



## CBIST Renewal Requirement

**Audit Information:** CBIST certificants should maintain continuing education (CE) and training documentation for up to three years in the case of a random audit. Documentation of training and/or CEUs is not required at time of renewal application submission. However, it will be required in case of audit.

### Continuing Education (CE) Annual Requirement:

1. The CE Requirement for CBISTs is 15 continuing education units (CEU) and 8 training hours.
2. All CEUs and training hours **must** be earned during the one-year renewal period. Any grace period is for submission of renewal application and fee payment only.
3. CEUs must be earned from a **minimum of two sources/events**.
4. CE topics must be specific to brain injury.

### Acceptable Continuing Education (CEs):

- **Attendance or Presentations at State and National Conferences** with lectures related to brain injury (all CEUs for BIAA conferences could be applied). For other professional conferences (i.e., ASHA), CEUs 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 (CEUs can equal no more than 50% of required CEUs). This applies to teaching and taking a course.
- **Online Courses** related to brain injury from a professional development online resource.
- **Facility In-Services** specific to brain injury (in-services, lectures, or workshops provided within work environment).
- **Podcasts** Educational and informational podcasts are accepted only with the following guidelines: Maximum of two (2) podcasts equaling two (2) continuing education units each renewal period. Detailed information about each podcast is required, including title, podcast host and credentials, as well as either learning objectives or references utilized within the podcast. For documentation of podcast CEUs, please complete this [Podcast Review Form](#).
- **Presentations/Poster Presentations** specific to brain injury that were either attended or presented. If presenting, only the time it took to present is considered as acceptable CEUs.
- **Teaching** Brain Injury Fundamentals self-paced course: Certificants teaching the self-paced Brain Injury Fundamentals course who are current CBIST certificants may earn up to two (2) CEUs per renewal period and/or up to two (2) training hours.
- **Webinars** that are professionally oriented, current (published within the past three years) and related to brain injury from BIAA or outside sources. BIAA sponsors quarterly webinars on assorted topics related to brain injury.
  - Live webinars sponsored by BIAA are awarded one CEU.
  - Recorded webinars can be purchased for CEU credit on [BIAA's Marketplace](#).
  - If a certificate of attendance is not provided for a webinar, complete this [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 this [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 renewal application.
- **Journal Study Groups:** Certificants may organize journal study groups that meet regularly to review and discuss articles specific to brain injury. Group members should take brief notes at their meetings. If audited, group meeting notes or the above 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 (3) CEUs per article; secondary authors can receive two (2) CEUs.

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

- First Aid training
- General CPR training
- General operational workplace training, such as organizational guidelines, labor relations, compensation & benefits, performance management
- Normal job responsibilities
- Books and magazine articles pertaining to auto-biographical or biographical survivor accounts
- Movies or films
- Webinars pertaining to survivor accounts
- Fundraising events
- Training in preparation to sit for the CBIS/T certification exam

**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 course in anticipation of a random renewal audit. Training topics may include ACBIS 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 all brain injury-related trainings 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)