ASEPTIC PROCESSING TECHNICIAN

Candidate Information Bulletin

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1 EXAM OVERVIEW

1.1 Purpose of the Bulletin

The purpose of this bulletin is to provide comprehensive information and guidance to candidates preparing for the Aseptic Processing Technician Credentialing Exam (APTCE). It outlines the exam structure, content, and administrative procedures; describes the policies and integrity measures in place; and highlights the significance of the credential in professional settings. The bulletin also provides resources and references to aid in exam preparation. By presenting clear and detailed information, it supports candidates in achieving the credential and applying it to advance their careers.

1.2 Overview of APTCE

The APTCE is offered through Biotility at the University of Florida's Center of Excellence for Regenerative Health Biotechnology (UF CERHB). Detailed information on exam categories and topics is provided in the Exam Specifications and Categories section. To obtain this credential, candidates must pass the APTCE, demonstrating knowledge of industry standards, regulatory expectations, and best practices in sterile pharmaceutical and biotechnology manufacturing.

Earning this credential affirms expertise in the essential knowledge and skills required in modern manufacturing and biotechnology. Whether pursuing a career in academia or the private sector, credential holders signal to employers their proficiency in aseptic technique, cleanroom operations, contamination control, regulatory compliance, documentation, and sterilization methods.

This credential is designed for individuals working in or preparing for roles in sterile manufacturing environments, including:

- Aseptic Processing Technician
- Aseptic Manufacturing Technician
- Cleanroom Support Technician
- Cleanroom Operator/Specialist
- Contamination Control Specialist
- Good Manufacturing Practice (GMP) Compliance Auditor
- Laboratory Technician
- Media Preparation Technician
- Quality Assurance (QA) Floor Support
- Regulatory Affairs Assistant
- Sterile Fill-Finish Operator
- Sterile Processing Technician
- Upstream/Downstream Processing Operator

1.3 Exam Specifications and Categories

The APTCE covers six categories. Candidates must score 80% or above to pass the APTCE. Candidates may take the APTCE a maximum of two times per rolling 12-month period, with a 20-day waiting period between attempts. **The Remote Testing Option is administered online through ProctorU**.

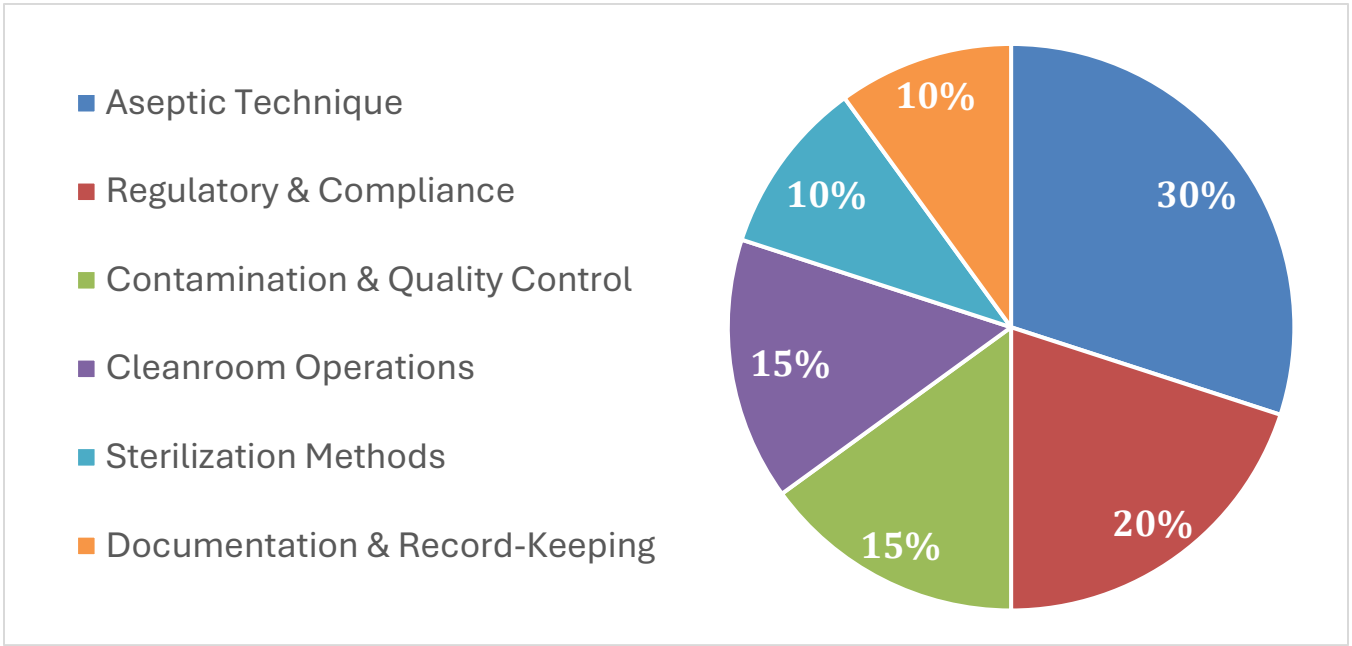
1.3.1 Specifications

The following includes the total questions, categories covered, questions per category, points per category, and overall total points. **The exam is closed book with a duration of 2 hours.**

