

BACE

Biotechnician
Assistant
Credentialing
Exam

EXAM SITE ORDERING & SCHEDULING PROCESS

AY 23-24

Quotes

Exam Sites may request a quote by navigating to the [BACE Exam Site Registration and Ordering](#) website and selecting **Quote** (bottom of page). Quote requests are processed within one (1) week.

Standard Fees

The following fees are valid for BACE administrations that are delivered in one of the following ways:

- **Paper & Pencil Testing Option** delivered at:
 - An Exam Site using the site's own personnel OR
 - Biotility's office in Alachua, Florida by Biotility staff.
- **Computer-Based Testing Option** delivered at:
 - An Exam Site using the site's own personnel OR
 - Biotility's office in Alachua, Florida by Biotility staff.

BACE Exam Fees

Item	Fee
Attempt 1	\$185.00
Attempt 2	Free
Attempt 3	\$50.00

The cost of the exam includes:

- Exam Site and candidate access to the online Practice Exam Course
- Two attempts for both portions (Knowledge and Practical) of the exam
- A digital credential upon passing

Special administrations delivered off-site by Biotility staff or internationally will incur additional charges. Please contact Biotility directly at bace@research.ufl.edu for a specialized quote.

Shipping Fees

Shipping Fees only apply for exams administered through the Paper & Pencil Testing Option. Exam Sites that do not meet the minimum equipment requirements to administer the hands-on Practical portion may opt to borrow the equipment from Biotility. Depending on the type of equipment requested, additional shipping costs may apply.

Exam Ordering & Scheduling

Candidates are permitted to take the exam a maximum of three times per year. Order and scheduling requests are only accepted from an Exam Site's Site Administrator.

First Attempt Ordering & Scheduling

Exam Sites may order *and* schedule First Attempt Exams online through the [BACE Exam Site Registration and Ordering](#) website or by calling Biotility at (386) 462-3181, Option 1.

- All First Attempt Exam Orders must be placed **at least six (6) weeks** in advance.
- All First Attempt Exam Orders for an academic year must be placed by May and used by the end of the academic year.
- If circumstances prohibit meeting deadlines, contact Biotility by phone to expedite an order. Expedited exam orders are subject to a fee of \$325.00.

Second Attempt Scheduling

Candidates may retake the exam once at no additional cost. Exam Sites may schedule Second Attempt Exams online through the [Second Attempt Scheduling Form](#) website or by calling Biotility at (386) 462-3181, Option 1.

- The Second Attempt Scheduling Form must be completed **at least two (2) weeks** in advance.
- All exam retakes for an academic year must be placed by December and used by the end of the calendar year.
- Retakes may not be expedited.

Third Attempt Ordering & Scheduling

Exam Sites may order *and* schedule Third Attempt Exams online through the [BACE Exam Site Registration and Ordering](#) website or by calling Biotility at (386) 462-3181, Option 1.

- All Third Attempt Exam Orders must be placed **at least two (2) weeks** in advance.
- All exam retakes for an academic year must be placed by December and used by the end of the calendar year.
- Retakes may not be expedited.

Payment Method Options

Exam Sites may select to be invoiced immediately or submit a purchase order. Accepted payment methods include credit card, P-card, or check.

Prior to ordering First Attempts:

- Review the BACE Administration Procedures for an overview of the testing process.
- Complete the Exam Site Registration and Ordering Quick Guide.
- Complete the Exam Site Registration Form, and allow two (2) business days before starting the Order Form if you are a new site.

What to expect after ordering:

- Same day order confirmation
- Within one (1) week: invoice issued or PO approved
- Within two (2) weeks: exam instructions and candidate enrollment link

Actions to take after ordering:

- Continue to use the Exam Administration Procedures to prepare for delivering the exam.

Invoiced Immediately

- Invoice processed and issued within one (1) week
- Terms of payment: 30 days after invoice

Purchase Order

- PO must be provided during ordering process
- PO processed and confirmed within one (1) week
- Invoice is issued after service is provided
- Terms of payment: 30 days after invoice

Change Requests

Ordering and Scheduling Corrections Grace Period

- Corrections must be requested within two (2) weeks of placing an order.
- Corrections will be processed at no cost.

Ordering and Scheduling Changes

- Change requests are subject to a fee of \$175.00 and exam date restrictions may apply.
- Change requests must be requested **at least four (4) weeks** in advance.
- If circumstances prohibit meeting the deadline, contact Biotility by phone to expedite a change order request. Expedited order changes are subject to a fee of \$325.00.

Additional Billing Policies

Cancellations

- Orders cancelled at least four (4) weeks in advance are eligible for a full refund.
- Orders cancelled two (2) to four (4) weeks in advance are subject to a 50% cancellation fee.
- Orders cancelled less than two (2) weeks in advance are not eligible for a refund.

Refunds

- Refunds are processed within four (4) weeks.
- There are no refunds or credits for unused exams or exam retakes.

Late Payments

- Invoices not paid within 30 days are subject to a late fee of \$125.00.
- Exam Sites with an outstanding balance are not permitted to register or place a new order.
- Biotility reserves the right to withhold scores, certifications, and future services until an account is made current.