

BACE

Biotechnician
Assistant
Credentialing
Exam

**Live
Testing
Option**

Exam Site Registration Process

Biotility requires Exam Sites to renew their Exam Site Registration Form annually. The Site Coordinator should complete the Exam Site Registration 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 Exam Site Registration Form

Exam Site Registration Form Options

1. Select New or Returning Exam Site

- **Returning Exam Site** – All previously registered Exam Sites should select this option to begin registration.
- **New Exam Site** – All new Exam Sites should select this option to begin registration.

2. Select Live Testing Option

Registering for the Live Testing Option permits Exam Sites to administer the Knowledge and Practical Exams using their own Biotility-Certified Exam Site personnel. *If you need assistance deciding between Remote and Live Testing, please contact Biotility.*

The Exam Site Registration Form should only be completed **once** per year. Updates to the information provided in the form (for example changes to physical address, shipping address, or testing personnel) may be made using the UPDATE form provided at the Exam Site Registration and Ordering website.

Prior to starting the Exam Site Registration Process:

- Review the [Exam Admin. Procedures](#) for an overview of the testing process
- Complete the [Exam Site Registration and Ordering Quick Guide](#)

What to expect after completing the Exam Site Registration Form

- Within one business day, a confirmation that your form was received
- Within one business day, instructions for and access to the [BACE Admin. Certification Course](#) (sent directly to each individual designated on the form)
- Within two (2) weeks, instructions for and access to the [Practice Exam](#)

Actions to take after you register

- At least four weeks prior to the exam date, complete the [BACE Order Form](#)
- Review the Practice Exam with stakeholders and determine how to best use this tool.
- Continue to use the Exam Admin. Procedures to prepare for delivering the exam.