

**Step 1: If you haven't already paid, please submit your renewal fee** using this link, <https://shop.biausa.org/products/ACBISRN/acbisannualrenewal>. 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.

**Welcome to the ACBIS Portal!**

This 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.

- [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 (CBIS/T) certification renewal.
- [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 guidelines, and instructions.

**Regular Technical Support hours are between 8:45 AM – 5:15 PM EST, 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.

Visit our website for more information on certification requirements, process and 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.

**My training courses**

Showing courses that are assigned to you

Course Name	Assignment type	Training course	Course status
Certified Brain Injury Specialist (CBIS) Certification	4	4	In Progress 75%
Provisional Certified Brain Injury Specialist (PCBIS) Certif.	3	3	Not Started 0%
Brain Injury Fundamentals Training & Certificate	1	1	Not Started 0%
Certified Brain Injury Specialist Trainer (CBIST) Certific.	3	3	Not Started 0%

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**.

Training courses / Certified Brain Injury Specialist (CBIS) Certification / CBIS Renewal

- Pass the test to complete the training!

Back

CBIS Application

CBIS Test Preparation & Pre-Check

CBIS Examination

**CBIS Renewal**

### Description

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).

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.

Click the **Test** tab above and **Start** your renewal application once you have ensured you meet the recertification requirements and have prepared any documentation that may be needed (see audit guidelines).

Attachment name	Action
Journal Review Form	<a href="#">View</a>
How to Submit Your Renew...	<a href="#">View</a>
ACBIS Renewal Information...	<a href="#">View</a>
CBIS Renewal Requirements	<a href="#">View</a>
Webinar Review Form	<a href="#">View</a>

Available now

### CBIS Renewal

This application will determine your ...

User group: - Location: -

Available seats: **Unlimited** Booking deadline: **Jul-23-2031 11:59 PM UTC**

Available from: **Jul-23-2021 12:00 AM UTC** Available to: **Jul-23-2031 11:59 PM 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.

Training courses / CBIS: Certified Brain Injury Specialist Certification / CBIS Renewal

CBIS Application

CBIS Test Preparation & Pre-Check

CBIS Examination

**CBIS Renewal**

### Description

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).

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.

**CEUs must be earned during the one-year renewal period. Grace period(s) only apply to submission of application and/or renewal fee payment.**

Attachment name	Action
Journal Review Form	<a href="#">View</a>
Webinar Review Form	<a href="#">View</a>

