

BACE

Biotechnician
Assistant
Credentialing
Exam

**Live
Testing
Option**

Ordering Process

Exam Sites should complete a BACE Order Form annually unless there are a sufficient number of previously purchased exams in their account. The Order Form may be completed multiple times a year to order exams and exam retakes as needed.

Exam Sites should complete the Order Form **at least four weeks** in advance of the expected exam date. If circumstances prohibit meeting the deadline, please contact Biotility at BACE@research.ufl.edu and we will attempt to accommodate your preferred exam date(s).

Exam Sites who wish to administer the live version of the BACE should navigate to the [BACE Exam Site Registration and Ordering](#) website and complete the Order Form. Exam Sites registered for the Live Testing Option may only order live exams.

Updates to the information entered in the form (for example changes to physical address or quantity of exams ordered) may be made using the UPDATE form provided at the Exam Site Registration and Ordering website.

Payment Method Options

Choose between three payment methods: Online with Credit Card or PCard, Check, or Purchase Order (PO). If the online option is selected, Exam Sites will receive an email with a link to make the payment. If check or PO is selected, Biotility will email the Exam Site an invoice. Note fees are **not** collected immediately. Please refer to the Exam Fees for a full price list.

Refund Policies

- There are no refunds for unused exams.
- All exams and exam retakes must be used within two years of purchase.

Prior to starting the Ordering Process:

- Review the [Exam Admin. Procedures](#) for an overview of the testing process
- Complete the [Exam Site Registration and Ordering Quick Guide](#)
- Complete the [Exam Site Registration Form](#) and allow two (2) business days before starting the Order Form if you are a new site

What to expect after completing the Order Form

- Within one business day, a confirmation that your form was received
- Within one week, invoice with payment instructions or payment link
- One week prior to the exam date, instructions for and access to the online Knowledge Exam and the Practical Exam Kit

Actions to take after you register

- Continue to use the Exam Admin. Procedures to prepare for delivering the exam