



ACBIS Group Administrator Guide

About ACBIS Certifications:

The Academy of Certified Brain Injury Specialists (ACBIS) offers a voluntary national certification program for direct-care staff and professionals working in brain injury services. ACBIS Certifications are designed to meet the challenge of improving the quality of life of persons with brain injury. The following guide outlines ACBIS group certification process for Group Administrators.

Purpose of the Group Administrator:

The designated individual is the primary contact for group certification, defined as groups of five or more candidates. The Group Administrator submits the ACBIS Group Registration Form in the ACBIS Portal. The Group Administrator can be anyone coordinating a group to apply for ACBIS certifications.

ACBIS Group Registration Form:

ACBIS requires one (1) submission of the ACBIS Group Registration Form to coordinate group certification process and confirm appropriate use of group certification concessions.

Create an account or sign in to the [ACBIS Portal](#). Open 'My Assignments' and select start on 'ACBIS Group Registration Form.' Provide your contact information and list all applicants in the registered group. Please be sure to click submit.

The ACBIS Portal will not provide notification of the Group Registration Form's acceptance. ACBIS will use this information to verify appropriate use of the discounted group application fee and contact the Group Administrator as needed.

Grace Period: There is a two-week grace period to make changes or additions to the ACBIS Group Registration Form. Please contact ACBIS Staff to reopen your Group Registration Form in the ACBIS Portal.

Application Fee:

The Application Fee is paid in the [BIAA Marketplace](#) or via check with the [accompanying form](#). Please instruct applicants to either self-pay or use a group payment's order confirmation.

Pricing Structure: ACBIS offers tiered pricing based on group size as follows below:

Individual Rate: \$325

Group Rate (fees are per person):

<u>Cost Level</u>	<u>Candidates per Group</u>	<u>Cost per Person</u>
A	1-4	\$325
B	5-29	\$250
C	30+	\$225

If there is a group payment, provide the order confirmation number to all applicable applicants for their individual application. For check payments, please instruct all applicable applicants to use the organization's name or check number as the payment identifier on the application.

Refund Policy: Application fees are non-refundable apart from ineligibility. If an applicant cannot complete the certification, you may perform a substitution within one year of the original payment. Please submit the [Substitution Fee](#) and include the incoming and outgoing applicant names.

How to Assist Applicants:

All applicants must create an account and submit their own individual application. To access the application, open 'Assignments,' and select 'My Training Courses.' Start the intended certification (i.e., CBIS Certification, PCBIS Certification, CBIST Certification). Start the certification application and review the instruction terms in the pop-up window provided. Please refer to: [How to apply for an ACBIS Certification](#).

Employment Verification Form: It is the applicant's responsibility to retrieve and complete the Employment Verification Form with a qualified verifier. Please either attach the EV Form to Question 22 of the CBIS Application or email the form to: applications@biausa.org.

FAQ:

- **Where can I find training information?**
Certified Brain Injury Specialist Trainers (CBISTs) offer and coordinate training. While training is not required for certification, it is beneficial from a learning perspective. Group Administrators are welcome to contact trainers from our [map and directory](#) for pricing and availability.
- **How long do I have to complete my ACBIS Application?**
ACBIS holds all application materials, including payment, for one calendar year.

- **How can we know the application status?**
ACBIS reviews completed applications on an individual basis. The applicant will receive an email notification from the ACBIS Portal once the application has been reviewed. Please contact ACBIS Staff to subscribe to an applicant's email notifications as a Group Administrator.
- **How long do I have to complete the ACBIS Exam?**
All candidates have one year from their application approval to complete the exam in their ACBIS Portal Account.
- **What are the exam format and proctoring requirements?**
The ACBIS Examination is available exclusively online through the ACBIS Portal using automated proctoring. The exam is available on-demand upon application approval. Please see the [Examination Requirements and Instructions](#) to review technical information.
- **How should I access a second attempt of the ACBIS Examination?**
Candidates may email ACBIS Staff to request access to the second attempt of the ACBIS Examination. ACBIS Staff will confirm there is a second attempt left to take within the candidate's one-year testing session and provide access to the second attempt in the ACBIS Portal.

Contact ACBIS:

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