Step 1: If you haven't already paid, please submit your renewal fee using this link, <u>https://shop.biausa.org/products/ACBISRN/acbisannualrenewal</u>. Jot down the Order ID/Invoice Number you receive as confirmation as you will need it for the payment section of the renewal. If you are paying by check, you will enter your check number into the payment section.

Step 2: Follow the below instructions to submit your renewal in the platform:

Login to the ACBIS Portal.

AC	ADEMY OF CERTIFIED	Welcome to the ACBIS Portal!
	PECIALISTS	Inis portal web-based application is designed to provide you access to all the necessary forms and tests that may be needed to acquire an ACBIS certificate or certification.
A program of the I	Brain Injury Association of America	Click here for how to navigate through the portal and apply for an ACBIS (P/CBIS/T) certification. Click here for how to navigate through the portal and complete an ACBIS (CPIS/T) certification emerging
katiestudent		Click here for how to navigate through the portal and retrieve your Brain Injury Fundamentals training certificate. Click here for important exam information, technical requirements, testing
issword *		guidelines, and instructions.
	0	
	Forgot username or password?	Regular recinical support nours are pervised 8:45 AM – 5:15 PM ES1, Monday- Friday. If you test outside of these hours and experience technical issues with your exam, you may contact ACBIS staff via voicemail or email. A staff representative will contact you the next business day during support hours.
Si	ign in	Visit our website for more information on certification requirements, process and
ot registered yet? Create an account		policies: ACBIS Brain Injury Association of America.

Select the blue **Continue** button on your certification type, Certified Brain Injury Specialist or Certified Brain Injury Specialist Trainer. The status will say In Progress and 75% complete.

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You will be brought to the CBIS Renewal page. If you are renewing for the first time in the platform, you will see a blue **Start button**.

BRAIN BOURS	Training courses / Certified Brain Injury Specialist (C	3IS) Certification / CBIS Renewal	
A Home	Back	Description	Attachment name Action
Assignments 🔹	A CBIS Application	Current CBIS certificants must complete this step annually to maintain their certification. You do not need to complete the initial certification eligibility application and take the examination again in the previous course steps (unless told otherwise).	Journal Review Form
	A CBIS Test Preparation & Pre-Check	This application will determine your eligibility for renewal of the Certified Brain Injury Specialist (CBIS) credential. Please visit the ACBIS website to review the annual continuing	How to Submit Your Renew Vicw ACBIS Renewal Information View
	A CBIS Examination	education and fee requirements. Click the Test Tab above and Start your renewal application once you have ensured you meet the scentralization requirements and have prepared any documentation that may be needed	CBIS Renewal Requirements View
	A CBIS Renewal	are recommondon requirements and have prepared any documentation that may be needed (see audit guidelines).	Webinar Review Form
(K)			Available row CBIS Renewal This application will determine your User group Available seats Unlimited Available from UJU-23-2021 12:00 AM UTC Start

If you are renewing for the second or more time in the platform, you will see a **Retake button**. Click the Retake button.

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BEAM INCLUSTS	Training courses / CBIS: Certified Brain Injury Specia	Ist Certification / CBIS Renewal		2 📫 🗛 -
Home	CBIS Application	Description Current CBIS certificants must complete this step annually to maintain their certification. You do not need to complete the initial	Attachment name	Action
Assignments 👻	CBIS Test Preparation & Pre-Check	certification eligibility application and take the examination again in the previous course steps (unless told otherwise). This application will determine your eligibility for renewal of the Certified Brain Injury Specialist (CBIS) credential. Please visit the ACBIS website to review the annual continuing education and fee requirements.	Journal Review Form Webinar Review Form	View
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After clicking the Retake button, a pop-up box will appear. Click **YES** to the pop-up. Next, click the blue **Start button** as shown in the image above.

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	CBIS Examination	CBI Ten Tet name: CBIS Renewal Unlimited Instructions: By submitting this renewal application, 1 hereby verify that herein is true and accurate to the best of my personal kno	mission of application and/or the information provided wiedge. By submitting this	Passed Q CBIS Renewal This application will det	ermine your _	
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Update your Profile Information. <u>It is required to enter your mailing address</u>. If you wish for your credentials to appear on your certificate, be sure to add them after your Last Name. Ex., Smith, PT, CBIS. Click Save and Continue at the bottom of the page

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Answer the renewal questions. There's one question per page. Click on **Next Question** to move to the next page. If at any time you need to finish later, click on the **Save and Continue Later** button and then **logout** of the platform. This will save your information and you can access it where you left off later.

As you answer the questions, the numbers on the right will turn blue.

#2 (and #3 for CBISTs): You have the <u>option</u> to either list your CE information like the example provided <u>OR</u> you may upload a document (Word or Excel) if you have already saved your CEs on your device by clicking the Upload File button. The upload option only allows for <u>ONE</u> document. You do not need to do both. Either list your CEs or upload a document.

CE documentation is encouraged, but not required at the time of renewal. You may use the upload button to attach your CE documentation rather than listing it out. The upload option only allows for <u>ONE</u> document. For auditing purposes, you should hold on to CE documentation for at least three years in case you were to be randomly audited.

Click on the Save icon after answering the essay question, #2 (and #3 for CBISTs). When you're done answering all questions, scroll up to the top to click the red **Finish Test** button.

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A pop-up box will appear. To	submit the renew	val, click YES to the p	op up.		Finish and submit
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As confirmation, your status will say **Pending** and Completed with the date that you submitted the renewal.



Once approved, you will receive an automated email from <u>ytmsystemreporting@gmail.com</u>, however, you can check the status of your submission and for your certificate at any time by logging into the portal and click on the **My Certificates tab**.

Accessing Your Updated Certificate

After your CEs have been approved and you receive the automated email from <u>ytmsystemreporting@gmail.com</u>, you can login to the platform to access your certificate in the My Certificates tab.

- 1. Login to the ACBIS Platform, <u>https://biaa.youtestme.com/ytm9/.</u>
- 2. Click on **My Profile** in the upper right corner.
- 3. Select the **My Certificates** tab.
- 4. Click on the download icon under Actions and then click on the PDF that appears on the bottom of the page.
- 5. Once the certificate is open, you can save or print it directly from this page by clicking on the Save or Print icon.

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Technical Support

Regular Technical Support hours are between 8:45 AM – 5:15 PM EST, Monday-Friday. If you experience technical issues after hours, you may contact ACBIS staff via voicemail or email. A staff representative will contact you the next business day during support hours.

- Email: acbisrenewal@biausa.org
- Telephone: (703)-761-0750 +632

Last Updated 3/16/2023