

BACE

Biotechnician
Assistant
Credentialing
Exam

AY 23-24

CBT

REGISTRATION AND ORDERING QUICK GUIDE FOR COMPUTER-BASED TESTING

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

Information required for

Step 1: Exam Site Registration Form

(Deadline: 6 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 Exam Site Personnel¹**
 - Name
 - Job title
 - Email address
 - Phone number
 - If the personnel serves as a teacher or trainer for any BACE candidate
- **Other items**
 - Email addresses for all educators who need access to the Practice Exam

¹See the [Exam Site Personnel Certification Process](#) for a full description of administration roles and candidate ratio requirements. To ensure a smooth registration process, please double-check the accuracy of all personnel information.

Information required for

Step 2: BACE Order Form

(Deadline: 6 weeks prior to testing date)

- **Site Administrator information**
 - Institution or company name
 - Physical address (this address is used as the shipping address for all exam materials)
- **Exam Dates**
 - Testing window of up to three (3) days for candidates to complete the exam
- **Exam Order²**
 - Quantity of BACE Exams being ordered
 - Purchase Order (required if applicable)
 - Preferred payment method (Credit Card, PCard, or Check)
- **Billing Contact information**
 - Name
 - Email address
 - Phone number
 - Billing address

²Payment is not collected immediately. Biotility will process the order and issue an invoice or confirmed PO. All payment communication will be by email and include the Site Administrator and Billing Contact.