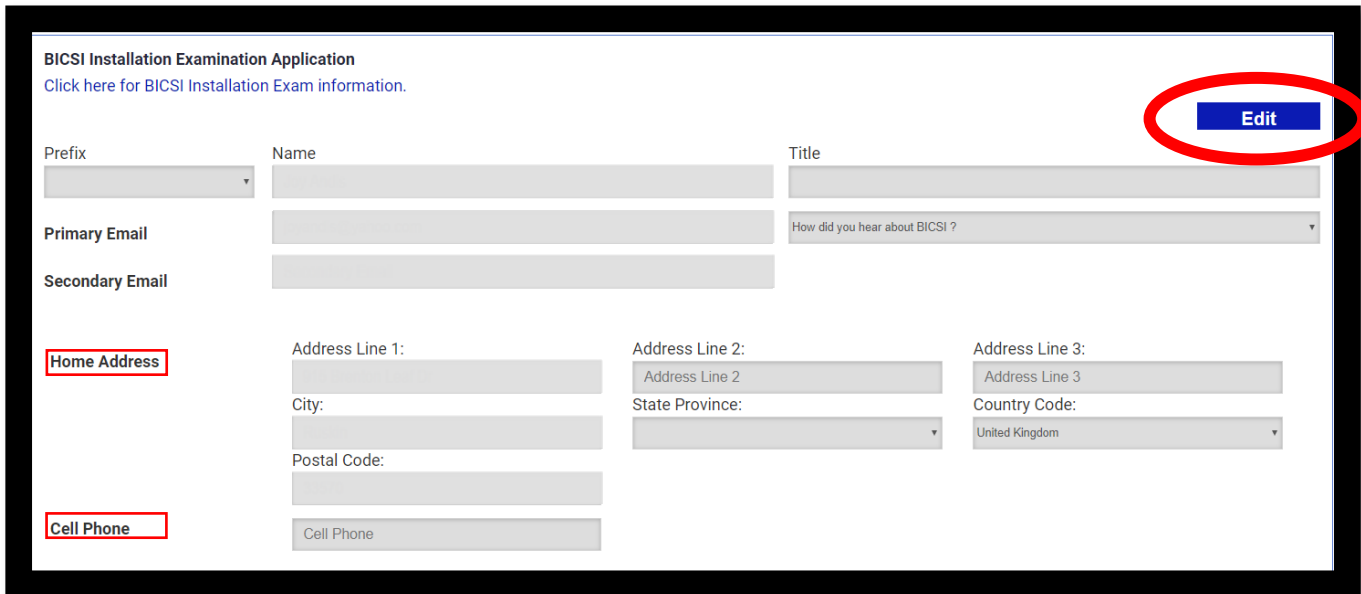
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Click on the "Apply for a Credential" drop down box and select "Installer Credentials"

