



# CBIS AND CBIST

## CANDIDATE HANDBOOK

CERTIFIED BRAIN INJURY SPECIALIST

CERTIFIED BRAIN INJURY SPECIALIST TRAINER



**Contents**

**Introduction** 5

**Purpose of Certification** 7

**Certification Fees** 8

Eligibility Requirements 8

**Determination of Eligibility - CBIS** 9

    Education 9

    Experience 9

    CBIS Training 9

**Determination of Eligibility – CBIST** 10

    Education 10

    Experience 10

    Professional Skills 10

    Approved Documentation 11

**Applying to Take the Examination** 13

Application Instructions 13

How to Apply for a CBIS or CBIST Certification 13

Submitting the Application 14

Submitting Payment 15

Application Review and Verification 15

    Incomplete Applications 15

**Accommodations for Special Needs (Americans with Disabilities Act)** 17

Testing Accommodation Requests 17

**Preparing for the Examination** 18

How the CBIS Exam Process Works 18

Preparing for Computer-based Testing 18

    Exam Platform and Technical Requirements 18

**Technical Support Hours** 19

**About the Exam** 20

Exam Scheduling 20

Exam Proctoring 20

Exam Setup Instructions 21

Exam Security Agreement 22

Scoring Procedures 23

    How the Proctoring Report Works 23

Receiving an Exam Result 24

Retaking the Exam 24

**Maintenance of Certification: CBIS** 25

Certification Maintenance Requirements 25

Maintenance of Certification Fees	25
Submission of Continuing Education	25
Continuing Education Activities	25
Acceptable Continuing Education Activities	25
Non-Acceptable Continuing Education (CEs)	26
Certification Renewal Application Review	27
Certification Expiration and Failure to Renew	27
<b>Maintenance of Certification: CBIST</b>	<b>28</b>
Certification Maintenance Requirements	28
Maintenance of Certification Fees	28
Submission of Continuing Education	28
Continuing Education Activities	29
Acceptable Continuing Education Activities	29
Non-Acceptable Continuing Education (CEs)	30
Submission of Training Evidence	30
Certification Renewal Application Review	30
Certification Expiration and Failure to Renew	31
<b>Ethics, Complaints, and Disciplinary Actions</b>	<b>32</b>
ACBIS Ethics Code	32
Major Ethical Principles	32
Implementation of the Certified Brain Injury Specialists Code of Ethics	34
Complaints Against Certificants	34
Complaint Review	34
Determination of Violation and Sanctions	34
Appeal	35
Resignation	35
<b>Certification Verification</b>	<b>37</b>
Use of the Register	37
Privacy	37
<b>Use of Certification Marks</b>	<b>39</b>
Acceptable Use	39
Certificate	40
Security	40
Ownership	40
<b>Certified Brain Injury Specialist Study Outline</b>	<b>41</b>

# INTRODUCTION

## MISSION AND VISION

### **Mission**

The mission of the Brain Injury Association of America's Academy of Certified Brain Injury Specialists (ACBIS) is to provide education, training, certification, and ongoing resources for specialists in the brain injury community.

### **Vision**

The Academy provides a body of knowledge that strives to improve the quality of care for individuals with brain injury.

### **History**

In early 1990, 565 acute, sub-acute, and post-acute programs were surveyed regarding the training needs of licensed and non-licensed staff in brain injury services. Seventy-five percent of the respondents (45% response rate) indicated that licensed staff need specialized training and 84% indicated that non-licensed staff need training. Most survey respondents also indicated they would give hiring preference and higher pay to individuals with brain injury training. Furthermore, 90% of the respondents agreed that the training curriculum include the following topics: cognitive, psychological, and social consequences of brain injury; behavioral approach for managing challenging behaviors and promoting positive skills; and techniques for effectively working with families.

In 1996, the Brain Injury Association of America established ACBIS as a program of the association to address education and certification. ACBIS operates under its own by-laws as approved by the Board of Directors of the Brain Injury Association of America. ACBIS Board of Governors members are experienced professionals in the field of brain injury rehabilitation who volunteer their time and expertise to develop a certification program that meets the needs of the brain injury community. The body of knowledge ACBIS provides strives to improve/advance the quality of care and services provided to individuals with brain injury and their families.



## PURPOSE OF CERTIFICATION

The Certified Brain Injury Specialist (CBIS) credential is widely recognized in the field of brain injury demonstrating that certificants have the education and background, professional experience, knowledge, and skills to perform various roles and functions for individuals with brain injury. The role of a certified brain injury specialist includes a collaborative process with the patient, family, and rehab team; the specialist may participate in assessing, planning, implementing, coordinating, monitoring, and evaluating care required to meet an individual's brain injury rehabilitation and health needs as permitted by practice setting.

### **Benefits for the CBIS and CBIST Professionals include:**

- Opportunity to maximize clinical outcomes and provide best care for the persons you serve
- Increased knowledge and skills
- Nationally recognized credential indicating professional growth
- Potential for salary increase
- Participation in a career ladder
- Opportunity to participate in developing staff team
- Access to the Journal of Head Trauma Rehabilitation for reduced pricing with renewal
- Access to the ACBIS Insider quarterly newsletter
- Early notice of BIAA webinars and other educational events

### **Benefits for the Provider Organization include:**

- Opportunity to maximize clinical outcomes and provide best care
- Nationally recognized credential that reflects on the organization
- Recognized by Commission on Accreditation of Rehabilitation Facilities (CARF) as meeting an educational standard
- Seen as serious commitment to meeting best practices in rehabilitation
- Can help determine best practices throughout the organization
- Chance to upgrade staff skills and approach having a transdisciplinary team
- Opportunity to attract new staff based on having staff with CBIS or CBIST
- Develops leadership potential within your organization

### **Benefits for the Person with Brain Injury/Family include:**

- Families identifying a CBIS to choose where to get their treatment
- Families needing to trust someone with an ACBIS credential in the middle of a crisis
- Families wanting the best care for their loved one
- Individuals wanting the best possible outcomes

## CERTIFICATION FEES

Fees for the CBIS and CBIST certification programs are as follows:

Applicant Status	Fee
New applicants - Individual	\$325
New applicants – Group	\$250
5-29	\$225
30+	\$225
Transition from CBIS to CBIST	\$150

\*ACBIS Application fees are non-refundable unless the applicant does not meet eligibility requirements, in which case a \$70 cancellation fee will be applied. Application fees are retained for up to one year following payment submission.

