

# BACE

Biotechnician  
Assistant  
Credentialing  
Exam



## Registration and Ordering Quick Guide

Forms are available at Biotility's [BACE Exam Site Registration and Ordering](#) website.

### Information required for

#### Step 1: Exam Site Registration Form

(Deadline: 4 weeks prior to testing date)

- **Educational institution/company info**
  - Institution or company name
  - School district (if applicable)
  - PLTW status (if applicable)
  - Institution or company address
  
- **Personal information for all designated BACE Administration Personnel<sup>1</sup>**
  - First name
  - Last name
  - Job title
  - Email address
  - Phone number
  - If the personnel serves as a teacher or trainer for any BACE candidate
  
- **Other items**
  - BACE Practical Exam Materials Checklist
  - Email addresses for all educators who need access to the Practice Exam

<sup>1</sup>See the [BACE Administrator Certification Process](#) for a full description of BACE Administrator roles and candidate ratio requirements. In order to ensure a smooth registration process, please double check the accuracy of all personnel information.

### Information required for

#### Step 2: BACE Order Form

(Deadline: 4 weeks prior to testing date)

- **Site Coordinator information**
  - Institution or company name
  - Physical address (this address is used as the shipping address for all exam materials)
  
- **Exam Dates**
  - Knowledge Exam Date(s)
  - Practical Exam Date(s)
  
- **Exam Order<sup>2</sup>**
  - Quantity of BACE Exams being ordered
  - Preferred payment method (Credit Card or PCard, Check, or Purchase Order)
  
- **Billing Contact information**
  - First name
  - Last name
  - Email address
  - Phone number
  - Billing address

<sup>2</sup>Payment is not collected immediately. Using the information you provide, Biotility will create an invoice and email it to the Billing Contact with payment instructions