



How to Set up a Certified IPC Specialist (CIS) Course

1.) Order necessary training material and exams.

Each student going through the CIS program will need an IPC standard for the open book exams, as well as a training kit for the workmanship portions (J-STD and 7711 certifications). IPC standards and kits can be purchased directly through BEST on our [online store](#) or by contacting the training department at 224-387-3256.

Exams are purchased directly through IPC. They are priced at \$85 for IPC non-members / \$65 for IPC members for all modules. This includes 1 retest per module, per student. To order exams, there are 3 options:

- Order by credit card through IPC customer service at orderipc@ipc.org or by calling 847-597-2862
- Order with a Purchase Order through IPC customer service (option for IPC members only)
- Order through the [IPC online store](#)

Once an order has been placed, IPC will upload an exam invoice to the Certification Portal. **This process usually takes 24 hours.**

2.) Register student(s) in the [IPC Certification Portal](#)

In the top left-hand corner of the portal, there is a [registration link](#). Have the student(s) click on the link and follow the instructions. They will be sent a link to their email in order to set their password. Once they have their login credentials confirmed in an email, they are now recognized in the portal.

3.) Schedule class in the [Certification Portal](#)

Log back into the portal. Scroll over to the 'Go To' tab at the top of the webpage, then go to 'View/Edit Class', then finally click on 'Enter New Class.' From here, you can enter in all information for the class you are planning to teach. On this page, you will select the Invoice and enroll the registered students (outlined in previous steps).

4.) Schedule exact testing times through the [IPC EDGE](#) testing site

Log into EDGE and select the course you are teaching under 'Course Overview.' On the left-hand side, there is a box titled 'Instructor Course Management' with a link to schedule exams.

There is an [EDGE user guide](#) available on the portal under the 'Help' tab.