## ELIGIBILITY REQUIREMENTS

Credential	Requirement
CBIS	<p>Education: High school diploma or equivalent</p> <p>Clinical Experience: 500 hours of currently verifiable direct contact experience with an individual or individuals with brain injury. The qualifying experience, paid employment, or academic internship must have included formal supervision or have been conducted while the applicant operated under a professional license. Volunteer work does not qualify.</p>
CBIST	<p>Current CBIS in good standing</p> <p>OR</p> <p>Education: Minimum of a bachelor’s degree from an accredited four-year institution</p> <p>Experience: CBISTs are required to demonstrate a minimum of five years’ experience in the field of brain injury</p> <p>Professional Skills: Applicants must demonstrate skills in the areas of (1) training and/or teaching and (2) community service and/or professional dissemination, both within the brain injury field, and must provide approved documentation (see below), including a CV or resume that reflects how the applicant meets each requirement.</p>

## DETERMINATION OF ELIGIBILITY - CBIS

All applicants must describe their education and experience and they must provide supporting documentation, as follows:

### ▶ Education

Indicate level of education by answering all questions within the CBIS application. Applicants must have a high school diploma or equivalent.

### ▶ Experience

- Submit an Employment Verification Form within the CBIS application. Applicants must have 500 hours of currently verifiable direct contact experience with an individual or individuals with brain injury. Experience can be paid employment and/or academic internship. Volunteer work and self-recovery does not qualify.
- Qualified Employment verifiers include professional colleagues or supervisors. Self-verification is not allowed. In cases of self-employment, an applicant's eligibility must be verified by a professional colleague or supervising board member.
- Upload or copy/paste resume/CV into the CBIS application form.

## CBIS TRAINING

Official ACBIS training is provided by Certified Brain Injury Specialist Trainers (CBIST) and is offered at many Brain Injury Association state affiliate conferences and events and through many service providers across the country. Training is not required to sit for the examination; candidates may complete self-study if desired. Application fees do not include payment for training, if applicable.

# DETERMINATION OF ELIGIBILITY – CBIST

Candidates applying for CBIST may be current CBIS certificants in good standing or new applicants to certification.

Certified Brain Injury Specialist Trainers (CBISTs) are approved to provide official ACBIS training to CBIS candidates. CBISTs demonstrate advanced skills in the field of brain injury and maintain their skills through continuing education.

There are two ways to become a CBIST:

Transition from current CBIS in good standing; or apply directly, meeting the following requirements:

## EDUCATION

CBISTs must have received a minimum of a bachelor's degree from an accredited four-year institution

## EXPERIENCE

CBISTs are required to demonstrate a minimum of five (5) years' experience in the field of brain injury in one or more of the following ways:

- Direct clinical experience in brain injury
- Research experience in the science, medicine and/or rehabilitation of brain injury
- Services integral to brain injury and brain injury rehabilitation (education, case and care management, vocational rehabilitation, etc.)
- Development or implementation of brain injury programming in hospital, residential, school, or community-based settings
- Each applicant must be a member in good standing within any licensing boards or bodies that oversee his/her profession, if applicable.

## PROFESSIONAL SKILLS

Applicants must demonstrate skills in the areas of (1) training and/or teaching and (2) community service and/or professional dissemination, both within the brain injury field, and must provide approved documentation (see below), including a CV or resume that reflects how the applicant meets each requirement.

### Teaching Skills Examples

- Taught courses, seminars, or workshops on brain injury in academically-accredited programs
- Presented at local, regional, national, and/or international conferences or workshops on brain injury

- Designed educational programs and/or materials related to brain injury for colleges or university-affiliated programs
- Mentored clinicians/students/interns in brain injury

### **Community Service and Professional Dissemination Examples**

- Developed guidelines or protocols for brain injury programs
- Published articles, books, chapters, or newsletter articles on brain injury rehabilitation or related areas
- Facilitated community activities and/or community-based support groups for brain injury
- Held committee membership or positions in local, state, or national professional organizations focusing on brain injury
- Participated in research activities in brain injury that resulted in publications by others

## **APPROVED DOCUMENTATION**

The following documentation will need to be submitted to ACBIS at [applications@biausa.org](mailto:applications@biausa.org), separate from the electronic application:

- University or college transcript (required)
- Syllabus indicating applicant is the instructor
- Front page of published article, newsletter, chapter, or book that demonstrates authorship
- Letter from supervisor or director stating applicant's experience with in-service training and/or activity/support group facilitation, which must be written on company letterhead and must include the dates in which the training/events occurred

Applicants may provide other types of documentation. In some cases, additional documentation will be required. If this occurs, the ACBIS office will contact the applicant.



# APPLYING TO TAKE THE EXAMINATION

To be eligible to sit for the CBIS exam, applicants must first submit a completed application and receive approval following review. Applications may be submitted online using the ACBIS Portal ([biaa.youtestme.com](http://biaa.youtestme.com)). The information provided on the application and supporting documentation will be used to determine the applicant's eligibility as noted above.

Applicants must first create an account in the portal prior to accessing the application. If an account has already been created, applicants access the CBIS/T application via the ACBIS Certifications tab within the portal

## APPLICATION INSTRUCTIONS

After creating an account within the ACBIS portal, the applicant will locate the CBIS or CBIST certification course within the ACBIS Certifications tab. Most of the questions appear as open-ended questions; there are several, however, that require choosing from a list (e.g., the type of facility in which you work and your professional discipline) and a couple of questions that have essay-type boxes. For the latter, 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 (see below); in both of these cases, the lower right hand side of the answer box has a link titled "Upload file." That link will open the candidate's computer file directory so you can choose the appropriate file to upload – and then hit save again.

## HOW TO APPLY FOR A CBIS OR CBIST CERTIFICATION

1. Create an account on the ACBIS Certification Portal. This will become your individual certification dashboard.
  - ▶ Enter your first and last names.
  - ▶ 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.
  - ▶ Retype the security code you see.
  - ▶ 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. You will notice the home page menu labeled as "Assignments" and lists ACBIS Certifications offerings. Please select start on the certification you are pursuing. You will be directed to the respective certification page, which lists the steps to becoming certified – the initial application, exam preparation, and examination, followed by the annual renewal (if applicable).

