How to Submit a Brain Injury Fundamentals Form in the ACBIS Portal

You must submit and pass the post-training online quiz before Brain Injury Fundamentals Form submission.

ACBIS uses a web-based platform through YouTestMe GetCertified. In the portal, you will see terminology such as "assignment", "test" and "pass/fail" for all forms.

Your user status will show as "Student" – this does not refer to your occupation or role within the ACBIS Program – but represents your level of user access rights for creating an account to submit the Brain Injury Fundamentals Form for training certificate issuance.

Few things to note when completing the form:

In the opened form, there is the option in the upper-right corner to select "Continue Later," which will save your responses for when you return to your respective application.

For essay-type questions, you will need to click on the file-save icon in the upper right hand corner of the essay box when the answer is completed. Some questions require the uploading of files; in these cases, the lower right hand side of the answer box has a link titled "Upload file." That link will open your computer's file directory so you can choose the appropriate file to upload. Click save again when you have uploaded the file.

When the form is properly submitted, you will see an hourglass icon stating "Waiting for report." Once your form is reviewed by ACBIS, you will receive an automated email stating that your results are available.

Instructions:

1. Create an account in the ACBIS Portal.
   a. Enter your first and last names, which should be the same as your initial program registration.
   b. Enter all required fields. Make sure the email address is entered correctly, because all further communication from the platform will be sent to that address.
   c. Retype the security code you see.
   d. Click on the blue "Register" button.

2. After you receive a confirmation email that you have created a new user profile on the YouTestMe platform, make a note of the password provided so that you may change it to a password you wish to use.
3. Initial login will direct you to the ACBIS Certifications page, which lists all program offerings. "Start" the Brain Injury Fundamentals Training & Certificate.
4. You will be directed to a screen listing the steps of the program course. Read through the Description.

5.   Click on the blue **"Start"** button for the **"Brain Injury Fundamentals Form."** An Instructions pop-up will appear. Read the information provided in full and confirm your agreement to be bound by ACBIS policies and procedures by clicking on the checkbox below the instructions and then clicking the blue **"Start"** box.

6.   Update your profile information. Answer every question and click on the blue **"Save and continue"** button. If no information needs to be updated, click on the **"Continue Without Changes"** button.

7.   Complete the 20-question form.
   a) Answer all questions. As questions are answered, the progress bar on the right hand side changes, as does the chart of answered and unanswered questions.
   b) Check box questions require selecting the check box.
   c) Indicate your method of payment of the certificate fee. Retrieve the **order confirmation number** from your organization or trainer if it was paid on your behalf.

8.   When you have finished filling out the form, click the red **"Finish and Submit"** button in the upper right. You will be asked to confirm that you are finished. If you select "No," you may return to the form as needed; if you select "Yes," your answers will be submitted to the ACBIS administration team.

9.   You will receive an automated email when the status of your form and certificate is available. You can view your status by logging into the ACBIS Certification Program Portal.

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: applications@biausa.org**
·   **Telephone: (703)-761-0750 +636**