

# BACE

Biotechnician  
Assistant  
Credentialing  
Exam

AY 23-24

PPT

## EXAM SITE REGISTRATION PROCESS FOR PAPER & PENCIL TESTING

Biotility requires Exam Sites to renew their Exam Site Registration Form annually. The Site Administrator should complete the Exam Site Registration Form **at least six weeks** in advance of the expected exam date. If circumstances prohibit meeting the deadline, please contact Biotility at [BACE@research.ufl.edu](mailto:BACE@research.ufl.edu) and we will attempt to accommodate your preferred exam date (s). Restrictions and fees may apply.

Exam Sites who wish to administer the Paper & Pencil version of the BACE should go 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 Paper & Pencil Testing Option

This option must be administered at an Exam Site with live proctors. The exam also requires a skills evaluator. The complete exam is taken in a science lab. *If you need assistance deciding between Computer-Based and Paper & Pencil 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](#) on the 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**

- Same day registration confirmation
- Within one (1) business day, instructions for and access to the [BACE Exam Site Personnel Certification Course](#) (sent directly to each individual designated on the form)
- Within two (2) weeks, instructions for and access to the [Practice Exam](#) and the Practice Exam Webinar

### **Actions to take after you register**

- Complete the [BACE Order Form](#) at least six (6) weeks before exam date.
- 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.