4. Start on the (CBIS or CBIST) Application. 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. An Instructions pop-up will appear.
5. 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.
6. Complete the application.
  - ▶ 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.
  - ▶ Provide the Employment Verification Form to a qualified verifier.
  - ▶ Self-verification is not allowed. In a position of self-employment, an applicant’s eligibility must be verified by a professional colleague or supervising board member.
  - ▶ Upload or type your resume/CV. Word or PDF format are accepted formats.
  - ▶ Indicate your method of payment of the application fee.
    - To pay online by credit card, [click here](#).
    - To pay by check, include this [accompanying form](#).
7. When you have finished filling out the application form, click the red “Finish and submit” button in the upper-right corner. 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.
8. Once the application is complete (form, payment, resume/CV, and employment verification), your file will be reviewed. You will receive an automated email when the status of your application is available. You can view your status in by logging in to the ACBIS Certification Program Portal.
  - ▶ If approved/passed, you will be able to sit for the online examination in the next step(s) of your respective certification program course.
  - ▶ If denied/failed, you will receive an email stating modifications are needed. You can make corrections by clicking into your respective certificate course. Click on the “Modify” button. Feedback about the denial/failed status will be provided at this step

## SUBMITTING THE APPLICATION

When you have finished filling out the application form, click the red “Finish test” button in the upper right. Applicants will be asked to confirm that they are finished. If an applicant selects “No,” they may return to the form as needed; if “Yes” is selected, the application will be submitted to the ACBIS administration team.

## SUBMITTING PAYMENT

Pay your application fee; applications will not be processed until payment is confirmed.

- To pay online by credit card, [click here](#).
- To pay by check, include this [accompanying form](#).

Application fees are non-refundable.

## APPLICATION REVIEW AND VERIFICATION

### **Incomplete Applications**

Once the application is complete (form, payment, resume/CV, and employment verification), your file will be reviewed. You will receive an automated email when the status of your application is available. Applicants can view application status by logging in to the ACBIS Certification Program Portal.

- If approved/passed, candidates must pass both exams within one year of application approval.
- If denied/failed, applicants will receive an email stating that modifications are needed. Applicants can make corrections by clicking into the respective certification course. Click on the “Modify” button. Feedback about the denial/failed status will be provided at this step.

All applications and supporting materials are good for one year after starting application. Fees paid are applicable for up to one year from payment date.



# ACCOMMODATIONS FOR SPECIAL NEEDS (AMERICANS WITH DISABILITIES ACT)

ACBIS will provide reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who request and demonstrate the need for accommodation.

ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. Documentation of the requested accommodation must include documentation of need provided by an appropriate, licensed medical doctor, healthcare practitioner or other relevant professional on the professional's letterhead and within the past two years. Documentation is required to validate the type and severity of a disability to enable accommodations to be specifically matched with the identified functional limitation, to provide equal access to exam functions for all candidates.

Reasonable examination accommodations will be made at no extra charge to individuals with documented disabilities.

## TESTING ACCOMMODATION REQUESTS

**Permitted accommodation requests may include, but are not necessarily limited to:**

- Additional time
- Auxiliary aids or services

Upon receipt of an accommodation request, BIAA will review the information received and may contact the candidate, if needed, to obtain additional information. BIAA will determine the feasibility of any accommodation, including the specific accommodation requested by the candidate/participant, considering all relevant circumstances including, but not limited to the nature of the documented disability; the nature of the accommodation; and the accommodation's impact on the certification examination.

BIAA will inform the candidate regarding the accommodation decision. If the accommodation request is denied, the candidate may appeal the decision by submitting a written statement to BIAA explaining the reasons for the request. The appeal will be reviewed by the BIAA and response emailed to the candidate within 30 days of receipt. ACBIS's decision is final.

BIAA will make every reasonable effort to accommodate candidates' special needs and to meet ADA compliance. Candidates must formally request accommodation within seven days of applying and prior to testing to be considered. The accommodation request must include official supporting documentation.

Special accommodations must be requested in advance of exam using the request for accommodations form [here](#).

# PREPARING FOR THE EXAMINATION

By pursuing this certification, you are not only demonstrating your level of expertise, but you are also helping to advance the field of neurorehabilitation and proving your commitment to improving the lives of persons with acquired brain injury.

## HOW THE CBIS EXAM PROCESS WORKS

Applicants must be deemed eligible for the certification through the application process. All forms and fees must have been submitted prior to being approved to take the examination. Once approved to take the examination, the candidate can access and complete the examination in their individual ACBIS program portal.

- The examination is administered online with automated proctoring.
- Each applicant has two hours to complete the examination (unless accommodations have been requested under the ADA and approved).
- Examination sessions are not scheduled in advance. They are available at all times, unless the hosting company is maintaining its servers, or the servers are full in capacity.
- There are 70 multiple choice questions. All the questions are equal in value. Each question has five answer choices. There is only one correct answer for each question.
- Candidates must score 80% or higher on the examination to pass and receive certification.

## PREPARING FOR COMPUTER-BASED TESTING

### Exam Platform and Technical Requirements

It is the candidate's responsibility to ensure the following requirements are met.

- Candidates must have available an internet-connected desktop computer or laptop with a working web camera and microphone enabled. Any external monitors or additional displays must be disconnected.
- Candidates must have a reliable internet connection. Candidates can turn off other devices using bandwidth, move closer to a router, or plug in an Ethernet cable (highly recommended).
- The following web browser versions are supported:
  - ▶ Chrome
  - ▶ Firefox
- Candidates must have available a secondary device (i.e., smart phone or tablet) with a working camera and ability to scan a QR code.
- Candidates must have photo identification available. Acceptable IDs are driver's license, government-issued identification cards, passports, etc.

## TECHNICAL SUPPORT HOURS

Examination sessions are not scheduled in advance and are always available (with exception of server maintenance and full server capacities).

Depending on when a candidate sits for each examination, immediate assistance by BIAA's staff may not be available (i.e., outside of normal business hours, weekends, holidays, etc.).

**Regularly scheduled support hours:**

8:45 AM – 5:15 PM Eastern Time, Monday-Friday (not including holidays)

If you test outside of these hours and experience technical issues with your exam, you may contact BIAA via voicemail or email. A staff representative will contact you the next business day during support hours.

## ABOUT THE EXAM

### ► Use of Reference Materials and Note-Taking

This is a closed-book exam. Use of paper, notes, print, online references, and textbooks to assist with completing the exam are NOT permitted. Note-taking is also not permitted.

### ► Exam Time Limit

Candidates have two hours to complete the exam. Time starts when the first question appears.

### ► Exam Format

- All answers are multiple choice.
- Each candidate has exactly two hours to complete the examination (unless accommodation has been requested and approved under the ADA).
- Candidates must score 80% or higher on the examinations to move to the next step in the certification process certification.
- Candidates will receive exam scores after their proctor report has been reviewed.

