



## CBIS/T Renewal Information

The certification renewal is an annual requirement. It consists of two steps:

1. Submission of a \$65 renewal fee
2. Submission of a renewal application

**Listing of Current Certificants** - please visit [here](#).

**Grace Period** - Certificants are provided a 60-day grace period from the time of their expiration date to renew without penalty.

**Late Fee** - Certificants are able to submit the required documentation up to 90 days past the certification expiration date with the addition of a \$25 late fee. You must contact BIAA for the late fee link. Certificants who do not renew within 90 days of their expiration date will become inactive and not permitted to use the CBIS or CBIST designation.

**Reinstatement** - Reinstatement of the credentials is permitted up to two renewal periods as long as CEs were maintained during the lapsed time frame.

Reinstatement Fees:

- \$125 for one lapsed renewal period
- \$190 for two lapsed renewal periods

You must contact BIAA for the appropriate fee and application access. Individuals that do not reinstate within the above-mentioned time frame will be required to submit a new application, pay the fee and retake the ACBIS exam.

**Has your name or other information changed?** To update your information, log into the [ACBIS Certification Program Portal](#). Click on My assignments and then click on Information. To update your email address, click on Account information. To update your name, home address, or home phone number, click on Personal information.

**Want to change your password?** Log into the [ACBIS Certification Program Portal](#), click on My assignments and then click on Password settings. Your email address must be current to receive communications from ACBIS.

Please contact the ACBIS office at 703-761-0750 x 632 for further information or assistance.