



CBIS Renewal Requirement

Audit Information - CBIS certificants should maintain Continuing Education (CE) documentation for up to three years in the case of a random renewal audit. Do not submit CE documentation with your renewal application. If audited, you will be asked to submit documentation at that time.

Continuing Education (CE) Annual Requirement:

1. The CE Requirement for CBISs is 10 Continuing Education Units (CEUs).
2. All CEUs **must** be earned during the one-year renewal period.
3. CE hours must be completed from a **minimum of 2** sources/events.
4. CE topics must be specific to brain injury.

Acceptable Continuing Education (CE):

- **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), 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** related to brain injury that were either attended or presented. If presenting, only the time it took to present is acceptable towards CEUs.
- **Teaching** Brain Injury Fundamentals self-paced course: Certificants teaching the self-paced BIF course who are current CBIS certificants may earn up to two (2) continuing education units (CEU) per renewal period.
- **Webinars** that are professionally oriented, current (published within the last three years) and related to brain injury from BIAA or outside sources. BIAA sponsors quarterly webinars on various topics related to brain injury.
 - Live webinars can be purchased for CE credit on [BIAA's Marketplace](#).
 - Recorded webinars can be purchased for CE 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 contact hour will be awarded for each article reviewed.
- **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 of the CBIS/T certification