## EXAM SCHEDULING

- Examination sessions are available at the candidate's convenience and not scheduled in advance (with exception of server maintenance and full server capacities).
- Depending on when a candidate sits for the examination, immediate assistance by technical support may not be available (i.e. outside of normal business hours, weekends, holidays, etc.).
- **Technical support hours:** 8:45 AM – 5:15 PM Eastern Time, Monday-Friday (not including holidays)

## EXAM PROCTORING

- The exam is administered online with automated proctoring. Permission for automated proctoring (including facial, screen, and audio capture recordings) is required during the entirety of the exam.
- The exam should be taken in a quiet room with no distractions.
- Papers, books, and notes are not allowed in the testing area. If these instructions are printed and needed at test time, please hold them to the screen (visible to the web camera) when in use. Otherwise, please remove them from the testing area once the examination has begun.
- No assistance of any kind may be given to or used by the examinee. Violations of this exam rule can include speaking to another person during the testing process, reading papers/notes, looking at another screen, stop sharing or leaving the testing screen while taking the test, or leaving the testing area while taking the test.
- Exam questions cannot be shared or written down.
- The use of headphones, headsets, earpieces and/or earbuds is prohibited.
- The use of more than one computer monitor is prohibited.
- The use of cell phones is prohibited other than for proctoring purposes (i.e., scanning the QR code and setting up camera) and calling BIAA technical support for troubleshooting technical issues.

## EXAM SETUP INSTRUCTIONS

**You will not be able to access the CBIS online examination until you have an approved application and have completed the Automated Proctoring System Pre-Check. Please treat the pre-check as if it were an official examination and complete it in the same setting as you plan for official testing. Instructions apply below.**

1. Confirm a quiet environment free of distractions and clear the entire area of all study materials and resources.
2. Close all other applications and browser tabs except that being used by YouTestMe GetCertified.
  - ▶ During your testing session, it is recommended to turn off any alert notifications (i.e. new message/email) as pop-ups may boot you out of the examination. Do not click on any alerts that may pop-up.
3. Disconnect any external monitors or additional displays, if applicable.
4. Log into your individual program portal, click on My Assignments, then click the My Training Courses tab and click on the Certification course in which you are enrolled.
5. Click on the Examination step and click Start. Use the Back or Next button if needed. Be sure you are in the Test tab and not the Description or Attachments tab.
6. Read the Instructions provided in full and confirm your agreement by clicking on the checkbox and then clicking Start with Proctor.
7. Complete the Equipment check and accept the conditions of automated proctoring:
  - ▶ Browser check
  - ▶ Webcam check – allow use of device camera
  - ▶ Microphone check – allow use of device microphone
  - ▶ Network check
  - ▶ Screen check – allow entire screen of the device to be shared and disable any additional displays
8. Take a photo with your face fitting into the oval frame on the screen. Make sure there is enough light in the room. If the photo is not verified, please take a new photo. Click Next.
9. Take a photo of your ID fitting into the frame on the screen. Click Next.
10. Scan the QR code with your smartphone (using your camera) and open the received link in a browser on your smart phone. Click the Play button and allow “proctor-dev.youtestme.com” to access your camera. Once your camera is successfully connected, display your surrounding testing area. You can use the top right button to flip your camera if needed. Set your phone (behind or to your side) in an area that can examine 360° view of your testing area. Keep your phone plugged and charged if needed.
11. Click Next and share your entire screen if asked again.

12. Click Hide to remove the “biaa.youtestme.com is sharing your screen” notice before continuing. Do not click stop sharing; otherwise, you will be violating testing guidelines.
13. Click Continue to begin the examination.
  - ▶ Answer all multiple-choice questions.
  - ▶ As questions are answered, the progress bar on the right-hand side changes, as does the chart of answered and unanswered questions.
  - ▶ There are multiple ways to move through the test:
    - Use the up & down arrow if you click outside the answer field,
    - Use the track pad or a mouse wheel to scroll, or
    - Use the narrow scroll bar on the far right of the screen.
14. At the conclusion of the examination, click on Finish and Submit at the top right of the page. Confirm, in the popup that appears, that you are finished. If you select “No,” you may return to the form as needed; if you select “Yes,” your answers will be finalized and submitted for scoring.
15. You may exit the browser on your smart phone as the camera is no longer required.

## EXAM SECURITY AGREEMENT

Candidates must read and agree to an Exam Security Agreement at the commencement of the exam. If the candidate agrees with the Exam Security Agreement statements, they may proceed to the exam. If the candidate does not agree with the Exam Security Agreement statements, they will be exited from the testing program and will not proceed with taking the exam.

Breaches of exam security or cheating include (but are not limited to):

- Finding out, or trying to find out, the contents of any exam question or paper.
- Impersonating a candidate or letting someone impersonate another person during the exam.
- Obtaining through any means an exam question or paper before the established exam date and time
- Trying to gain an unfair advantage or helping others to gain an unfair advantage.
- Sharing details of the exam with others through any means before, during or after the exam
- Copying or allowing somebody to copy from your work during an exam.
- Having or using notes or any other tools or sources of information during an exam.
- Copying, disclosing, publishing, reproducing, or transmitting the exams in whole or in part, in any form or by any means, whether verbal, written, electronic, or mechanical, for any reason.

Candidates who know of any breach of exam security must report it to BIAA immediately. Any attempt to breach exam confidentiality by sharing details of the exam with others is considered professional misconduct and should be handled accordingly either by ACBIS or any other professional association to which a candidate belongs (and to whom the ACBIS will report such incidents).

Violators of exam security will be dismissed from the testing center. Exam results, certification and fees will be withheld. Certificants' certification will be canceled if it is confirmed they breached exam security. This exam is proprietary and belongs to the Brain Injury Association of America.

## SCORING PROCEDURES

Candidates must score 80% or higher on the 70 multiple-choice question examination for a passing score and must receive a positive proctoring report to move forward with achieving the CBIS certification.

### How the Proctoring Report Works

The automated proctor reports potential testing irregularities and an ACBIS administrator will evaluate each recorded testing session. If violation of testing rules is observed, the candidate may be dismissed from the examination session and/or the examination will be invalidated. Violation of rules may disqualify a candidate from certification.

The passing of the test is contingent on a positive proctoring report. Review may take up to 5-7 business days. Candidates will receive in real-time pop-up notices on their testing screen when certain behaviors are noticed. Some of the behaviors monitored and flagged in the system include:

- Face is not visible in the camera
- Several faces in front of the camera
- Conversation or noise in the background
- No network connection

Understandably, some of these notices may not be accurate (i.e., face is not visible due to poor lighting, glare, or reflection from glasses, or wearing a mask). Please understand that having pop-ups alone will not void your examination.