CATEGORY	QUESTIONS	POINTS
ASEPTIC TECHNIQUE	24	30
REGULATORY & COMPLIANCE	14	20
CONTAMINATION & QUALITY CONTROL	10	15
CLEANROOM OPERATIONS	11	15
STERILIZATION METHODS	8	10
DOCUMENTATION & RECORD-KEEPING	8	10
TOTAL	**75**	**100**

1.3.2 Category Detail

Each of the six APTCE categories represents a major area of focus. The category descriptions summarize key ideas and goals within each area. Subcategories further divide these categories into specific topics or required skills.



1.3.2.1 Aseptic Technique

This category covers the essential knowledge and skills for maintaining sterility in aseptic environments. It includes knowledge of aseptic technique, appropriate behavior in sterile environments, and principles of contamination control. It also emphasizes proficiency with advanced technologies, proper hand hygiene, and gowning procedures to maintain sterility in manufacturing. The following subcategories are included:

- Identify key sterile techniques, including aseptic setup, filtration, filling, and lyophilization, to ensure contamination control in cleanroom operations.
- Recognize environmental conduct requirements within an ISO 5 sterile workspace, including movement control, workspace organization, and behavioral discipline, to preserve aseptic integrity.
- Explain the fundamental principles of aseptic technique, including hand hygiene, sterile practices, and environmental controls.
- Describe key infection control concepts, including the chain of infection, microbial transmission routes, and methods for breaking the cycle of contamination.
- Identify emerging technologies in aseptic processing, such as single-use systems and robotics, that enhance efficiency, flexibility, and sustainability in sterile manufacturing operations.
- Demonstrate knowledge of proper handwashing techniques, including appropriate duration, use of antiseptic agents, and effective drying methods, to support aseptic practices.
- Identify the correct procedures for setting up a sterile working environment using appropriate materials and equipment to maintain aseptic conditions.
- Recognize proper disinfecting and wiping techniques for materials and equipment prior to their introduction into a sterile environment.
- Explain methods for maintaining sterile conditions throughout all stages of aseptic manufacturing processes to prevent contamination.
- Identify proper aseptic manipulation techniques such as maintaining unidirectional airflow, avoiding obstruction of critical zones, and using slow, deliberate movements during open sterile operations to prevent contamination.
- Recognize proper gowning procedures, including the correct order of donning and removing cleanroom garments and the appropriate use of hair covers, face masks, and shoe covers, to avoid contamination.

1.3.2.2 Cleanroom Operations

This category covers essential knowledge and practices for working in and maintaining cleanroom environments in pharmaceutical manufacturing. It includes familiarity with international cleanroom standards, design principles, and qualification processes, as well as behavioral protocols and monitoring procedures to control contamination risks. Additionally, it emphasizes effective response to cleanroom alarms and maintaining proper flow of personnel, materials, and equipment. The following subcategories are included:

- Identify the key requirements of international cleanroom standards and classifications (ISO 14644, USP <797>, EU GMP Annex 1) related to cleanroom design, operation, and environmental monitoring in pharmaceutical manufacturing.
- Interpret cleanroom design principles, including unidirectional airflow, HEPA filtration, and environmental controls, to assess their role in maintaining cleanliness and controlling contamination in pharmaceutical environments.
- Identify the components and objectives of cleanroom qualification and validation processes, including installation (IQ), operational (OQ), and performance (PQ), in demonstrating compliance with regulatory standards.
- Differentiate between cleanroom classifications as defined by ISO 14644, including particle count limits, air change rates, and cleanliness requirements.
- Recognize appropriate behavioral protocols within cleanrooms, such as minimizing movement and conversation and maintaining hygiene, to reduce contamination risks.
- Describe standard cleanroom monitoring and maintenance procedures, including particle monitoring and cleaning schedules, in accordance with regulatory expectations.
- Determine and evaluate appropriate responses to cleanroom alarms and alerts, including identifying potential contamination sources and determining corrective actions.
- Apply knowledge of cleanroom flow protocols for personnel, materials, equipment, and waste to ensure unidirectional flow and prevent cross-contamination.

1.3.2.3 Contamination & Quality Control

This category covers the essential knowledge and practices for maintaining cleanroom and healthcare environments. It includes use of monitoring instruments, infection control principles, and quality control (QC) testing methods to prevent contamination and ensure product quality and integrity. Additionally, it emphasizes awareness of emerging public health threats, microbiological principles, and strategies for controlling microbial contamination in sterile manufacturing and healthcare settings. The subcategories are listed below.