Verify that your personal information is correct, including home address and cell phone numbers. To change or update, click on "Edit"
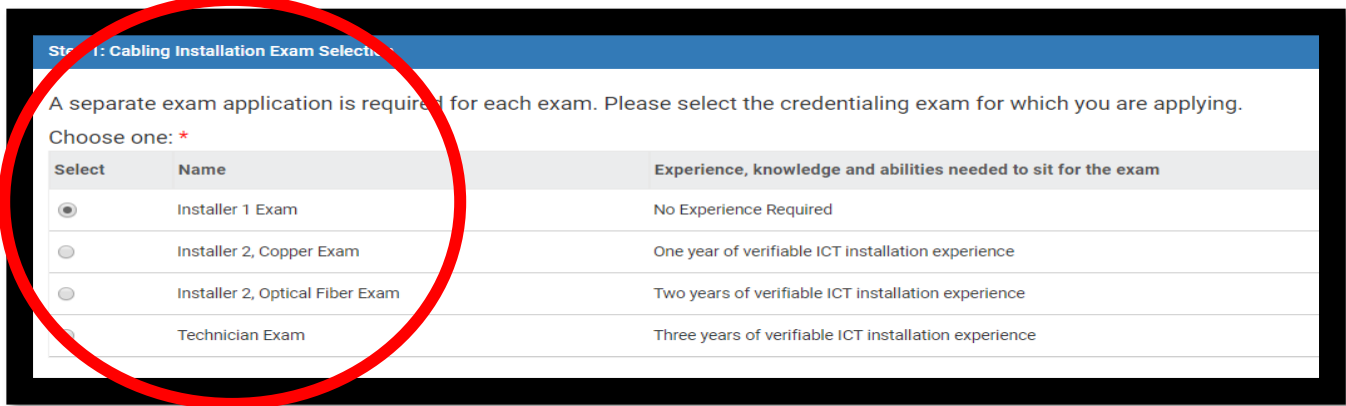
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Select the Installer Exam that you would like to apply for
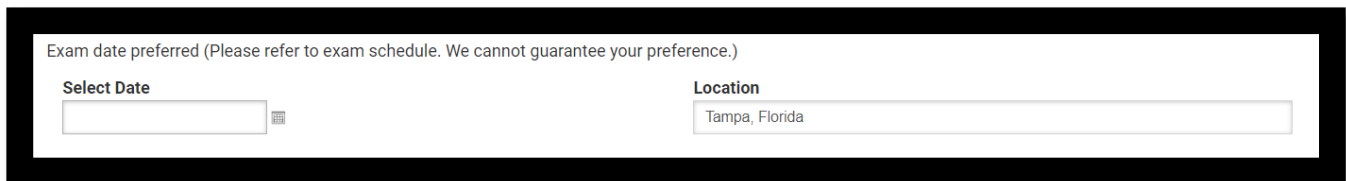
Enter the Exam Date and Exam Location of where you would like to take your hands-on exam

- **If you are taking the exam at an ATF, this date would be the date provided to you by the ATF's certified Instructor**
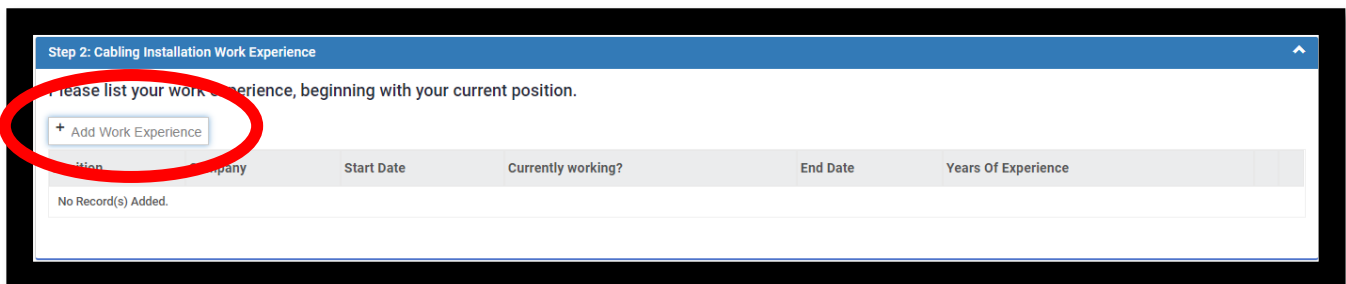
Work Experience must be entered for Installer 2, Copper, Installer 2, Fiber and Technician Exams. To enter work experience, click on the "Add Work Experience" button

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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Step 3: Terms & Conditions