Please make note: Exam results may be invalidated and/or candidates may be asked to retake the examination if certain behaviors are noticed including, but not limited to:

- Webcam is disabled
- Microphones are muted
- Second display is used
- No connection to a mobile camera (if this notice appears throughout the exam, it could indicate you have minimal to no internet connection preventing the camera from being connected or it could have turned off during the testing session due to screen timeout settings)
- No network connection (if this notice appears throughout the exam, it could indicate you have minimal to no connection preventing the test from being fully recorded)
- Another person is observed in the room

## RECEIVING AN EXAM RESULT

Passing of the CBIS Exam is contingent on scoring 80% or higher and receiving a positive proctoring report. Your test will be reviewed for suspicious behavior by the system and an ACBIS administrator. Review of the exam proctoring report may take up to 5-7 business days. Candidate proctoring reports show as verified once review is complete. Candidates will also receive an email notification once their report is available. The report will include the conclusion of the proctor report along with a pass/fail status.

If a candidate passes the exam and receives a positive proctoring report, a certificate demonstrating the CBIS Certification has been earned will be presented in the candidate's profile.

## RETAKE THE EXAM

Candidates have one year from date of application approval to pass the exam with two attempts. Candidates will need to contact BIAA for the retake via email at [ACBIS@biausa.org](mailto:ACBIS@biausa.org) (if applicable).

# MAINTENANCE OF CERTIFICATION: CBIS

## CERTIFICATION MAINTENANCE REQUIREMENTS

The certification is valid for one year and requires an annual renewal. The continuing education requirement is 10 Continuing Education Units (CEUs). Earning of CEUs and submission of the online CBIS renewal application must be completed within the one-year renewal period. Printed, mailed, or faxed copies of renewal applications or documentation will not be accepted.

## MAINTENANCE OF CERTIFICATION FEES

To renew the CBIS credential, a renewal fee of \$70 is required annually. Renewal payments are remitted at [shop.biausa.org](http://shop.biausa.org).

## SUBMISSION OF CONTINUING EDUCATION

The CBIS renewal application can be accessed within the ACBIS portal ([biaa.youtestme.com](http://biaa.youtestme.com)). To renew your CBIS certification, ten (10) contact hours of continuing education (CE) are required annually. CEs must be completed within your valid certification period. Certificants must obtain CE hours from a minimum of two (2) activities. Please visit the BIAA website for a full explanation and listing of acceptable activities and corresponding credits.

In the CE question text box, candidates will enter or copy and paste a numbered list of the CEs obtained within their most recent renewal period. Information required is:

- Date(s) of attendance or completion
- Number of credit hours claimed
- Type of continuing education activity (i.e., journal article, webinar, conference, etc.)
- Title of the activity, credit, publication, or presentation
- Description of the CE activity
- Sponsoring/presenting organization or publication

## CONTINUING EDUCATION ACTIVITIES

Continuing education topics must be directly related to brain injury (ABI/TBI) or applicable to brain injury. Examples of topics applicable to brain injury include gait, SUD, dysphagia, etc. CE hours must be completed from a minimum of two activities.

### **Acceptable Continuing Education Activities**

- Attendance or presentations at state and national conferences with lectures related to brain injury (all contact hours for BIAA conferences may be applied). For other professional conferences (i.e., ASHA), contact hours will only be applied for lectures specifically related to brain injury. This option applies to both conference attendees and conference presenters of brain injury-related lectures.

- College/University courses related to brain injury (contact hours can equal no more than 50% of required CE hours). This applies to teaching and taking a course.
- Online courses related to brain injury from a professional development online resource.
- Facility In-Services related to brain injury (in-services, lectures, or workshops provided within work environment).
- Presentations/Poster presentations related to brain injury that were either attended or presented. If presenting, only the time it took to present is acceptable towards CEs.
- Webinars that are professionally oriented and related to brain injury from BIAA or outside sources.
  - If a certificate of attendance is not provided for a webinar, complete a Webinar Review Form for documentation.
- Journal article review: Certificants may read current (published within the past three years) brain injury-related articles from journals that are peer-reviewed, or industry and association publications approved by professional and licensing organizations. Complete a Journal Article Review Form as proof of completion. One CEU will be awarded for each article reviewed.
  - BIAA offers the Journal of Head Trauma Rehabilitation (JHTR) for \$50 when purchased with the annual renewal.
- Journal study groups: Certificants may organize journal study groups that meet regularly to review and discuss specific articles related to brain injury. Group members should take brief notes at their meetings. If audited, group meeting notes or the Journal Article Review Form may be submitted for CE documentation. One CEU will be awarded for each meeting.
- Published articles: Authors of brain injury-related articles can apply credits toward their CE requirement. Peer-reviewed journals are preferred but are not required. Newsletter articles do not apply. Primary authors can receive three CEUs per article; secondary authors can receive two CEUs.

**Non-Acceptable Continuing Education (CEs):**

- Podcasts
- General CPR training
- General operational workplace training, such as organizational guidelines, labor relations, compensation and benefits, and performance management
- Normal job responsibilities
- Books and magazine articles pertaining to autobiographical or biographical survivor accounts
- Movies or films
- Webinars pertaining to survivor accounts
- Fundraising events
- Training in preparation of the CBIS/CBIST certification

## CERTIFICATION RENEWAL APPLICATION REVIEW

BIAA ensures that all complete applications are reviewed to determine if the certificant meets all certification renewal requirements and that all required information has been properly submitted. Renewal applications will only be reviewed when both application and payment are submitted. ACBIS reserves the right to verify any information submitted with an application and to request further information or documentation from the certificant as needed.

If the submitted renewal application does not meet the requirements, certificants will be given an opportunity to update the information. The corrected information will then be reviewed for approval.

## CERTIFICATION EXPIRATION AND FAILURE TO RENEW

Certification expiration dates can be found on a candidate's certificate, within their ACBIS portal and via the Certificant Verification Registry on the BIAA website.

Certificants are provided a 60-day grace period from the time of their expiration date to submit renewal and payment without penalty. The grace period ONLY applies to submission of renewal application and payment. It does not apply to the continuing education events. All CEUs must be earned within the renewal period.

Certificants can submit the required documentation up to 90 days past the certification expiration date with the addition of a \$25 late fee. BIAA must be contacted for the late fee link.

Certificants who do not submit their renewal application and payment within 90 days of their expiration date will move to inactive status and are not permitted to use the CBIS designation.

Reinstatement of the credentials can be permitted up to two renewal periods, as long as CEs were maintained during the lapsed timeframe.

Reinstatement Fees:

- \$155 for one lapsed renewal period
- \$225 for two lapsed renewal periods

Certificants must contact BIAA for the appropriate fee and application access.

Individuals who do not reinstate within the above-mentioned timeframe will be required to submit a new application, pay the fee, and retake the ACBIS exam.