- Identify the function and application of critical monitoring instruments used in cleanroom environments, including particle counters, microbial air samplers, and differential pressure gauges, to evaluate cleanroom performance and environmental control.
- Apply knowledge of infection control principles, including standard precautions, transmission-based precautions, and environmental cleaning protocols, to prevent the spread of infectious agents in controlled environments.
- Describe the implications of emerging infectious diseases, antimicrobial resistance (AMR), and other public health threats on infection prevention and control practices.
- Identify quality control (QC) testing methods and acceptance criteria for sterile products, including sterility testing, endotoxin testing, and environmental monitoring, to verify product quality and regulatory compliance.
- Describe key microbiological principles, including factors influencing microbial growth (eg, temperature, pH, nutrient availability), contamination sources, and control measures.
- Differentiate between ISO 5 environments, including biological safety cabinets (BSC), horizontal laminar airflow units, and vertical laminar airflow units, based on their design, airflow patterns, and applications.
- Identify common microbial contaminants in healthcare and cleanroom settings, including bacteria, fungi, and viruses, and assess their associated contamination risks.
- Compare methods for detecting and identifying microbial contaminants, including culture-based techniques, rapid microbial methods, and molecular diagnostics, based on their principles and applications.
- Identify strategies for controlling microbial contamination, including disinfection, sterilization, and environmental monitoring, to maintain aseptic conditions.
- Recognize techniques for preventing airborne contamination, such as proper handling of sterile supplies and equipment, to preserve cleanroom integrity.

1.3.2.4 Documentation & Record-Keeping

This category covers essential documentation and record-keeping practices in sterile processing and aseptic manufacturing. It emphasizes maintaining accurate and compliant records (batch records, sterilization logs, and environmental monitoring data) to ensure traceability and regulatory compliance. It also emphasizes identifying and addressing potential sources of contamination or procedural deviations. The following subcategories are included:

- Identify key quality assurance (QA) documentation types, including batch records, logbooks, test records, standard operating procedures (SOPs), validation protocols, and regulatory submissions, and their role in ensuring completeness, accuracy, traceability, and compliance.
- Recognize the required elements for documenting sterilization cycles, including cycle parameters, load contents, and process indicators, to ensure traceability and regulatory compliance.
- Describe proper practices for maintaining records such as process activities, gowning logs, sterilization logs, environmental monitoring data, and cleaning and disinfection records in accordance with good documentation practices (GDocP).
- Identify regulatory requirements for documentation and record-keeping in sterile processing and aseptic manufacturing, including principles of good documentation practices (GDocP) and current good manufacturing practices (CGMP).
- Recognize the importance of accuracy in performing tasks to ensure compliance with regulatory standards and quality requirements.
- Identify potential sources of contamination or procedural deviations and determine appropriate corrective actions to maintain product quality and regulatory compliance.

1.3.2.5 Regulatory & Compliance

This category covers the essential knowledge and practices for ensuring compliance with regulatory requirements and quality in sterile pharmaceutical manufacturing. It includes understanding current good manufacturing practices (CGMP), regulatory guidelines, and quality management principles, as well as awareness of industry trends and occupational health and safety protocols. Additionally, it emphasizes troubleshooting issues, implementing corrective actions, and collaborating with cross-functional teams to enhance process efficiency and product quality. The following subcategories are included:

- Identify the principles and requirements of current good manufacturing practices (CGMP), good documentation practices (GDocP), and applicable Food and Drug Administration (FDA) and international regulatory guidelines as they apply to sterile pharmaceutical manufacturing environments to ensure understanding of compliance obligations and industry expectations.

- Identify regulatory requirements and agency guidelines [eg, Food and Drug Administration (FDA), European Medicines Agency (EMA)] that govern sterile processing and aseptic manufacturing to ensure awareness of global compliance expectations.
- Explain regulatory expectations for process validation, equipment qualification, documentation, and quality management systems (QMS) in sterile manufacturing environments to support compliance and operational integrity.
- Describe quality management principles, including quality control (QC), risk management, standard operating procedure (SOP) adherence, and continuous improvement to ensure product quality, safety, and regulatory compliance in sterile manufacturing.
- Analyze industry trends, best practices, and regulatory expectations related to emerging technologies in sterile manufacturing for informed decision-making and strategic planning.
- Recognize occupational health and safety protocols, including hazardous material handling, personal protective equipment (PPE) usage, and emergency procedures to ensure a safe working environment in regulated facilities.
- Identify and report issues related to aseptic processing and equipment performance to support timely troubleshooting and ensure process integrity and regulatory compliance in sterile manufacturing operations.
- Determine root causes of equipment malfunctions, process deviations, or cleanroom incidents to support effective problem resolution and continuous improvement.
- Identify corrective and preventive actions (CAPAs) in response to operational issues or audit findings to ensure sustained compliance and process improvement.
- Collaborate with cross-functional teams to resolve complex operational issues and implement sustainable solutions that enhance efficiency and product quality.
- Follow established safety protocols and guidelines to prevent workplace accidents, injuries, and hazardous exposures.
- Identify appropriate personal protective equipment (PPE) and demonstrate its correct use to minimize occupational health risks in sterile and hazardous environments.
- Demonstrate knowledge of emergency procedures, including evacuation, spill response, and first aid to ensure prompt and coordinated responses to safety incidents.