Passed

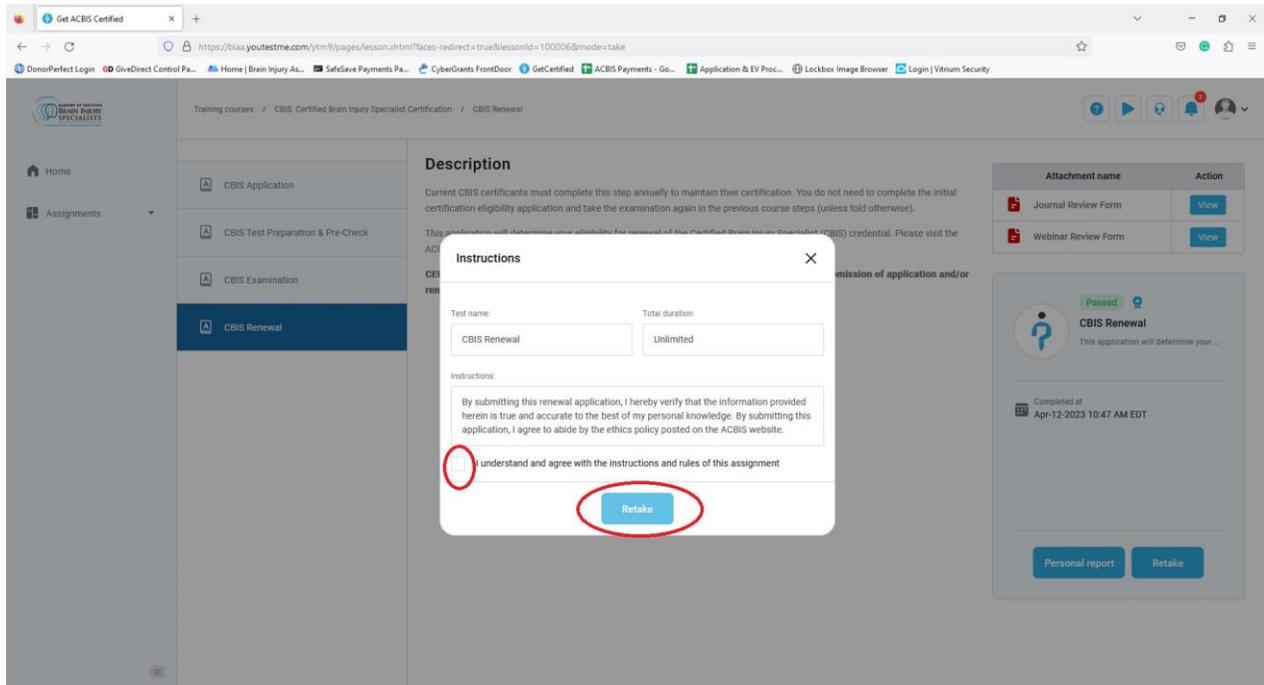
### CBIS Renewal

This application will determine your ...

Completed at: **Apr-12-2023 10:47 AM EDT**

[Personal report](#) **Retake**

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.



Update your Profile Information. It is required to enter your mailing address. 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

### Update your profile information

First name	Middle name
<input type="text" value="K"/>	<input type="text"/>
Last name (add credentials if applicable)	Employee ID
<input type="text" value="Logan"/>	<input type="text" value="-"/>
Date of birth (please leave blank)	Gender
<input type="text"/>	<input type="text"/>
Phone number	Affiliation
<input type="text"/>	<input type="text"/>
Street address	City
<input type="text" value="3057 Nutley St. #805"/>	<input type="text" value="Fairfax"/>
State/Province	Country
<input type="text" value="VA"/>	<input type="text" value="USA"/>
Zip-code	
<input type="text" value="22031"/>	

Zip-code
<input type="text" value="22031"/>
Organization
<input type="text"/>
Education
<input type="text"/>
Credentials
<input type="text"/>
Specialty certification or training
<input type="text"/>
Job Title
<input type="text"/>
Pronouns
<input type="text"/>

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 **option** to either list your CE information like the example provided **OR** 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 **ONE** 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 **ONE** 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.

The screenshot shows a web browser window with the URL [https://biaa-sandbox.youtestme.com/ytm40/pages/take\\_quiz.xhtml?faces-redirect=true&quizInstanceId=135587&quizType=quiz&lessonId=100006](https://biaa-sandbox.youtestme.com/ytm40/pages/take_quiz.xhtml?faces-redirect=true&quizInstanceId=135587&quizType=quiz&lessonId=100006). The page title is "CBIS Renewal". The main content area contains instructions for renewing certification, requiring 10 contact hours of continuing education (CE) annually. It lists the information to be provided for each CE activity, such as date, number of hours, type, title, description, and sponsoring organization. An example response is provided, listing two CE activities. The page includes a "Previous question" button on the left and a "Next question" button on the right. A "Finish and submit" button is highlighted with a red box in the top right corner. A "Save and continue later" button is also visible. A progress bar shows 0/4 questions completed. A "Review list" button is present. A "Not answered" and "Answered" indicator is shown. A "CE Example" box with a red arrow points to the example response. A "Save icon" box with a red arrow points to a small icon in the bottom right corner of the text area. An "Upload option" box with a red arrow points to an "Upload file" button in the bottom right corner of the text area.