# MAINTENANCE OF CERTIFICATION: CBIST

## CERTIFICATION MAINTENANCE REQUIREMENTS

The certification is valid for one year and requires an annual renewal. The continuing education requirement is 15 Continuing Education Units (CEUs) and 8 training hours. Earning of CEUs and submission of the online CBIST renewal application must be completed within the one-year renewal period. Printed, mailed, or faxed copies of renewal applications or documentation will not be accepted.

## MAINTENANCE OF CERTIFICATION FEES

To renew the CBIST credential, a renewal fee of \$70 is required annually. Renewal payments are remitted at [shop.biausa.org](http://shop.biausa.org). BIAA reserves the right to adjust fees at any time.

## SUBMISSION OF CONTINUING EDUCATION

The CBIST renewal application can be accessed within the ACBIS portal ([biaa.youtestme.com](http://biaa.youtestme.com)). To renew your CBIS certification, ten (10) contact hours of continuing education (CE) are required annually. CEs must be completed within your valid certification period. Certificants must obtain CE hours from a minimum of two (2) activities. Please visit the ACBIS website for a full explanation and listing of acceptable activities and corresponding credits.

In the CE question text box, candidates will enter or copy and paste a numbered list of the CEs obtained within their most recent renewal period. Information required is:

- Date(s) of attendance or completion
- Number of credit hours claimed
- Type of continuing education activity (i.e., journal article, webinar, conference, etc.)
- Title of the activity, credit, publication, or presentation
- Description of the CE activity
- Sponsoring/presenting organization or publication

## CONTINUING EDUCATION ACTIVITIES

Continuing Education topics must be directly related to brain injury (ABI/TBI) or applicable to brain injury. Examples of topics applicable to brain injury include gait, SUD, dysphagia, etc. CE hours must be completed from a minimum of two activities.

### Acceptable Continuing Education Activities

- Attendance or presentations at state and national conferences with lectures related to brain injury (all contact hours for BIAA conferences could be applied). For other professional conferences (i.e., ASHA), contact hours will only be applied for lectures specifically related to brain injury. This option applies to both conference attendees and conference presenters of brain injury-related lectures.
- College/University courses related to brain injury (contact hours can equal no more than 50% of required CE hours). This applies to teaching and taking a course.
- Online courses related to brain injury from a professional development online resource.
- Facility In-Services related to brain injury (in-services, lectures, or workshops provided within work environment).
- Presentations/Poster presentations related to brain injury that were either attended or presented. If presenting, only the time it took to present is acceptable towards CEs.
- Webinars that are professionally oriented and related to brain injury from BIAA or outside sources. BIAA sponsors quarterly webinars on various topics related to brain injury.
  - ▶ Live webinars sponsored by BIAA are awarded one CE.
  - ▶ Recorded webinars can be purchased for CE credit on BIAA's Marketplace.
  - ▶ If a certificate of attendance is not provided for a webinar, complete a Webinar Review Form for documentation.
- Journal article review: Certificants may read current (published within the past three years) brain injury-related articles from journals that are peer-reviewed, or industry and association publications approved by professional and licensing organizations. Complete a Journal Article Review Form as proof of completion. One contact hour will be awarded for each article reviewed. BIAA offers the Journal of Head Trauma Rehabilitation (JHTR) for \$50 when purchased with the annual renewal.
- Journal study groups: Certificants may organize journal study groups that meet regularly to review and discuss specific articles related to brain injury. Group members should take brief notes at their meetings. If audited, group meeting notes or the Journal Article Review Form may be submitted for CE documentation. One CE will be awarded for each meeting.
- Published articles: Authors of brain injury-related articles can apply credits toward their CE requirement. Peer-reviewed journals are preferred but are not required. Newsletter articles do not apply. Primary authors can receive three contact hours per article; secondary authors can receive two contact hours.

**Non-Acceptable Continuing Education (CEs):**

- Podcasts
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- General operational workplace training, such as organizational guidelines, labor relations, compensation and benefits, and performance management
- Normal job responsibilities
- Books and magazine articles pertaining to autobiographical or biographical survivor accounts
- Movies or films
- Webinars pertaining to survivor accounts
- Fundraising events
- Training in preparation of the CBIS/CBIST certification

**SUBMISSION OF TRAINING EVIDENCE**

To renew the CBIST certification, eight (8) hours of ACBIS or brain injury related training is required annually. CBISTs should document the objectives, content, and attendance information for each training in anticipation of a random renewal audit.

Training topics may include CBIS or Brain Injury Fundamentals trainings, topics related to brain injury, and/or topics that are applicable to brain injury.

Within the renewal application, in the training question text box, candidates will enter or copy and paste all brain injury-related training that they have presented/provided within their most recent renewal period. Required information includes:

- Date(s) of presentation
- Number of hours presenting
- Title of presentation
- Location of presentation (i.e., organization, city, state)

**CERTIFICATION RENEWAL APPLICATION REVIEW**

BIAA ensures that all complete applications are reviewed to determine if the certificant meets all certification renewal requirements and that all required information has been properly submitted. Renewal applications will only be reviewed when both application and payment are submitted. ACBIS reserves the right to verify any information submitted with an application and to request further information or documentation from the certificant as needed.

If the submitted renewal application does not meet the requirements, certificants will be given an opportunity to update the information. The corrected information will then be reviewed for approval.

## CERTIFICATION EXPIRATION AND FAILURE TO RENEW

Certification expiration dates can be found on a candidate's certificate, within their ACBIS portal and via the Certificant Verification Registry on the BIAA website.

Certificants are provided a 60-day grace period from the time of their expiration date to submit renewal and payment without penalty. The grace period ONLY applies to submission of renewal application and payment. It does not apply to the continuing education events. All CEUs must be earned within the renewal period.

Certificants can submit the required documentation up to 90 days past the certification expiration date with the addition of a \$25 late fee. BIAA must be contacted for the late fee link.

Certificants who do not submit their renewal application and payment within 90 days of their expiration date will move to inactive status and are not permitted to use the CBIST designation.

Reinstatement of the credentials can be permitted up to two renewal periods if CEs were maintained during the lapsed timeframe.

Reinstatement Fees:

- \$25 late fee for submission of renewal application and/or fees submitted 61-90 days after expiration date
- \$155 for one lapsed renewal period
- \$225 for two lapsed renewal periods

Certificants must contact BIAA for the appropriate fee and application access.

Individuals who do not reinstate within the above-mentioned timeframe will be required to submit a new application, pay the fee, and retake the ACBIS exam.