1.3.2.6 Sterilization Methods

This category covers the essential knowledge and practices for sterilization in sterile manufacturing. It includes sterilization methods, validation principles, compatibility issues, and emerging technologies. It also emphasizes proficiency in operating and maintaining sterilization equipment, troubleshooting issues, and ensuring regulatory compliance through proper documentation and validation processes. The following subcategories are included:

- Classify sterilization modalities such as physical (eg, heat, steam, radiation), chemical (eg, ethylene oxide, hydrogen peroxide), and filtration-based by explaining their underlying principles, mechanisms of action, and typical applications.
- Describe the principles of sterilization process validation, including critical process parameters, cycle development, and protocol execution, to ensure consistent and effective sterilization.
- Identify sterilization compatibility issues such as material compatibility, heat sensitivity, and moisture resistance when selecting appropriate sterilization methods for specific applications.
- Identify emerging sterilization technologies, such as advanced sterilization technologies (ASTs), that enhance efficiency, flexibility, and sustainability in sterile manufacturing operations.
- Describe the operation, maintenance, and calibration requirements of sterilization equipment such as autoclaves, dry heat ovens, depyrogenation tunnels, and isolators to ensure reliable performance and product quality.
- Explain the stages of sterilization equipment qualification such as installation (IQ), operational (OQ), and performance (PQ) and their role in ensuring equipment readiness and compliance.
- Differentiate between specific sterilization methods such as dry heat, ethylene oxide gas, hydrogen peroxide vapor, and gamma irradiation based on their practical use cases, limitations, and safety precautions.
- Interpret sterilization run parameters such as time, temperature, and pressure to ensure effective sterilization and minimize the risk of material damage.
- Identify common issues with sterilization equipment such as equipment malfunctions, improper loading, or inadequate cycle parameters and recognize appropriate troubleshooting steps.
- Identify the functions of biological and chemical indicators and describe documentation practices required to support sterilization validation and regulatory audits.
- Describe proper autoclave operation procedures, including loading and unloading techniques, selection of sterilization cycles, and interpretation of cycle data to ensure effective sterilization.

1.4 Study References

1.4.1 Recommended References

There are multiple resources available to help you prepare for the examination and are listed below:

- **Centers for Disease Control and Prevention (CDC).** *Core Concepts for Hand Hygiene: Clean Hands for Healthcare Personnel*. Published 2024. https://www.cdc.gov/infection-control/media/pdfs/Strive-HH101-508.pdf
- **European Commission, Directorate-General for Health and Food Safety.** *EudraLex Volume 4, Annex 1: Manufacture of Sterile Medicinal Products. Directorate-General for Health and Food Safety*. Published 2022. https://health.ec.europa.eu/system/files/2022-08/20220825*gmp-an1*en_0.pdf
- **Groves MJ, Murty R.** *Aseptic Pharmaceutical Manufacturing II: Applications for the 1990s*. CRC Press; 1995. https://doi.org/10.1201/9781003070467
- **Drexler M.** *What You Need to Know About Infectious Disease*. National Academies Press; 2010. https://www.nap.edu/catalog/13006
- **International Organization for Standardization (ISO).** *ISO 14644: Cleanrooms and Associated Controlled Environments*. Published 2015. https://www.iso.org/standard/53394.html
- **Occupational Safety and Health Administration (OSHA).**
  - *29 CFR Part 1910.120: Hazardous waste operations and emergency response*. https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.120/
  - *29 CFR 1910.134: Respiratory protection*. https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134/
  - *29 CFR 1910.332: Training*. Published 1990. https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.332/
- **U.S. Food and Drug Administration (FDA).**
  - *Code of Federal Regulations Title 21, Part 211: Current Good Manufacturing Practice for Finished Pharmaceuticals*. Published 2024. https://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?CFRPart=211
  - *Guidance for Industry: Data Integrity and Compliance with CGMP*. Published 2018. https://www.fda.gov/media/119267/download
  - *Guidance for Industry: Sterile Drug Products Produced by Aseptic Processing – Current Good Manufacturing Practice*. Published 2004. https://www.fda.gov/media/71026/download
- **United States Pharmacopeia (USP).** *USP General Chapter <797>: Pharmaceutical Compounding—Sterile Preparations*. Published 2023. https://www.usp.org/compounding/general-chapter-797

1.4.2 Additional Learning Resources

Refer to this link for learning pathways and resources: https://biotility.research.ufl.edu/biotech-industry-credentials/aseptic-processing-technician-credential-aptc/preparation-aptce/#info

1.5 Exam Administration

The APTCE is administered online through the University of Florida's education platform, UF e-Learning, and is remotely monitored by ProctorU. You can take the exam in a quiet home environment or a private space such as a library or study room. ProctorU acts as the third-party remote proctor.

