BACE
Biotechnician
Assistant
Credentialing
Exam

AY 23-24

PPT

REGISTRATION AND ORDERING QUICK GUIDE FOR PAPER & PENCIL 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 <u>all</u> designated BACE Exam Site Personnel[1]**
  - ☐ 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

[1]*See 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 Order[2]**
  - ☐ 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

[2]*Payment 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.*