The undersigned applicant hereby agrees to be bound by the following terms and conditions as they pertain to the BICSI Installation 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.
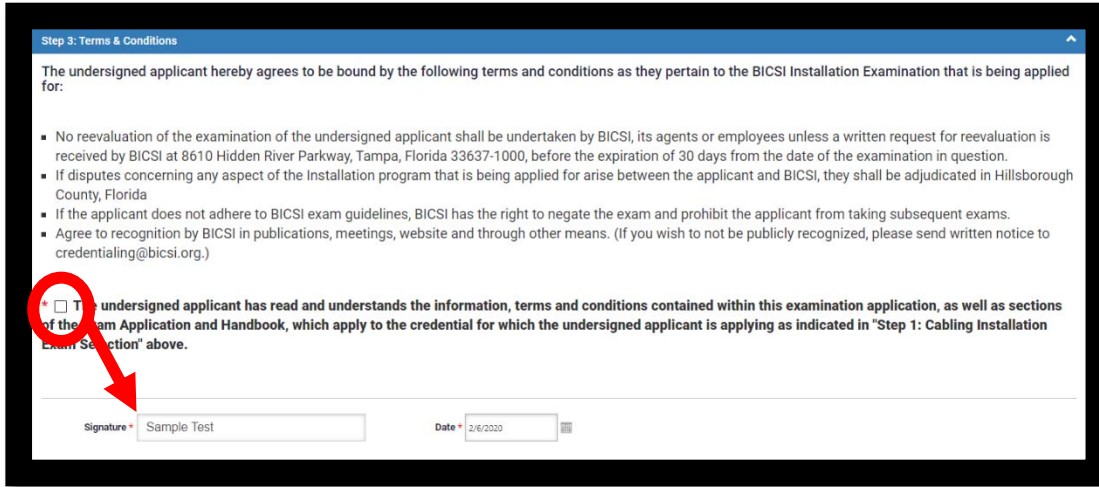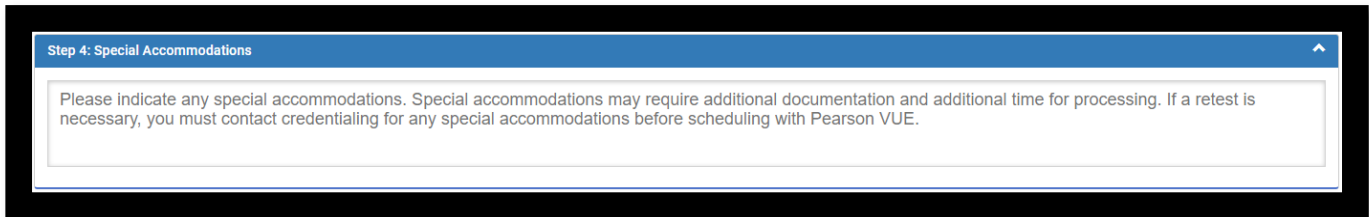- If disputes concerning any aspect of the Installation program that is being applied for arise between the applicant and BICSI, they shall be adjudicated in Hillsborough County, Florida
- If the applicant does not adhere to BICSI exam guidelines, BICSI has the right to negate the exam and prohibit the 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.)

☐ 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 "Step 1: Cabling Installation Exam Selection" above.

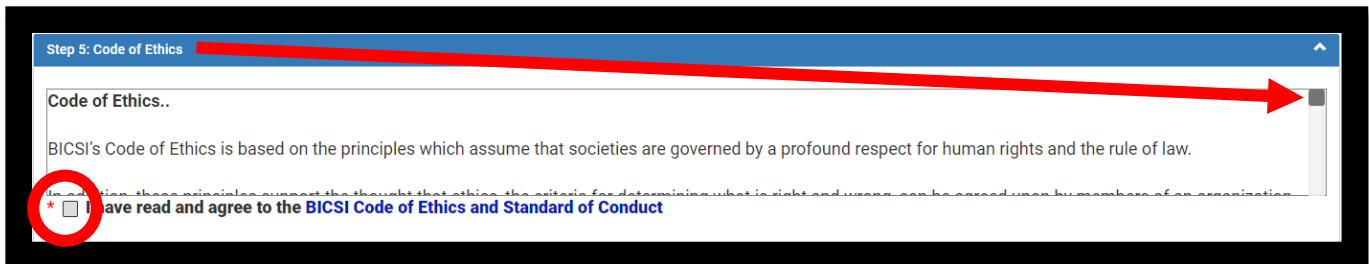Signature * Sample Test   Date * 2/6/2020

Enter any Special Accommodations you may need in the "Step 4: Special Accommodations" box

Step 4: Special Accommodations

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 accommodations before scheduling with Pearson VUE.