If you encounter technical issues with ProctorU, please contact their support team for assistance.

1.6 Policies

1.6.1 Fees

Payment is collected at the time of registering. First attempts must be taken within 180 days of registering. The exam fee is $215.00 per attempt.

1.6.2 Exam Attempts and Retakes

Candidates can take the exam up to two times per rolling 12-month period. Additionally, candidates must observe a waiting period of 20 calendar days between attempts. After registering, candidates must complete the retake within 90 days. The exam fee is $215.00 per attempt.

1.6.3 Cancellations and Refunds

Candidates have a 2-day grace period from the date of enrollment to drop their course and receive a full refund. To initiate the drop, candidates must follow the designated procedure within UF's PWD Destiny One System or email their request to biotilitycs@research.ufl.edu. Refunds for eligible drops will be processed promptly, and no refunds will be granted for drops requested after the 2-day grace period or if the candidate has accessed the exam associated with the course.

Candidates facing technical challenges preventing them from accessing the exam may choose to submit an appeal to cancel their order and receive a full credit. Requests can be sent to biotilitycs@research.ufl.edu. These requests will be processed within two weeks, and candidates will receive notifications regarding the appeal decision, ensuring they are kept informed throughout the process.

1.6.4 How Your Score is Calculated

To pass the APTCE and earn your Aseptic Processing Technician Credential, you must achieve a score of 80%. Candidates may see their score results through UF e-Learning. Official Score Reports are sent within two weeks of processing.

1.6.5 Obtaining Credential Certificates and Records

Within two weeks of passing the APTCE, electronic credentials are issued. Electronic credentials are issued as a digital certification and a badge from Accredible. These credentials may be displayed on Facebook or LinkedIn and digitally verified online by anyone. For more information, review the Digital Credentials section of this document.

1.6.6 Score Release Request

To request the release of your APTCE scores to a specific institution or individual, please send an email to biotilitycs@research.ufl.edu by following these steps:

- The request must be from the email address we have on file for you
- Subject line: "APTCE Score Release Request"
- Clearly state the name of the institution or individual you would like your score sent to and provide their accurate email address
- Include personal identification details, such as your full name and APTCE candidate ID

Once received, we will acknowledge your request and initiate the verification process. Please allow two weeks for the completion of your score release request.

1.6.7 Accommodating Persons with Disabilities/IEP

If you have disabilities or require an Individualized Education Program (IEP), you are eligible for exam accommodations under the Americans with Disabilities Act (ADA). The ADA recognizes various types of accommodations to ensure equal opportunities for individuals with disabilities. These accommodations may include, but are not limited to:

- Extended Testing Time: Additional time for completing the exam
- Assistive Technology: Access to specific tools or technology
- Reader or Scribe Assistance: Support with reading or writing
- Alternative Formats: Providing materials in accessible formats

It is crucial to coordinate all accommodations before the testing date. Accommodations may be requested by sending an email to biotilitycs@research.ufl.edu, at least two weeks before your preferred exam date.

1.6.8 Review and Appeals Process

Any candidate whose scores have been withheld, is denied access to certification, or whose certification has been revoked or suspended has the right to appeal the decision. Biotility has an established review and appeals process for candidates seeking an amendment of this decision. This process offers candidates the opportunity to have concerns heard in a fair, objective forum. However, candidates will not be entitled to receive a copy of either the certification examination or

the answers to any questions on the examination. Appeal requests must be submitted in writing to biotilitycs@research.ufl.edu within ninety days of testing.

1.6.9 Exam and Candidate Integrity

1.6.9.1 Academic Honesty

APTCE candidates are expected to behave ethically and honorably. Academic dishonesty includes any action (received or given) that creates an unfair advantage on the exam. Examples of academic dishonesty include but are not limited to:

- Accepting or giving assistance to another candidate during the exam
- Discussing specific exam questions with another candidate or individual
- Copying, photographing, recording, posting, or reproducing exam content in any fixed medium
- Using stolen exam content to prepare for the exam

Academic dishonesty may be reported anonymously to Biotility. To report academic dishonesty to Biotility, contact us at 386-462-3181 Ext. 1 or biotilitycs@research.ufl.edu.

1.6.9.2 Ensuring Credential Validity

Biotility protects the validity of its credentials by protecting the content of its exams. The Aseptic Processing Technician Credentialing Exam (APTCE) is the intellectual property of Biotility and the University of Florida and copyrighted under the laws of the United States.

