**Instructions for Completing the Infection Control Exam** **for NYSED**

The New York State Education Department has issued an alert mandating that every medical student be certified in Infection Control prior to participating in electives within NYS hospitals. We cannot allow any student to start an elective without evidence that the Infection Control test has been completed.

**You must complete the exams and submit the certificates to Dianne Young before you can start your elective.**

**The procedure we recommend is as follows**:

1. Visit <https://www.accesscontinuingeducation.com/ACE1002-cornell/course.htm>

2. Click **Directions** and review the directions

3. Click **Objectives** and review the objectives

4. Click **Introduction** and read the introduction

5. Click **Begin Course** and proceed through the course. You may download these pages for review before completing the exam (~50 pages)

6. Click **Test** and complete the 20 multiple choice questions

7. At the end of the test, fill out the fields indicated

-If you do not have a Social Security number, you may use: **000 00 0000**

8. Click **Grade Test** to send it to the vendor once you are finished

-You will log-in as a new user and pay a fee of $30 using a credit card

9. When you pass the test, the vendor will send to your email a **Certificate of Completion**

**10. Submit the certificate (labeled: Full Name\_Exam Type certificate) using our file transfer system** [https://transfer.med.cornell.edu](https://transfer.med.cornell.edu/) **to** dey2001@med.cornell.edu **as the intended recipient**. **(Screenshots of completion are acceptable)**

**11. Save a copy and bring a printed copy with you to Orientation.**

**If you have any questions, send an email to Dianne Young at** **dey2001@med.cornell.edu**