# ETHICS, COMPLAINTS, AND DISCIPLINARY ACTIONS

## ACBIS ETHICS CODE

The ACBIS Ethics Code is intended to serve as a guide to the everyday conduct of certified brain injury specialists. It represents standards of ethical behavior in professional relationships with people receiving brain injury rehabilitation services, with colleagues, with employers and employees, with other individuals and professionals, and with the community and society.

This code is based on the fundamental values and principles of the brain injury rehabilitation field and profession. These include respecting the worth, dignity, and uniqueness of all persons as well as their rights and opportunities and obligations within a safe, caring environment. It honors the need for certified brain injury specialists to keep the person's wants and needs primary in service delivery, to advocate for individual rights and interests, and to oppose discrimination in services and in the community. It also recognizes that specialists treat people as people first. The helping relationship is foremost in providing services. The philosophy of brain injury rehabilitation fosters and promotes these values.

This code offers general principles to guide conduct in situations that have ethical implications. It provides the basis for making decisions about actions to take. Certified Brain Injury Specialists are expected to take into consideration all the principles in this code that have a bearing upon any situation in which professional intervention and ethical judgment are required. Frequently, the situation determines the ethical principles that apply and the manner of their application. The specialist should consider not only the ethical principles, but also the entire code and its spirit. Specific applications of ethical principles must be judged within the context in which they are being applied.

## MAJOR ETHICAL PRINCIPLES

The following principles should guide certified brain injury specialists in their various professional roles, relationships, and levels of responsibility.

### **The Conduct of a Certified Brain Injury Specialist**

- Specialists maintain high standards of personal conduct in their role as a certified brain injury specialist.
- Specialists strive to be proficient in brain injury rehabilitation and in the delivery of services.
- Specialists regard as primary the obligation to help individuals achieve their needs and self-determined goals.
- Specialists promote multicultural competence in all places and relationships in the practice of brain injury rehabilitation.
- Specialists promote and participate in full discussion of potential ethical dilemmas and decision-making.

**Certified Brain Injury Specialists' Ethical Responsibility to People Receiving Services**

- The primary responsibility of specialists is to persons receiving brain injury rehabilitation services.
- Specialists refrain from entering dual relationships with persons receiving their services.
- Specialists act with integrity in their relationships with colleagues, families, significant others, other organizations, agencies, institutions, referral sources, and other professions to maximize benefits for persons receiving services.
- Specialists make every effort to support the maximum self-determination of each person served.
- Specialists respect the privacy of persons receiving services and hold in confidence all information obtained in the course of professional service.

**Certified Brain Injury Specialists' Ethical Responsibility to Colleagues**

- Specialists treat colleagues with respect, courtesy, fairness, and good faith.
- Specialists understand the knowledge and skills other providers bring to the rehabilitation process.

**Certified Brain Injury Specialists' Ethical Responsibility to the Profession**

- Specialists uphold and advance the mission, ethics, and principles of ACBIS and the field of brain injury rehabilitation.
- Specialists assist the profession by promoting the field of brain injury rehabilitation.
- Specialists take responsibility for identifying and developing experience-based brain injury rehabilitation knowledge.
- Specialists actively incorporate research and experience-based brain injury rehabilitation knowledge into their practice.

**Certified Brain Injury Specialists' Ethical Responsibility to Society**

- Certified Brain Injury Specialists promote the general welfare of society by opposing discrimination and increasing understanding of brain injury disability and recovery.
- Specialists advocate for a system of care that responds to the needs of people with brain injuries.

## IMPLEMENTATION OF THE CERTIFIED BRAIN INJURY SPECIALISTS CODE OF ETHICS

All specialists practice within the scope of the guidelines herein.

If Certified Brain Injury Specialists do not conduct themselves in accordance with the Code of Ethics, persons receiving services, advocates, or other professionals can initiate a complaint

### COMPLAINTS AGAINST CERTIFICANTS

Complaints may be made by people receiving services from the certified brain injury specialist or by colleagues of the specialist. Complaints shall be made in writing and submitted to [ACBIS@biausa.org](mailto:ACBIS@biausa.org). The complaint must specify exactly which principle in the code is being violated and how. When a complaint is made, the certificant will be immediately notified and asked to respond to the complaint in writing. The specialist will have 30 days to prepare a response and submit it to a review panel of three board members selected by the chair.

### COMPLAINT REVIEW

The members of the review panel will have 30 days to review the complaint and to request additional information from either party. The complainant may request a hearing in person. The review panel will then meet and discuss their findings. The review panel will vote to any of the following findings:

- Complaint not valid
- Complaint judged valid – suspension
- Complaint judged valid – revocation

### DETERMINATION OF VIOLATION AND SANCTIONS

- The complaint is not valid and is dismissed.
- The complaint is judged valid. The accused Specialist will be told to cease unethical activity. The accused Specialist will be suspended from the Certification Program for a specified amount of time (1 to 3 years).
- The complaint is judged valid. The accused Specialist's registration will be revoked. The revocation will be published in ACBIS communications to members and on the ACBIS website. The Chair of the ACBIS board will forward the findings to the accused and the complainant. The findings of the ACBIS review panel may be appealed to the Chair of the ACBIS board. The decision of the ACBIS Chair is final.

## APPEAL

Within thirty (30) days from receipt of the notice of violation, the affected candidate/certificant may submit to the ACBIS Chair via email a request for an appeal. Any candidate/certificant receiving an adverse decision will receive a copy of this policy along with notification of the appeal period.

Upon receipt of a request for appeal, the ACBIS Chair will establish an Appeal Committee consisting of at least three, but not more than five, individuals. This Appeal Committee may review one or more appeals, upon request of the Chair. No one with any personal involvement or conflict of interest may serve on the Appeal Committee.

The Appeal Committee may only review whether the determination by ACBIS of a violation of the certification program policies and/or rules was inappropriate because of:

- Material errors of fact, or
- Failure of the Review Committee or ACBIS to conform to published criteria, policies, or procedures.

Only facts and conditions up to and including the time of ACBIS's determination as represented by facts known to ACBIS are considered during an appeal. The appeal shall not include a hearing or any similar trial-type proceeding. Legal counsel is not expected to participate in the appeal process, unless requested by the candidate/certificant and approved by ACBIS and the Appeal Committee. ACBIS and the Appeal Committee may consult legal counsel.

The Appeal Committee conducts and completes the appeal within 90 days after receipt of the request for an appeal. Written appellate submissions and any reply to submissions may be made by authorized representatives of the candidate/certificant and of ACBIS. Submissions are made according to whatever schedule is reasonably established by the Appeal Committee. The decision of the Appeal Committee either affirms or overrules the determination of ACBIS but does not address a sanction imposed by ACBIS. The Appeal Committee will confirm receipt of all communications including the initial appeal and will provide notice to the candidate/certificant of the end of the appeals-handling process.