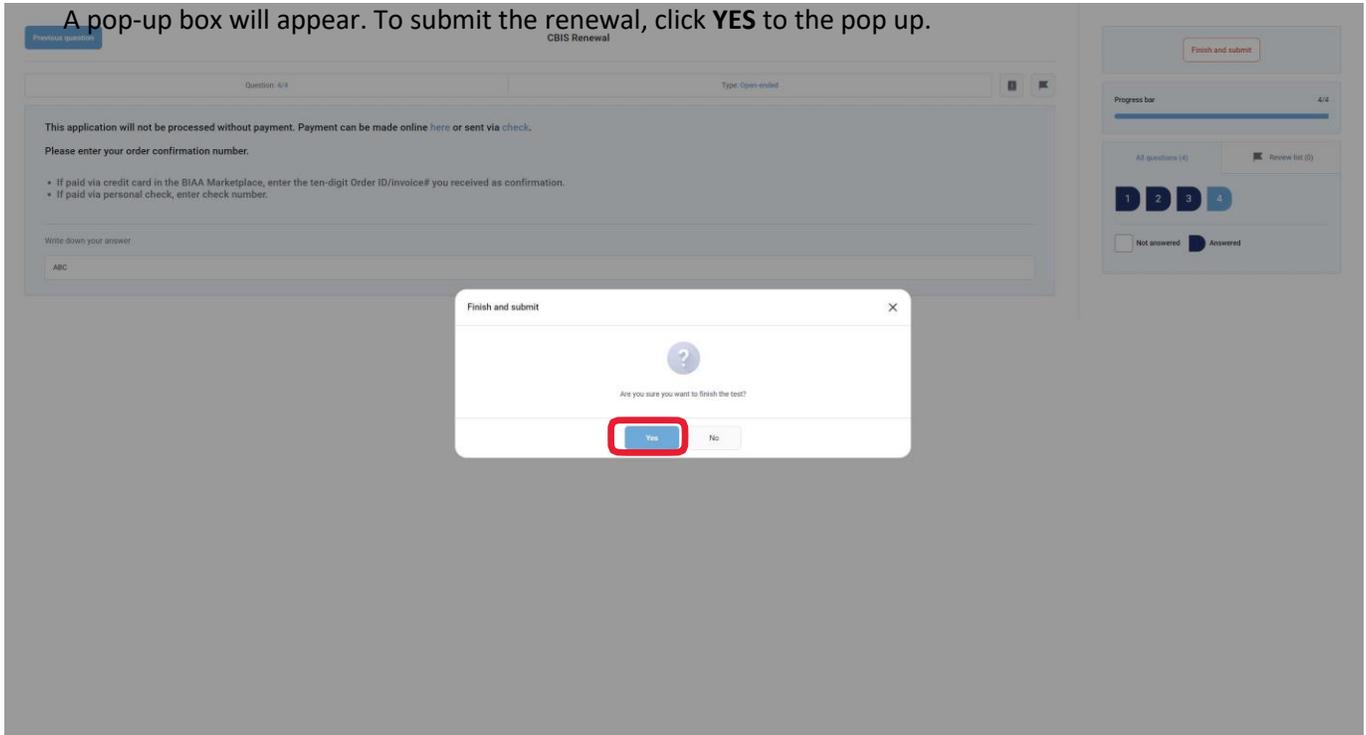
To submit renewal

Save icon

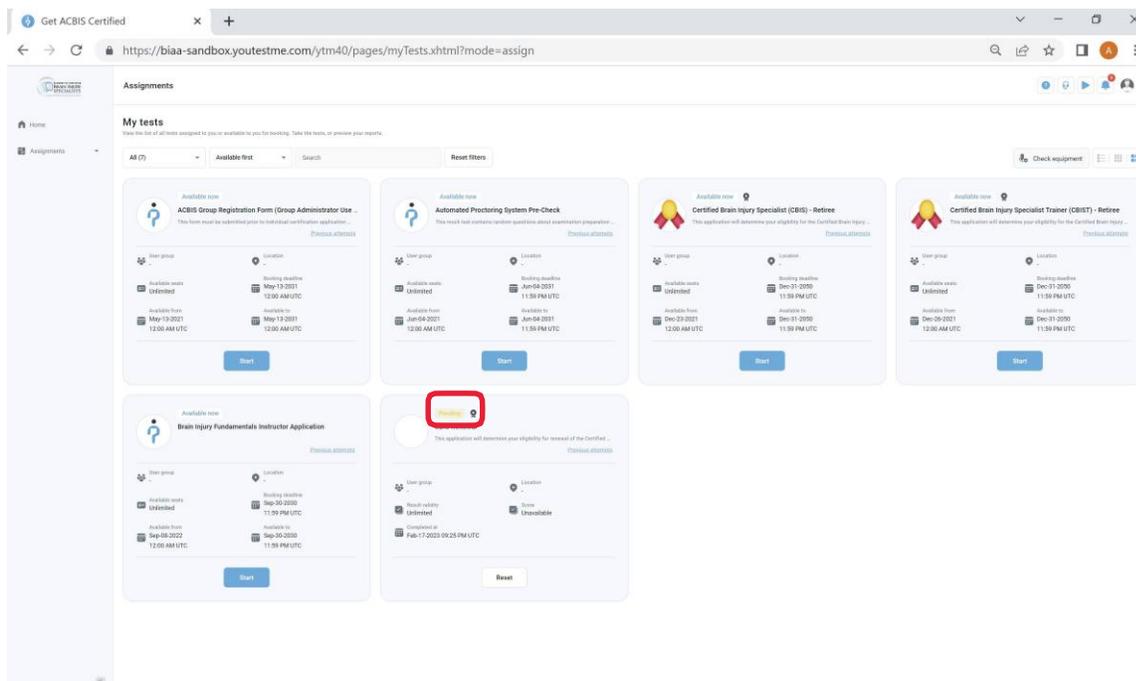
Upload option

Continued on next page

A pop-up box will appear. To submit the renewal, click **YES** to the pop up.



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 [ytmssystemreporting@gmail.com](mailto:ytmssystemreporting@gmail.com), 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**.

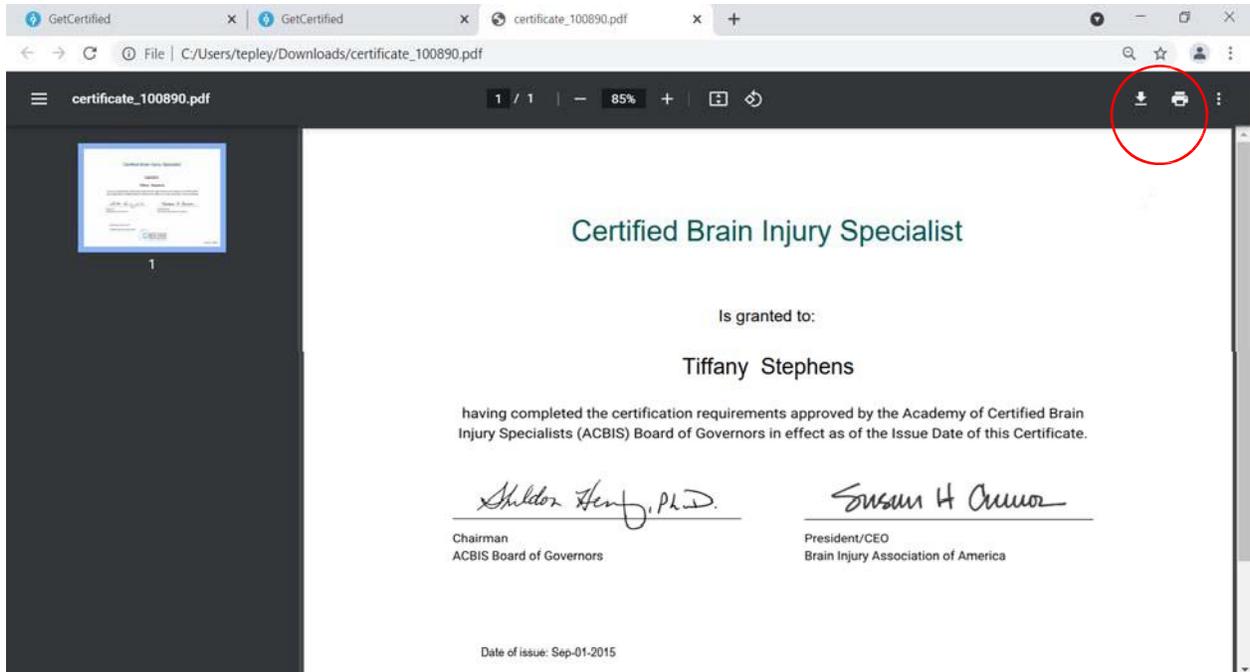
## Accessing Your Updated Certificate

After your CEs have been approved and you receive the automated email from [ytmssystemreporting@gmail.com](mailto:ytmssystemreporting@gmail.com), you can login to the platform to access your certificate in the My Certificates tab.

1. Login to the ACBIS Platform, <https://biaa.youtestme.com/ytm9/>.
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.

The screenshot shows the 'My profile' page with the 'My certificates' tab selected. The table below contains the following data:

ID	Name	Description	Valid from	Valid to	Actions
153892	Certified Brain Injury Specialist		Feb-01-2023 12:00 AM UTC	Feb-01-2024 11:59 PM UTC	Download



## 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](mailto:acbisrenewal@biausa.org)**
- **Telephone: (703)-761-0750 +632**

**Last Updated 3/16/2023**