



Instrumental to Patient Care®

CERTIFIED INSTRUMENT SPECIALIST EXAMINATION APPLICATION

CIS
(United States and
Canada only)

Incomplete applications will be returned. Complete all sections exactly to avoid disappointment. Please type or clearly print all information.

Section One – How To Complete This Application

1. Complete and submit this application to IAHCSMM only when you are ready to have your 90 day testing window opened. **Do not submit your application until you are done studying and ready to sit for the certification exam.**
2. Be sure to clearly print all information on the application. Illegible or cursive writing will lead to delays and may result in an inability to process your request to retake the exam.
3. All sections must be completed. Any sections submitted as blank will result in your application being returned to you, unprocessed.
4. All applications require payment in full and must be rendered at time of submission of application. This fee is required for every exam taken (including any retake attempts). If paying by credit card, you may fax your completed application with credit card information to 1-312-440-9474. If paying by check or money order, you must mail your completed application with payment to IAHCSMM, 213 West Institute Place, Suite 307, Chicago, IL 60610. Please note, all Canadian payments must be made by either credit card or money order made out in U.S. funds (IAHCSMM does not accept checks drawn on non-U.S. currencies).
5. Once your retake application and payment has been received in our office, processing takes 1-2 business days. Information on scheduling your exam, the available testing eligibility dates, and locations available will be mailed to the address provided in Section Two. Please allow an additional 3-5 business days for this information to be delivered by the United States Postal Service. You may request the information be sent to you electronically to an email provided by you in Section Two. Email notifications will be sent within 24 hours of application processing.
6. Once you receive your scheduling information, it is your responsibility to schedule your exam. Web and phone contacts will be provided to you for ease of scheduling your exam at the nearest Prometric testing site. Further, it is your responsibility to arrange your own transportation to/from the testing site, arrive on time and provide acceptable forms of identification (outlined within your scheduling information). Please be aware, if you miss your appointment, are unable to test due to non-acceptable forms of identification at the testing site, or your name provided in Section Two does not match your id exactly, you will be required to submit a new application with a new payment (**payments received for exams missed or denied are considered forfeited**).

Section Two – Background Requirements

Background Requirements: CURRENT CRCST status is required to apply for the Certified Instrument Specialist (CIS) exam.

Section Three– Applicant Information

Name: _____ IAHCSMM ID # (mandatory): _____
First and Last ONLY (as it appears on your primary photo ID)

Home Address: _____
Number & Street City, State, and Zip

Current Position in Hospital (circle one): Technician Supervisor Manager Other: _____

Contact Information (please print clearly): () ()
Home Phone Hospital Phone Ext.

Email: _____ **Please email my confirmation (Check here)**

Section Four – Payment Information (Note: IAHCSMM does not accept purchase orders of any kind)

Examination Fee is \$105.00

You must include the fee of \$105.00 with this application, in the form of: Personal Check, Money Order, or Credit Card.

- My check or money order is enclosed, and made payable to: IAHCSMM
- My credit card is to be charged, and I have supplied ALL necessary information below: Visa MasterCard American Express Discover

Name: _____
Please print name as it appears on credit card

_____ Expiration CVV2 Number (3-4 digit security code)

Signature

**Return applications with payment to: IAHCSMM, 213 West Institute Place, Suite 307, Chicago, IL 60610
Or Fax to: 312-440-9474 Attn: Examinations**

All Applicants must complete the reverse side of this application to indicate hours of experience and location of hospital where experience was earned. (Failure to complete the second page of the application will mark the application as incomplete and will not be processed).

Section Five - Hands on Experience (to be completed by immediate Supervisor/Manager)

A minimum of 200 hours "Hands-On" experience must be documented prior to taking the IAHCSSM CIS Exam. These hours must be applied to the specific areas mentioned below and each checked off and initialed by a direct Central Service Supervisor/Manager.

- I. Instrument Decontamination (92 Hours)** Initials _____
(Disassembly, Manual and Mechanical Cleaning Processes)
- II. Instrument Assembly (92 Hours)** Initials _____
(Identification, Inspection, Testing, Assembly, Packaging)
- III. Instrument Information System Management (12 Hours)** Initials _____
(Back Up Instrument System Maintenance, Form Maintenance, Change Notification Systems, Implant Replenishment, Loaner Instrument Processes)
- IV. Surgery Observation (4 Hours)** Initials _____
(Applicants should observe room set up, sterile field set up, handling of instruments during surgery, instrument request processes, and care of instruments at the end of procedures)

Section Six – Manager/Supervisor Verification (to be completed by immediate Supervisor/Manager)

Where experience was obtained: _____

Address: _____
Number & Street City, State, and Zip (or Postal Code) Country

Dates of Experience (starting to ending dates): _____

Name of Supervisor/Manager verifying experience (print name): _____

Print Title: _____ Signature: _____ Date: _____

Telephone (with extension): _____ Email: _____

Applicant is a current employee of this hospital Yes No If No, please provide current hospital of employment:

Hospital Name: _____

Address: _____
Number & Street City, State, and Zip (or Postal Code) Country

Applications submitted without manager/supervisor verification of hospital employment will not be processed.

Requirements to Maintain Certification

(Upon successful completion of the Certification Exam as an Instrument Specialist (CIS))

CIS Points: (CIS are required to maintain current CRCST status in addition to CIS requirements)

A. All CIS must accumulate 6 points of continuing education per billing year, in addition to points submitted for CRCST status, and for all other certifications held (Members newly certified within the current billing cycle are responsible for gathering their points starting from the time of certification)

B. All points submitted must show a direct relation to Instrument Handling, expanding upon one's technical expertise and/or advancement in the field

All Applicants must complete both sides of the application. (Failure to complete this page of the application will result in the application being marked as incomplete and will not be processed.)

Notification of eligibility dates for the examination and scheduling information will be mailed to the address listed in Section Two. To ensure faster delivery, be sure to indicate you wish an additional email confirmation (Section Two) and provide a valid email address.

To receive the \$105 rate for examinations, your exam must be taken at a Prometric testing site in the United States (Continental plus Alaska, Hawaii, and Puerto Rico) or Canada.

The IAHCSSM complies with the Americans with Disabilities Act and is interested in ensuring that no disabled individual is deprived of the opportunity to take an examination solely by reason of that disability. Special testing accommodations may be made for these individuals. If you require special accommodations, please request a Special Accommodations Form from IAHCSSM and submit with your application. (All special accommodation requests must be provided with each application submitted; applications received without this request will not be eligible for special accommodations).