Biotility uses the following advanced test security techniques and procedures to actively defend its intellectual property:

- Remote proctoring through ProctorU Live+
- Internal review of ProctorU room scans
- Internal review of ProctorU testing sessions
- Eye movement detection indicating a secondary device
- Data forensic analysis
- Anonymous academic dishonesty reporting
- Candidate Agreements (See details in the Candidate Agreement section)

Biotility reserves the right to withhold exam results or invalidate credentials when evidence of a testing abnormality is detected or reported. Biotility may also elect to pursue all available civil and criminal remedies if its intellectual property rights are violated.

1.6.9.3 Candidate Agreement

Prior to taking the APTCE, all candidates are required to complete a candidate agreement. This agreement ensures a uniform understanding of behavioral expectations and consequences among

all candidates before the exam. The agreement addresses five categories: Academic Honesty, Exam Rules, Exam Environment, Prohibited Items, and Consequences. If you have any questions about the candidate agreement, please feel welcome to contact Biotility's Customer Service Department at 386-462-3181 Ext. 1 or biotilitycs@research.ufl.edu.

Academic Honesty

- I will NOT accept or give assistance to another candidate during the exam.
- I will NOT discuss specific exam questions with another candidate or individual.
- I will NOT copy, photograph, record, post, or reproduce exam content.
- I have not used stolen exam content to prepare for the exam.
- I will report any known misconduct or academic dishonesty to Biotility.

Exam Rules

- I will NOT communicate with anyone other than my ProctorU Proctor or Exam Monitor during an exam session.
- I will NOT search external references for answers during an exam session.
- I will remain in front of my computer for the duration of the exam. I understand restroom breaks during the exam are NOT permitted.

Exam Environment

- I will test at desk or table (not on a bed or couch).
- I will remove any visible writing from my desk and/or walls.
- I will turn off all music, television, and/or other media.
- I will test in a well-lit room.

Prohibited Items

- Smart watch
- Personal notes or notebooks
- Headphones (eg, NO closed-back, open-back, on-ear, over-ear, in-ear, earbuds, Bluetooth, or noise-cancelling)
- Scratch paper (a dry-erase whiteboard and marker are required)
- Calculator (a calculator is provided within the exam)
- Food and drink
- Books
- Visible writing on the desk or walls

Consequences of Exam Violations

- Biotility will withhold my exam score or invalidate my APTCE Credential.
- Biotility will report behavioral violations to my Exam Site, where applicable.

- Exam Site Personnel may notify other individuals (such as parents, directors, principals, admissions personnel, scholarship programs, state departments of education, and/or other program stakeholders), and additional consequences beyond the control of Biotility may be applied.
- Biotility may disqualify me from participating in other Biotility events or certification programs.
- Biotility may seek legal remedies for theft of intellectual property or copyright infringement.

1.7 Your Credential at Work

Within two weeks of passing the Aseptic Processing Technician Competency Exam (APTCE), Biotility will send a digital credential to the candidate's registered email address. These credentials are issued through Accredible, providing candidates with a branded, secure, and verifiable digital certificate. The APTCE credential is valid for five years, during which it can be shared and displayed in a variety of ways, including:

1.7.1 Social Media Profiles

Enhance your online presence by adding the credential to platforms like LinkedIn. Accredible makes this easy with a feature that allows you to add the credential directly to your LinkedIn profile from your credential dashboard.

- **Websites and Blogs:** Showcase your achievements on personal or professional websites by embedding the unique credential URL.
- **Digital Resumes:** Include the unique URL in your resume to allow employers to easily verify your qualifications.
- **Email Signatures:** Add the credential to your email signature to highlight your professional achievements.

By placing the credential's unique URL in these locations, stakeholders such as admissions officers and potential employers can easily view and verify your credential. The link also provides detailed information about the APTCE, helping stakeholders better understand the rigor and significance of the credential you have earned.

1.7.2 Credential Verification

Employers and other stakeholders can verify a APTCE credential online using Accredible's Credential Verification Tool. This tool offers several methods for verification:

- **Credential Link**: Input the URL of the credential to verify its authenticity.
- **Credential ID**: Enter the Credential ID number to confirm the credential.
- **Open Badge Image Upload**: Upload an open badge image to verify its legitimacy. The tool reads the embedded metadata in the badge image to confirm its authenticity.

To maintain the validity of the credential, candidates must retake and pass the APTCE before the end of the five-year period. Keeping the credential up to date ensures that your skills and knowledge remain current in the rapidly evolving biotechnology field.

1.7.3 Sharing Digital Credentials through LinkedIn

Candidates have multiple options for sharing their digital credentials. Detailed instructions on all available sharing options can be found in Accredible's Recipient Knowledge Base. Here's a quick guide to adding your credential to LinkedIn:

1. Select the ellipsis (...) menu at the bottom of the credential window, then choose **Add to LinkedIn Profile**.
2. A dialog will appear with the necessary information to copy and paste to your LinkedIn profile.
3. Select **Open LinkedIn** at the bottom of the dialog.
4. Copy and paste the relevant information into the appropriate fields on your LinkedIn profile.

