



CIC Certification Card Photo Requirements

Starting soon, CIC certification cards will transition from traditional hard plastic certification cards to digital credentials you can store on your cell phone. Please review the following requirements for taking and submitting your digital photo:

Please DO these things...

1. Your photo must be taken in a digital format (i.e., not a hard copy) and submitted as an email attachment during the eligibility application process. Please be certain your full name, birthdate, phone number and address are included in your email along with the attached digital photo. For more information on the eligibility application process, see the Candidate Handbook at www.cicert.com/forms.
2. Make sure your submitted photo shows your facial features clearly. Use proper lighting to prevent shadows and be sure the photograph is in focus.
3. Make sure your photo is taken against a solid, light-colored background such as a blank white wall (without any pattern, writing, or any other visual distractions in the background).
4. Face the camera directly, displaying a smile or neutral expression. Write your full name and Candidate ID number (or birthdate if you don't yet have your ID number) on a white piece of paper with a bold marker and hold it against your chest in the picture.
5. Submit a current photo (no more than 1 year old) of yourself to reflect your current appearance.

And please DON'T do these things...

1. Don't submit a "picture of a picture." The clarity of the photo can be significantly compromised and does not translate well into a clear digital image.
2. Do not wear head coverings such as hard hats, baseball caps, visors, helmets, bandanas, hoods, or scarves (unless verification of medical or religious purpose is provided). If you do not ordinarily wear a hair piece, do not wear one in the photo.
3. Do not wear tinted eyewear (such as sunglasses, activated transitional lenses, or safety glasses).
4. Earplugs, headphones, wireless hand-free devices, or other similar items worn on your head or in your ears are not permitted.
5. Do not submit a group photo. You must be the only person in the picture.

Important note: Failure to meet these requirements will delay the processing and emailing of your electronic card and will incur a \$25 fee per photo.

Thank you in advance for helping us remain in compliance with accreditation and certification standards.