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.
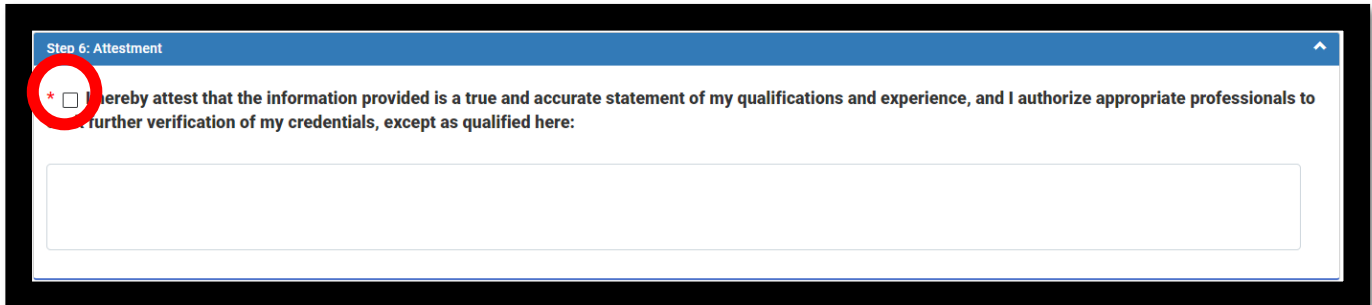
Step 5: Code of Ethics

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**

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Review the Attestment by scrolling down on the box. Once you have read the attestment, check the box
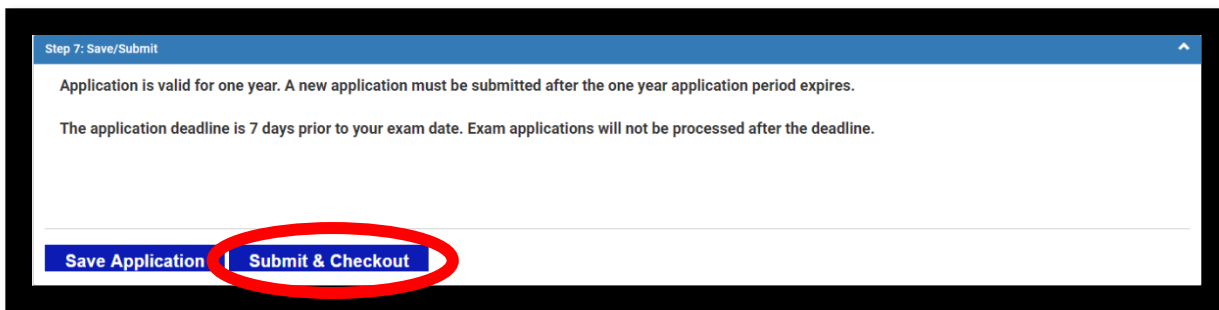
Click on "Submit & Checkout"

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

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

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Please review and submit your order

Default shipping address and other settings are shown below. Please use **Change Address** button below to edit current shipping address or to add a new shipping address. When completed, click the **Next Step** button to proceed.

Shipping Details	Order Summary	
Shipping To:	Sub-Total:	$335.00
	Discount (-):	$0.00
	Shipping & Handling:	$0.00
Change Address	Tax:	$0.00
	Total:	$335.00

☐ Billing Same as Shipping

🛒 Items in shopping cart

Remove	Product	Item Description	Unit Price	Quantity	Total Price	Auto Renew	Coupon
☐	Installer 1 Exam	Installer 1 Exam	$335.00	1	$335.00		

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

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

Please use Change Address button below to edit current bill to address or to add a new bill to address." When completed, click the Complete Order button to proceed"

Billing Details	Payment Information
Billing To:	○ PayPal
	● 💳💳💳💳
Change Address	* Card Number:
	[ ]
	* Security # :
	[ ]
	Expiration Date:
	[ugust ▾] [2020 ▾]

🛒 Items in shopping cart

Product	Description	Quantity	Unit Price	Total Price
Installer 1 Exam	Installer 1 Exam	1	$335.00	$335.00
			Sub-Total:	$335.00
			Discount (-):	$0.00
			Shipping & Handling:	$0.00
			Tax:	$0.00
			Total:	

<< Back   **Complete Order**