Once all the information is copied over, save and close the LinkedIn form.

1.7.4 Spotlight—Biotility's National Registry of Credentials

Biotility offers a public registry where credentialed candidates can opt to showcase their APTCE Credential. Spotlight is an invaluable tool for credentialed candidates looking to boost their professional profile. By opting into this public registry, your verified achievements become easily accessible to potential employers, providing a robust platform for professional recognition. Employers often use such registries to verify credentials and being listed in Spotlight adds a layer of credibility to your accomplishments.

The benefits of joining Spotlight are numerous. It significantly enhances your visibility within the industry, opening up new networking opportunities with like-minded professionals. Being part of this registry can also serve as a powerful reference point for career advancement, helping you stand out to employers who prioritize candidates with recognized credentials.

2 EXAM PROCESS: ENROLLMENT TO RESULTS

2.1 Minimum Technical Requirements

To ensure a smooth and successful exam experience, candidates should carefully review and confirm they can meet the following requirements before beginning the enrollment process.

2.1.1 Identification Requirements

You will be required to create accounts in multiple systems as part of the exam process. The name you provide must exactly match the name on your photo ID across all accounts. If there is a discrepancy, the proctor will not be able to start your exam. Use your full legal name, avoid nicknames, and ensure proper spelling and capitalization. If your name includes special characters (such as hyphens or suffixes), or differs from your ID, contact Biotility at biotilitycs@research.ufl.edu before proceeding.

- Acceptable IDs: Valid, original government- or school-issued photo ID.
- Unacceptable IDs: Digital IDs, Social Security cards, credit/debit cards, ID photocopies, or birth certificates.

2.1.2 Computer Requirements

Administrative access is required to install the software used for remote monitoring. We strongly recommend using a personal computer with admin privileges. If you plan to use an institution-managed device, have your IT department contact ProctorU in advance to ensure all required downloads, network ports, and allow list settings are properly approved and configured.

REQUIREMENT	MINIMUM	RECOMMENDED
OPERATING SYSTEM	Windows 10 / MacOS 10.13	Windows 10 / MacOS 10.15
CPU	>2 core CPU, <85% usage	>4 core CPU, <50% usage
RAM	4 GB, <95% usage	16 GB, <90% usage
INTERNET (DOWNLOAD)	1 Mbps	12 Mbps
INTERNET (UPLOAD)	1 Mbps	3 Mbps
MONITOR	12-inch minimum	17-inch preferred
RESOLUTION	1366 × 768	1920 × 1080
WEBCAM	640 × 480 resolution	1280 × 720 resolution
MICROPHONE	Required (no headset allowed)	——

Unsupported devices: Chromebooks, Linux systems, iPads, tablets, smartphones

2.1.3 Testing Station Requirements

- Must use a desk or table, not a bed or couch.
- Clear all items from and under the desk.
- Only one computer monitor is allowed. Unplug secondary monitors and restart.
- Dry-erase whiteboard and marker required. Scratch paper is not permitted.

2.1.4 Testing Environment Requirements

- No writing on desk or walls. General artwork is allowed; scientific diagrams are not.
- Room must be well-lit with daylight-quality lighting.
- No background music, TV, or other people allowed.
- A handheld mirror or front-facing phone camera is required for the room scan.

2.2 Enrollment Process

Enrollment into Biotility courses and exams on UF e-Learning is completed through UF Professional and Workforce Development (UF PWD) via the Destiny One platform.

We strongly recommend registering at least one month in advance of your preferred testing date to allow time for technical setup and scheduling. You must complete the enrollment process no later than four business days before your desired exam date.

For step-by-step enrollment instructions with screen shots, review either of these documents.

- Enrollment Guide for Sponsored Candidates – for candidates whose fees are fully covered by an institution, program, or exam site.
- Enrollment Guide for Self-Pay Candidates – for candidates who pay all or part of their fees.

2.2.1 Candidate Enrollment

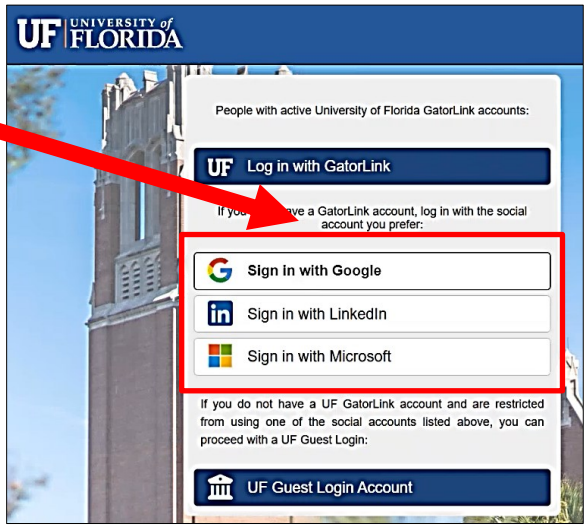
1. Select the Enrollment Link.
2. On the **Biotility Course Enrollment** page:
    a. Review the Course Description.
    b. Select the **orange plus (+)** next to the course offering.
    c. Select **Add to Cart**.
3. In the **Cart View**:
    a. Sponsored candidates should select **Apply Discount** and enter their Exam Site provided **Coupon Code**.
    b. Select **Checkout**.