The Appeal Committee decision is binding upon ACBIS, the candidate/certificant who is subject to the termination, and all other persons.

## RESIGNATION

If a certificant who is the subject of a complaint voluntarily surrenders his or her certification at any time during the investigation of a complaint under these procedures, the complaint is dismissed without any further action by the Review Committee, ACBIS, or an Appeal Committee established after an appeal. Such resignation must include resignation of all ACBIS credentials held by the individual. The entire record is sealed, and the individual may not reapply for certification by ACBIS. However, ACBIS may authorize the Chair to communicate the fact and date of resignation, and the fact and general nature of the complaint, which was

pending at the time of the resignation, to or at the request of a government entity engaged in the administration of law. Similarly, in the event of such resignation, the certificant's employer and the person or entity who submitted the complaint are notified of the fact and date of resignation and that ACBIS has dismissed the complaint as a result.

## **CBIS/ CBIST RETIREE DESIGNATION**

The honorary CBIS-Retired and/or CBIST-Retired designation is intended to acknowledge this accomplishment for those who wish to voluntarily relinquish active CBIS/CBIST certification status due to retirement.

Once the retired designation has been made, an individual may use it after their name but may not actively practice as a CBIS or CBIST without reinstating or reapplying for certification in accordance with the policies and procedures. Certificants who intend to provide consulting, teaching, or other services in the future using the CBIS or CBIST certification should maintain it.

## CERTIFICATION VERIFICATION

BIAA publishes a register of certificate holders on its public website (<https://www.biausa.org/acbis-certificant-verification>). Visitors to the website will be able to see who holds a current certification. Each listing will include the certificate holder's current name, organization (if available), the country and city where they are based, certification type, and the date when certification expires.

By applying for certification, candidates agree to be included in the public register.

If a certification lapses, anyone searching for it will be notified only that a name does not appear on the register.

### USE OF THE REGISTER

BIAA does not allow anyone to access the register for any purpose apart from verifying its certifications.

### PRIVACY

BIAA's ACBIS program will not respond to requests for information about candidates beyond confirming information in the public register. All information collected from candidates is held only for the purposes of confirming eligibility for certification and for developing clear standards for the profession.



## USE OF CERTIFICATION MARKS

After receiving notification of the official CBIS or CBIST designation, the credential(s) granted may be used only if the individual's certification remains valid and in good standing.

Individuals may not use the credential(s) until they have received specific notification that they have successfully completed all requirements, including passing the required exam(s). Certificants must comply with all certification renewal requirements to maintain use of the credential(s).

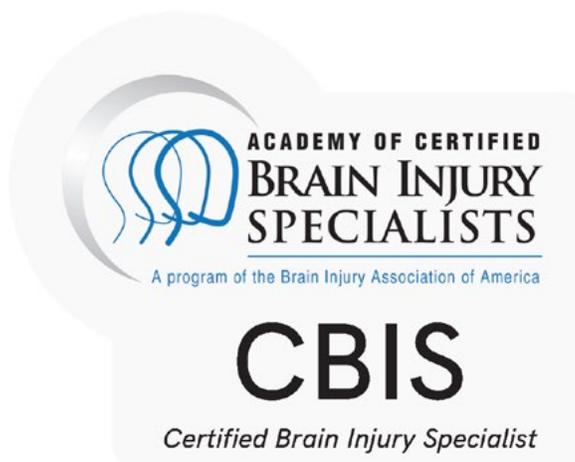
The use and/or display of the official ACBIS acronyms or designation names, except as permitted by this policy, is prohibited. Individuals who fail to maintain certification / recertify or whose certification is suspended or revoked must immediately discontinue use of the certification mark(s) and are prohibited from stating or implying that they hold the certification.

### ACCEPTABLE USE

Individuals who have earned the credential(s) may identify themselves as a "CBIS or CBIST" for each discipline certified.

The name and official acronym may be used only if the certification is valid and in good standing. Certification is a non-transferable, revocable, limited, non-exclusive license to use the certification designation and is subject to compliance with the policies and procedures of ACBIS.

Certified individuals may not make misleading, deceptive, or confusing statements regarding their certification status.



## CERTIFICATE

Each certificant will receive a certificate for each credential granted. All certificates are non-transferrable.

Each certificate will include, at a minimum, the following information:

- Name of the credential
- Name of the certified individual
- Unique certification number
- Signature of the ACBIS Chair and BIAA CEO
- Reference to the scope and limitations of the certification, including:
  - Professional certification indicates that the individual has met all the requirements of the designated certification program.
- Expiration date

Individuals who renew their certification (recertify) will receive a new certificate, available in the ACBIS portal with a new certificate number.

## SECURITY

Certificates include the electronic signature of the ACBIS Chair and the BIAA CEO. All certificates are produced with an ACBIS watermark, a unique certification number and the official ACBIS logo to reduce the risk of fraud, forgery, and counterfeit.

## OWNERSHIP

BIAA retains sole ownership of all certificates.

# CERTIFIED BRAIN INJURY SPECIALIST STUDY OUTLINE

## ACBIS Exam Content Outline: Domains and Tasks

**Use the Basic Brain Injury Skills and Knowledge to optimize independence and promote an individual's health: this area covers tasks or foundational knowledge that brain injury specialists will utilize with most clients; it represents basic commonly used skills and knowledge.**

Knowledge of :

- ▶ Cognitive Complications
- ▶ Neurobehavioral Complications
- ▶ Physical Complications
- ▶ Rehabilitation Treatment Approaches
- ▶ Outcome Measurement
- ▶ Neuropsychology
- ▶ Families
- ▶ Fatigue and Sleep Disturbance
- ▶ Medical Complications
- ▶ Brain Injury Definitions and Cause of Injury (brain behavior relationships)
- ▶ Mild TBI

## ACBIS Exam Content Outline: Domains and Tasks

**Use the Basic Brain Injury Skills: this area covers tasks or foundational knowledge that brain injury specialists may utilize with some but not all clients.**

Knowledge of :

- ▶ Aging with a Brain Injury
- ▶ Substance Misuse
- ▶ Neuroprotection and Neuroplasticity
- ▶ Psychosocial Complications
- ▶ Legal and Ethical Issues
- ▶ Disorders of Consciousness
- ▶ Return to Work
- ▶ Gender and Sexuality
- ▶ Military Populations
- ▶ Pediatrics and Adolescents

## ACBIS Exam Content Outline: Domains and Tasks

Applied Science

Cultural Competency

Neuroanatomy and Neuroimaging



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