Tips for Candidate Enrollment and Account Creation

- **Create or Use an Accessible Account**: If you don't have a school or social account (e.g., Google, LinkedIn, Microsoft), create one that you can access from your exam site.
- **Choose the Right Account**: Use an account registered under your legal name with correct spelling and capitalization. This should be the account connected to your true identity.
- **Consistency is Key**: Use the same account for enrollment, account creation, and signing in to ensure seamless access to your course and exam materials.
- **One Enrollment per Course:** Avoid attempting to enroll in the same course multiple times.
- **Plan for Long-Term Access:** Choose an account you can access long-term. If using a school account, update your contact information with Biotility before you graduate to maintain access.

2.2.2 Account Creation or Confirmation

4. Select the desired social account type and sign in (Google, LinkedIn, or Microsoft).
   - **New Users:** Follow the prompts to search for an existing account. Enter the required information (name, date of birth, email, and phone number), and then select **Submit**.
   - **Existing Users:** After signing in, you are advanced directly to the Payment page (Step 6).



2.2.3 Checkout Process

5. On the My Profile page -
   a. Confirm or enter the required information.
   b. Accept UF's Privacy Policy by typing your initials.
   c. Select **Continue Checkout.**
6. On the Payment page -
   a. Confirm or enter the required information.
   b. Answer the Questionnaire.
   c. Read and accept the Payment Policy Confirmation.
   d. Select **Continue Checkout**.
7. You are redirected to the Receipt page. A copy of your receipt and registration confirmation is sent to the email address on file. This page confirms that your enrollment in the course is complete. To enroll in additional courses or course sections, obtain a separate enrollment link for each and repeat the process.

Troubleshooting

Not receiving our verification emails? Check your spam folder or update your email settings to allow emails from the following domains:

- @ufl.edu
- @cerhb.ufl.edu
- @research.ufl.edu

2.3 Log in to UF e-Learning Courses

To access courses you are enrolled in, follow the steps below:

1. Navigate to the UF e-Learning sign-in page.
2. Select **External ID**.
3. Sign in with the social account you enrolled through.
4. Once in UF e-Learning, select the appropriate course tile from your dashboard.

Important: Candidates cannot begin the exam immediately after enrollment and login. All exams are proctored through ProctorU and require setup, including meeting technical requirements and scheduling a future exam date. Continue reviewing this document to complete all required steps.

2.4 Pre-Exam Checklist: Complete at Least Three Days Before Testing

You must complete the following **at least three business days before** your exam:

- Complete the Candidate Agreement within your UF e-Learning course
- Complete the ProctorU setup
    - Visit University of Florida's ProctorU Candidate Portal.
    - Watch the overview video on the exam process.
    - Follow the "Getting Started is Simple" steps:
        - Create a ProctorU account.
        - Download the Guardian Browser.
        - Run a system check to ensure your equipment meets requirements.
        - Review tips to prepare for exam day.
        - Schedule your exam.

2.4.1 How to Schedule Your Exam in ProctorU

- Log into ProctorU and go to **Scheduling**.
- Choose the correct **Term** (Default) and **Exam** (match name, year, and attempt).
- Select your exam date/time. Use the time zone in which you'll be testing.

2.5 Launching and Completing Your Exam

The launch process takes 8–10 minutes. Arrive early and have admin access ready.

2.5.1 Exam Launch Steps

- Log into UF e-Learning.
- Log into Proctor U and click Start Session.
- Complete pre-checks and equipment tests.
- Authenticate ID and take your photo.
- Connect with proctor via chat box.
- Share screen and allow remote access.
- Perform room scan and show desk, room, and monitor.
- Proctor unlocks your exam.
- Take the exam.

2.5.2 After You Finish the Exam

- Notify proctor before submitting.
- Wipe whiteboard clean.
- View results via **Grades** in UF e-Learning.
- Log out of both UF e-Learning and ProctorU.
- Close chat box and complete the feedback survey.
- Expect digital credentials via email within two weeks.

3 CONTACT INFORMATION

3.1 Biotility Client Services

Phone: 386-462-3181 Ext. 1

Email: biotilitycs@research.ufl.edu

Hours: Monday – Friday, 8 AM – 5 PM ET

Essential Websites:

- APTCE Candidate Website
- UF e-Learning Login Page

3.2 ProctorU

Phone: 855-772-8678

Hours: Sunday – Saturday, 24 hours a day

Essential Websites:

- ProctorU Candidate Support Website
- Live Chat Support

Need help during an exam?

Look for the ProctorU Chat Icon to talk to a representative anytime.